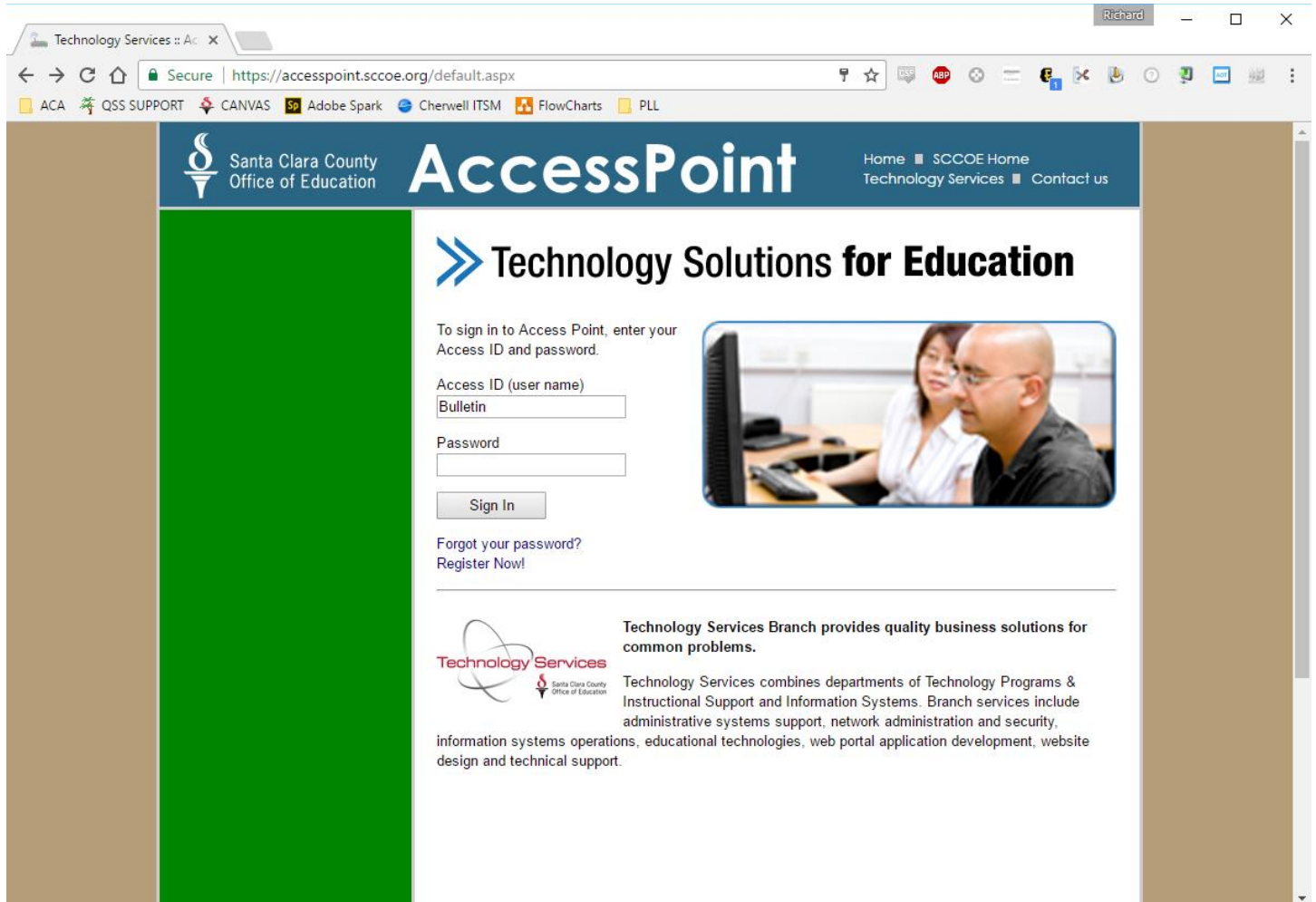


AccessPoint Bulletin Subscriptions

The purpose of this guide is to show you how to subscribe and update preferences for bulletins on AccessPoint. AccessPoint bulletins provide users with important updates about QSS Support, Activities, and Events related to their specific bulletin preferences.

Step 1:

Login to AccessPoint at <https://accesspoint.sccoe.org> using your provided Access ID and password:



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Technology Services combines departments of Technology Programs & Instructional Support and Information Systems. Branch services include administrative systems support, network administration and security, information systems operations, educational technologies, web portal application development, website design and technical support.

**If you have forgotten your password, please click the "Forgot your password?" link below and input your Access ID to have your password emailed to you.*

If you need further assistance logging in, please call the TSB Help Desk at 408-453-4357.

Step 2:

Click the [News and Bulletins](#) link on the left-hand side under RESOURCES:

The screenshot shows a web browser window displaying the AccessPoint website. The browser's address bar shows the URL <https://accesspoint.sccoe.org/home.aspx>. The website header includes the Santa Clara County Office of Education logo and the 'AccessPoint' title. The main navigation menu is located on the left side of the page, with the following sections: WELCOME, BULLET; SYSTEMS; RESOURCES; TRAININGS; and DOWNLOADS. The 'RESOURCES' section is expanded, showing links for 'Fiscal Year End', 'News and Bulletins', 'Training Materials', and 'Desktop Applications Training'. A red arrow points to the 'News and Bulletins' link. The main content area features a 'Welcome' message, a 'Tweets by @TSBTRA' section, and a 'QUICK LINKS' section. The 'QUICK LINKS' section includes links for 'My Profile', 'My Training Classes', 'My Requests', and 'Remote Support'. The 'FORMS' section includes links for 'QSS Registration', 'Aeries Security Request', 'ESS Group Maintenance', 'ESS District Admin Security', and 'QCC Executive Desktop'. The 'CLOUDZONE' section includes links for 'SCCOE Employees', 'AED Teachers', and 'Business System users'. The 'DOCUMENT MANAGEMENT' section includes a link for 'SCCOE Scanning'. The browser's address bar at the bottom shows the URL https://accesspoint.sccoe.org/bulletins/viewmaterials.aspx?_doc=1.

Step 3:

Click the link to [Sign up to receive future Bulletins, change your request or cancel your subscription](#):

The screenshot shows a web browser window displaying the AccessPoint Bulletin Subscriptions page. The browser's address bar shows the URL: https://accesspoint.sccoe.org/bulletins/viewmaterials.aspx?_doc=1. The page header includes the Santa Clara County Office of Education logo and the 'AccessPoint' title. The main content area is titled 'Bulletins' and contains the following text: 'Click on a bulletin to read important updates about the QSS Support, Activities and Events. Adobe Reader is required to view and print these files.' Below this text is a link: [Sign up to receive future Bulletins, change your request or cancel your subscription](#). A red arrow points to this link. There is also a search bar with the text 'Search Title/Desc:' and a 'Search' button. Below the search bar is a section titled 'Bulletins' which contains a table with the following data:

Date	Title	File Description
4/26/2017	Fiscal Year End Schedule and Overview	System activities
4/26/2017	Training Venues and Options	
4/26/2017	Adobe Forms Class	
4/26/2017	Intro to QCC class	
4/26/2017	AESOP User Group	
4/26/2017	1095 ready	
4/26/2017	ACA Processing Deadlines	1095 processing schedules

Step 4:

On the Bulletin Subscription Page, modify your subscriptions to ADD or REMOVE each Bulletin distribution list in which you would like to be included, type in any comments for additional requests in the empty box, then click the “Submit” button:

The screenshot shows a web browser window with the URL <https://accesspoint.sccoe.org/bulletins/subscription.aspx>. The page header includes the Santa Clara County Office of Education logo and the 'AccessPoint' title. The sidebar on the left contains sections for 'WELCOME, BULLET' (with links for password change and sign out), 'SYSTEMS' (Service Request, Report Center, WebMail), 'RESOURCES' (Fiscal Year End, News and Bulletins, Training Materials, Desktop Applications Training), 'TRAININGS' (Training Classes, Training Survey), and 'DOWNLOADS' (QCC). The main content area is titled 'Bulletin Subscription Page' and contains the following text and form elements:

- Text: "Please ADD my email to the Bulletin distribution list in the following areas:"
- Form: Radio buttons for "Financial", "Human Resources", "Payroll", and "Technical". The "Financial", "Human Resources", and "Payroll" options are selected and highlighted in yellow.
- Note: A red note states: "*Note: This sample user has elected to be added to all Bulletin subscriptions.".
- Text: "Please REMOVE my email from the Bulletin distribution list in the following areas:"
- Form: Radio buttons for "Financial", "Human Resources", "Payroll", and "Technical", all of which are unselected.
- Text: "Comments for additional requests:"
- Form: A large empty text box for entering comments.
- Text: "Bulletins will be sent to rich@sccoe.org address. *"
- Note: "* If this address is not right, change your email address in your profile and come back to subscribe again."
- Form: A "Submit" button, which is highlighted with a red arrow.

Your registration is complete! You will receive a confirmation message and your request will be processed within one working day. Help desk will email you a confirmation email notifying you that your bulletin preferences have been updated.

The screenshot shows a web browser window with the URL <https://accesspoint.sccoe.org/bulletins/subscription.aspx>. The page header includes the Santa Clara County Office of Education logo and the 'AccessPoint' title. The main content area is titled 'Bulletin Subscription Page' and features a green sidebar with navigation links: WELCOME, BULLET (Change my password, Sign out), SYSTEMS (Service Request, Report Center, WebMail), RESOURCES (Fiscal Year End, News and Bulletins, Training Materials, Desktop Applications Training), TRAININGS (Training Classes, Training Survey), and DOWNLOADS (QCC). The main content area contains a confirmation message: 'Thank you. Your request will be processed within one working day.' Below this, there are two sections for selecting email distribution preferences. The first section, 'Please ADD my email to the Bulletin distribution list in the following areas:', has radio buttons for Financial, Human Resources, Payroll, and Technical. The second section, 'Please REMOVE my email from the Bulletin distribution list in the following areas:', also has radio buttons for the same categories. A text box labeled 'Comments for additional requests:' is provided for further input. At the bottom, a note states: 'Bulletins will be sent to rich@sccoe.org address. * If this address is not right, change your email address in your profile and come back to subscribe again.' A 'Submit' button is located at the bottom of the page.