

AS21 QUICK START GUIDE

The following tasks should be completed to get started on the right foot. Page numbers reference specific pages in the AS21 Handbook available in Help -> General Help -> Users' Manuals.

1) Review System Navigation (page #5)

2) Add Grant Objectives (page #10)

3) Add / Edit Funding Sources (page #18)

4) Add Activities and Sessions (pages #25-27)

5) Register Participants (pages #29-32)

6) Record Attendance (pages #40-43)

Configuring your computer

- Enter the web address (<https://wisconsin.cayen-server.net>) in the right place.
 - Ensure that the web address is entered into the browser address bar, not a Search bar such as Google.
- Add your AS21 website as a favorite.
 - Make it easy to get back to your website by bookmarking or favoriting it in your browser.
- Turn off pop-up blockers.
 - Pop-ups are used throughout the system when saving information. If these pop-ups are blocked, the information you enter may not save correctly.
 - For Internet Explorer:
 - Click Tools – Internet Options. Select the Privacy Tab. Click Settings in the Pop-up Blocker Section. Enter the URL for your site as an address to allow. Click Add.
 - For Firefox
 - Click Tools – Options. Go to Privacy & Security. Click Exceptions next to “Block pop-up windows” in the Permissions section. Enter the URL for your site. Click Allow.
 - For Chrome:
 - Click Settings in the menu in the upper-right corner. Click Content settings in the Privacy and security section. Click Pop-ups and redirects. Click Add next to Allow. Enter the URL for your site. Click Add.

Send us your data!

- Save data entry time and improve accuracy of academic information by sending data from your Student Information System to Cayen Systems via our secure data uploads site (<https://datauploads.datapropeller.com>).

FAQs

Q) How do I get to my site?

A) The URL for the Wisconsin AfterSchool 21 site is <https://wisconsin.cayen-server.net>.

Q) I forgot my password. How do I get in?

A) Click the “Forgot Username or Password?” link on the sign-in screen. Enter the email address associated with your login. You should receive an email within a few minutes with instructions on how to log in. If that does not work, contact your program administrator. They can reset the password on your account through Settings -> Program Settings -> Users. The Cayen Systems Support Team will not update or reset users’ passwords.

Q) I tried adding a new Activity, but I can’t save because I don’t have any Project Goals. What do I do?

A) You need to set up at least one Grant Objective (AKA Project Goal) before you can create an activity. Instructions on adding Grant Objectives can be found at the bottom of page 9 of the AS21 Handbook.

Q) I’m setting up new Sessions, but can’t get any days to show up under the Days Offered section. What am I missing?

A) There are two common reasons for the dates not appearing.

- 1) Check the start and end dates of the session. If the end date is prior to the start date or the dates do not fall within the current term, that could cause problems.
- 2) The “School Days Open Only” checkbox above the “Select Multiple Days” field is checked and you don’t have a Site Calendar established. Either uncheck this box and try again or set up a Site Calendar in Settings -> Site Settings -> Site Calendar.

Q) I tried adding new people into Registration, but they’re not showing in my list. What’s going on?

A) You likely have a pop-up blocker on your machine that is preventing the web application from working properly. You can find instructions on disabling pop-ups on the other side of this document.