



ARCHDIOCESE OF BALTIMORE

DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF INFORMATION TECHNOLOGY

HELP DESK:
helpdesk@archbalt.org
(410) 547-5305

ARCHDIOCESE OF BALTIMORE

DIVISION OF INFORMATION TECHNOLOGY

GUIDE TO TECHNOLOGY FOR PARISHES AND SCHOOLS

VERSION 2.2
UPDATED SEPTEMBER, 2011

Version 2.2
for Parish and School Management Staff
of the Archdiocese of Baltimore
September, 2011

Archdiocese of Baltimore
Division of Information Technology
320 Cathedral Street
Baltimore, MD 21201

Web: <http://www.archbalt.org>
E-mail: helpdesk@archbalt.org
Phone: (410) 547-5305
Fax: (410) 332-8233

Table of Contents

Table of Contents	3
Introduction.....	5
About this Guide	5
Division of Information Technology	5
Overview.....	5
Mission.....	5
Guiding Principles	6
Organization Chart.....	7
Location	7
Help Desk.....	8
Help Desk Contact Information	8
Hardware.....	12
Recommended and Minimum Desktop System Requirements	12
Recommended PC Maintenance	13
Standard Software.....	13
Software Purchasing	14
Personal Software	14
Desktop Computing	14
Parish Information Management System (PIMS).....	16
Student Information System (SIS)	24
Networking Basics	29
Wired vs. Wireless Connections	29
Data Backups	29
Security Best Practices.....	30
Firewall	30
Virus Protection	31
Anti-Spyware	31
Other Security Best Practices.....	32
Internet/Intranet Use	34
Internet Credibility.....	34
Parish and School Web Sites	34
Web and Email Communication Tools.....	36
Archdiocese of Baltimore Web Site	36
myArch	37
Email	40
Parish and School Reporting.....	46
Parish Annual Reporting Schedule	47
School Annual Reporting Schedule	47
Annual Parish Consolidated Reports	50
School Marketing Survey	53

Appendix A: Computer Use and Internet Policy	56
Overview.....	56
Policy	56
Principles of Acceptable Use	56
Unacceptable Use.....	57
Archdiocese of Baltimore Rights.....	57
Enforcement and Violations	58
Appendix B: Disabling Pop-Up Blocking Software.....	59
Microsoft Windows XP Service Pack 2 (SP2)	59
Yahoo Toolbar	60
Google Toolbar	61
MSN Toolbar	62
AOL Toolbar.....	62
Pop-Up Stopper.....	63
PopUpCop.....	64
Revisions to this Guide	65

Introduction

The Division of Information Technology manages the computer network and resources of the Archdiocese located at the Catholic Center. The Division also assists schools and parishes in developing and implementing technology plans.

About this Guide

This guide was developed to help serve parish and school staff by answering common questions concerning technology.

Please assist us in keeping this document current and correct. If you find information that needs updating, please contact the Help Desk (See *Help Desk Contact Information*).

In addition, we invite and encourage your feedback. Please see *Revisions to this Guide*. Future revisions will incorporate your suggestions for improvement.

Division of Information Technology

Overview

The Division of Information Technology supports the programs and activities of the Archdiocese of Baltimore. Parishes and schools most frequently contact the Help Desk for assistance with standardized information systems (PowerSchool and ParishSOFT), financial reporting, web site updates, Intranet (*myArch*) questions, and Archdiocesan email (archbalt) account requests. The Information Technology Help Desk can be reached at (410) 547-5305. (See *Help Desk Contact Information*).

Mission

The Division of Information Technology will be widely known for the way in which we provide and service sophisticated information technology used in the ministry of the Catholic Church of Baltimore. We will support and enable the organizational strategic business processes by providing excellent customer service, focusing on process improvement and through our commitment to providing reliable, secure information and technologies. The people of the Archdiocese, its' parishes, schools and agencies are the focus of our evangelization through information.

Guiding Principles

A Vision of Ministry Enabled by Connectivity

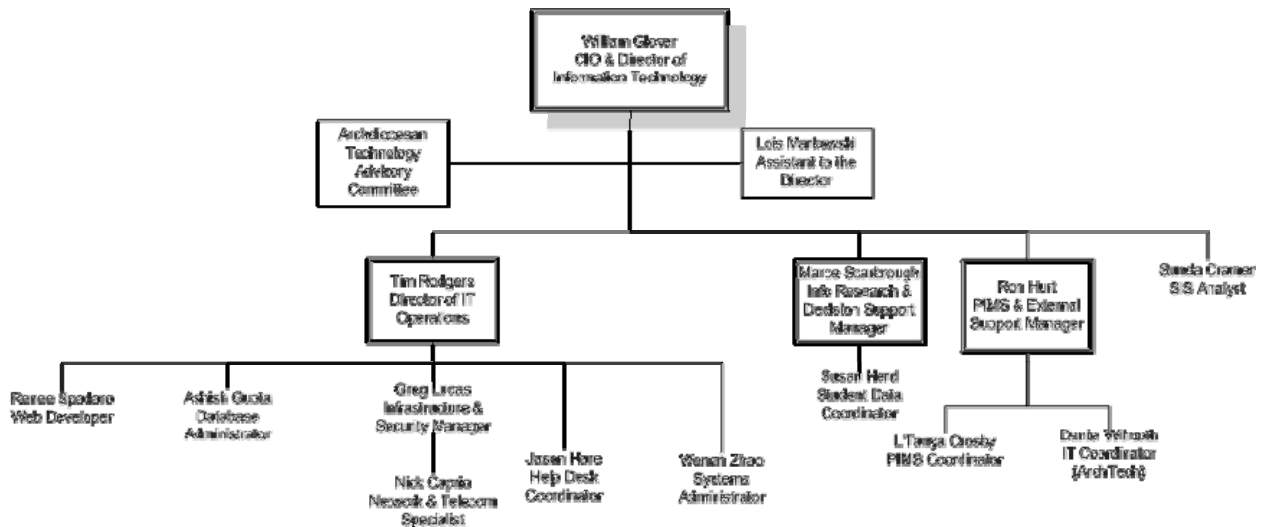
Information and communication technologies are God-given gifts that can maximize the mission of the Catholic Church of Baltimore to proclaim the Gospel of Jesus Christ by "Connecting the People of God." We speak to all people when we use these gifts to:

1. Utilize proven technologies to reach all Catholics, especially youth and young adults, to promote their fuller participation in ministries and the sacramental life of the Church; (Evangelization, Education, Liturgy, Service)
2. Enable the sharing of the unique human, physical, knowledge and ministerial resources of the Local Church of Baltimore among its parishes, schools, and institutions; (Liturgy, Service, Stewardship)
3. Link the Local Church of Baltimore with other people of good will for the benefit of all; (Evangelization, Service)
4. Make the Local Church of Baltimore a model of information/resource access that is easy to use; (Education, Evangelization, Liturgy, Stewardship)
5. Improve the efficiency of administrative requirements, thereby allowing more time for pastoral ministry. (Education, Stewardship)

Organization Chart



ARCHDIOCESE OF BALTIMORE
 DEPARTMENT OF MANAGEMENT SERVICES
 DIVISION OF INFORMATION TECHNOLOGY
 UPDATED: SEPTEMBER 2011



Location

The Division of Information Technology offices are located on the second floor of the Catholic Center, 320 Cathedral Street, Baltimore, MD 21201. Staff can be reached through the Help Desk by calling (410) 547-5305 or through email at IT@archbalt.org.

Help Desk

Help Desk Contact Information

The Help Desk is staffed Monday through Friday from 8:00 a.m. – 5:00 p.m. After-hours emergency support is also available. The Help Desk serves as a single point of contact for users with IT needs. The Help Desk can be reached by phone, email, or through the intranet – “myArch.” Please refrain from calling individual IT employee extensions or email IT employees directly. The employee may be out of the office and unable to respond as promptly as needed.

Help Desk Contact Information

Phone	(410) 547-5305
Email	helpdesk@archbalt.org
Intranet (myArch)	http://www.archbalt.org/help-desk

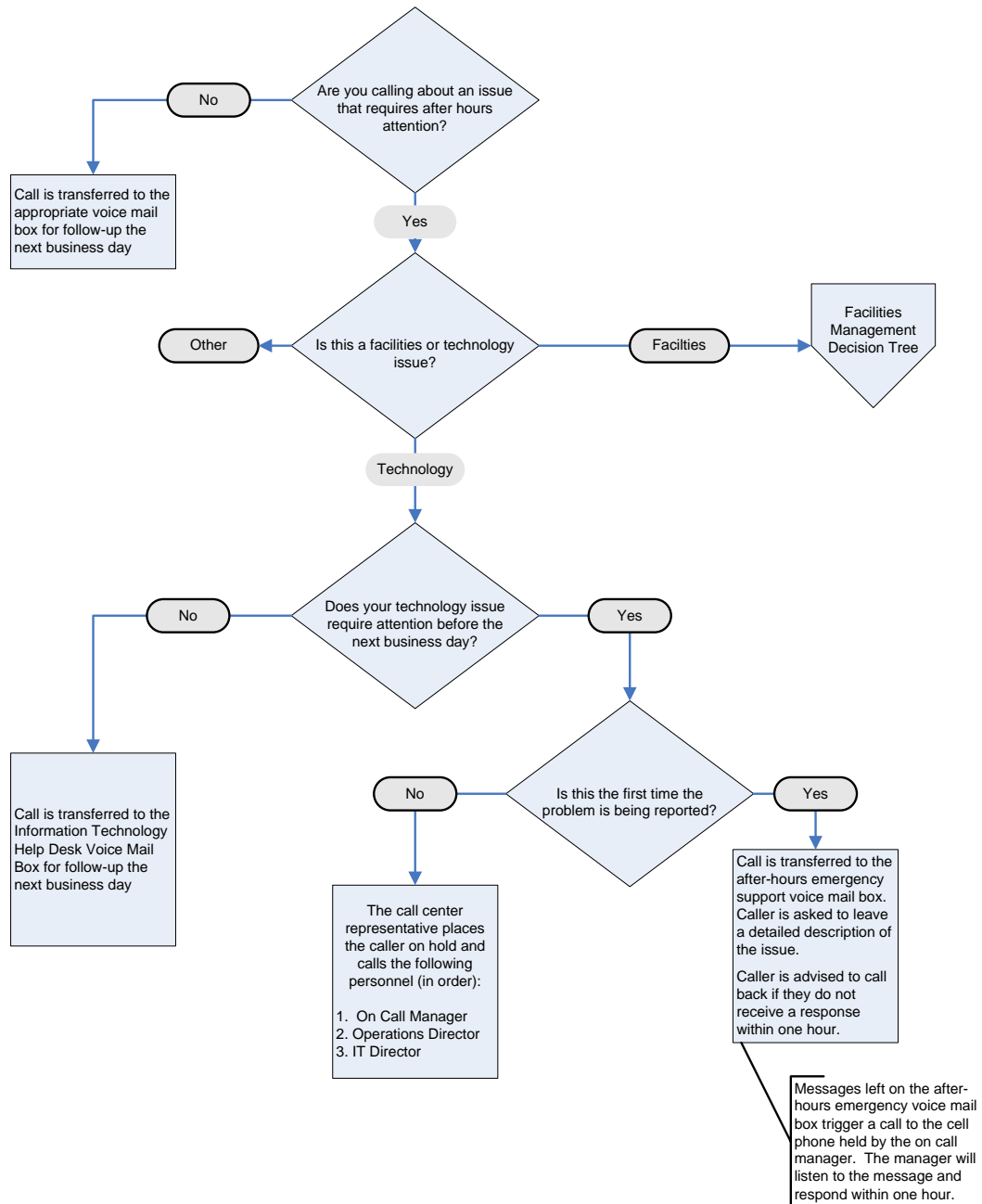
After-Hours Emergencies

To report an after-hours technology emergency, dial (410) 547-5305 and select option 1. A call center representative will take the call and assist in determining if the issue requires immediate attention.

If your issue requires after-hours support, the representative transfers your call to an after-hours emergency voice mail system. You will be asked to leave a detailed description of the issue. The on-call manager receives an alert by cell phone, listens to the message, and responds within one hour.

If you have not received a response within one hour, you should call (410) 547-5305, option 1. The call center representative contacts the on-call manager directly for a status. If the on-call manager cannot be reached, the Operations Director, and subsequently, the IT Director are contacted.

After Hours Phone Process



Requesting Technical Assistance

The Help Desk is equipped to respond to requests submitted online through *myArch* (AOB Intranet). The process is simple. After you complete a short [online request form](#), issues are automatically forwarded through email to IT staff and management. When submitted through *myArch*, your issue receives maximum visibility and the quickest possible resolution time. *myArch* requests also help build a central knowledge bank which will help the AOB user community receive better, more efficient service.

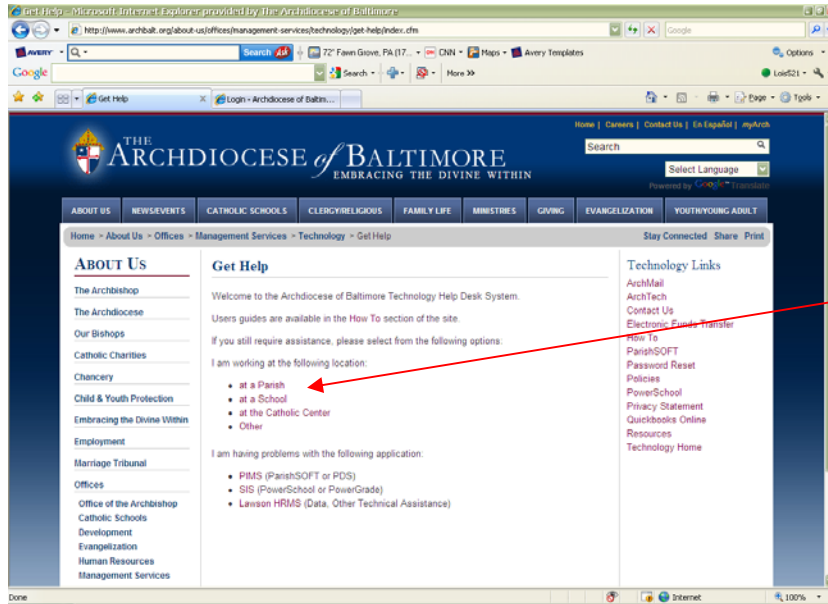
To submit a request to the Help Desk through *myArch*, use these steps.

1. Open **Internet Explorer**.
2. In the address bar line, type <http://www.archbalt.org/technology>
3. Click **Get Help** (located on the right side of the web page under **Links**).



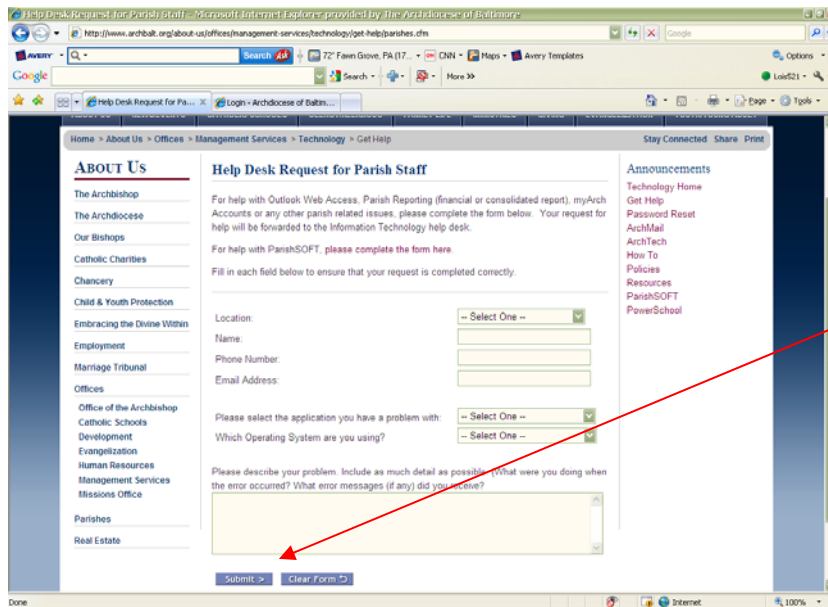
Select
Get Help

DIVISION OF INFORMATION TECHNOLOGY



Select at a
Parish or at a
School

4. Complete the fields as indicated. Click **Submit**.



Click
Submit.

Help Desk Contact Procedure

To expedite the handling of your request, please use the [Intranet](#), [email](#) or phone extension (see *Help Desk Contact Information*) to contact the Help Desk, rather than contacting a specific IT staff member. The Help Desk is staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. [Non-emergency messages](#) left outside of these hours receive a response within the first two hours of the next business day.

Hardware

Hardware consists of the physical parts of a computer or other technological equipment. It includes desktop and laptop computers, as well as the equipment needed to connect those computers to a network and the Internet.

The Archdiocese of Baltimore has standardized on [Dell](#) desktop and laptop computers. Discount pricing for parishes and school equipment purchases is available through Dell. For more information, contact the [Information Technology Help Desk](#).

Recommended and Minimum Desktop System Requirements

The Division of Information Technology offers the following specifications as general guidelines to consider when purchasing, upgrading, or receiving donated office and classroom technology. For example, most operating systems and other software need certain amounts of processing speed, memory, and hard disk space in order to run properly. Other items, such as virus protection, a firewall, and anti-spyware software, are necessary to best secure your computers and the sensitive information they contain. For tips on improving computer performance, see [Recommended PC Maintenance](#).

<i>Requirement</i>	<i>Recommended</i>	<i>Minimum</i>
Processor	Intel Pentium IV 2.0 GHz	Intel Pentium IV 900MHz
RAM	2GB	1GB
Operating System	Windows XP Professional or 7 Pro	Windows 2000
Hard Disk Space	120GB	80GB
Storage Device	DVD+RW or DVD+R	CD-R or CD+RW
Email	Personal email account under parish/school domain	Archbalt account
Internet Access	High-speed connection (cable, DSL, T1, other)	High-speed connection (cable, DSL, T1, other)
Virus Protection	Installed, functioning, and updated weekly	Installed, functioning, and updated weekly
Firewall	Installed and functioning	Installed and functioning
Data Backups	All data backed up and verified daily and removed to off-site storage	Critical data backed up and verified regularly and removed to off-site storage
Print Capability	Print capability through local or networked laser printer	Print capability through local or networked printer
Fax Capability	Working and maintained “always on,” receive-ready fax machine	Working and maintained “always on,” receive-ready fax machine

Recommended PC Maintenance

Technology is a significant investment. Like other equipment, it requires time to maintain. Without [proper maintenance](#), computer performance gradually deteriorates over time.

Parish and school system administrators are recommended to make use of the following tools for maintaining (and improving) system performance. Other preventative measures exist; however, this list is a good place to start.

- [Automatic Windows Updates](#)
- [Anti-Virus \(with Automatic Updates\)](#)
- [Anti-Spyware \(with Automatic Updates\)](#)
- [Remove Unwanted Programs](#)
- Disable Unnecessary AutoStart Programs
- [Defragment Hard Disks](#)
- Recover Hard Disk Space
 - [Run Disk Cleanup](#)
 - Delete Word's Old Recovered Files
 - [Archive Old Outlook Messages](#)
 - [Clean Out Internet Explorer](#)
- Restrict Future Downloads
- [Enable Windows System Restore](#)

Software

Software consists of applications or programs that add functionality to your hardware. Personal computers are usually sold with some software pre-loaded; other programs are purchased and installed separately. Many software titles are available in versions you can try before purchasing. Before installing, read licensing agreements carefully to understand the terms of use. Be cautious of programs that are 'free' (See [Anti-Spyware](#)).

Standard Software

The Division of Information Technology has standardized on the following software for Archdiocesan offices. This is based on industry best practices.

Operating System:	Microsoft Windows XP Professional (<i>Windows 7 has been evaluated and may be used if third party application compatibility issues do not exist.</i>)
Anti-Virus:	Symantec (Norton) , McAfee
Desktop Productivity:	Microsoft Office
Document Management:	Adobe Acrobat Reader

Software Purchasing

Discounted software is available for purchase through [Softchoice](#) by calling 1-800-268-7638. When calling, identify your organization as a member of the Archdiocese of Baltimore.

Personal Software

Parish/school system administrators should strongly discourage employees from installing additional software (whether downloaded from the Internet or brought from home). Many applications can cause your computer to perform poorly or can have other adverse effects on your computer or network. Some novelty programs with mass appeal (screen savers, for example) may cause your computer to perform more slowly. Some programs have spyware or other malicious software secretly included. No software is truly “free”; there are hidden costs.

Desktop Computing

Adobe Acrobat

Adobe Acrobat is an application used to publish and share documents in Portable Document Format (PDF). Standards organizations around the world have specified this format for secure and reliable exchange of electronic documents.

Adobe PDF files can be shared, viewed, and printed by anyone on any system, using free [Adobe Reader software](#), regardless of what type of computer or other software may be installed. However, in order to create PDF files, additional software must be purchased – either Adobe Acrobat or other applications intended for this purchase.

Once Adobe Acrobat is purchased and installed, creating an Acrobat PDF file is simple. Look for the Adobe PDF menu in Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Select Convert to Adobe PDF or a combined command such as Convert to Adobe PDF and Email for an even easier, one-click method to share a document.

Microsoft Office

The Archdiocese has standardized on Microsoft Office as its productivity suite. Microsoft Office includes Word, Excel, Access, PowerPoint, and Outlook. These programs are designed to work together. For example, you can insert an Excel spreadsheet into a Word document; copy and paste text from a Word document into a PowerPoint presentation; export an Access report to a Word document; and send email through Outlook to an address referenced in a Word document. These are just a few of the many integrated tasks made possible in Microsoft Office.

Quick reference guides on each application are available; contact the Help Desk.

Microsoft Word

Microsoft Word is a powerful word processing program. You can use it to create documents such as letters, memos, web pages, and more. Word includes every feature you need to create and manage documents and work on those documents collaboratively with others.

Microsoft Excel

Microsoft Excel is a fully featured spreadsheet application you can use to track and analyze data. It is particularly suited for sales tracking and analysis, reporting, and finances. Excel includes a wide array of programming and calculation features. For example, you can use Excel to test various pricing models ('what if' scenarios) for feasibility. Excel also includes graphical reporting tools such as pie and bar charts.

Microsoft Access

Microsoft Access is a robust database management program. If you have many sets of related data and need a place to store and report on the data, Access is the tool to use. Access consists of objects such as tables, queries, forms, and reports that make it easier to view, enter, and analyze data. (Access is required for ParishSOFT users.)

Microsoft PowerPoint

Microsoft PowerPoint is a program you can use to create polished, professional slide presentations. It allows you to add text, pictures, charts, and even multimedia. You can start with automatic presentations with pre-set design or content templates or create your own design and content formats from scratch.

Microsoft Outlook

Microsoft Outlook facilitates communication amongst co-workers and external affiliates. It is an email client and personal information management system. Its modules work together to help you manage your email messages, lists, notes, and daily activities. These modules include an Inbox for email messages, a Calendar for appointments, a Contacts module for storing individuals' phone numbers, addresses, and email addresses, a Tasks module – your electronic "to-do list", and Notes – an electronic version of Post-It notes.

Parish Information Management System (PIMS)

The parish information management system (PIMS) consists of software used by parishes to track census, financial, religious education, and ministry information; a centralized Archdiocesan database; and the technology to connect the two in order to share data.

The Archdiocese has partnered with [ParishSOFT](#) to acquire and implement the parish information management system. To request a demonstration or to schedule implementation, contact the [Parish Information Management Systems \(PIMS\) team](#).



Support

The Parish Information Management System (PIMS) is supported by dedicated Information Technology staff, employed by the Archdiocese. The PIMS team manages all aspects of system implementation and support, including:

- On-Site Software Demonstrations
- Purchasing
- Data Conversions
- Training
- Installation
- Software Maintenance/Upgrades and Technical Support
- Regular User Group Meetings



Parishes reach PIMS support through the Information Technology Help Desk, as primary contact. Secondary support is available through ParishSOFT (1-866-930-4774, option 2 for support.) ParishSOFT was purchased and licensed by the Archdiocese and all sales are managed through the PIMS team.


ParishSOFT At A Glance

ParishSOFT is comprised of four core desktop applications (described on the following pages). The applications reference data that is stored in a Microsoft Access database that can be shared amongst multiple users in a networked environment. A significant advantage of the system is that all parish offices can share the same data. For instance, parishioner address changes are automatically updated for the faith formation office.

Synchronization of Data

Parish data is synchronized or backed up to the Archdiocese through a secure Internet connection and stored in a SQL database. Advantages of synchronization include off-site data backups and restoration in case of emergency; the ability to import parishioner records for newly registered families who have moved from another parish in the Archdiocese; and simplified Archdiocesan reporting requirements.

DIVISION OF INFORMATION TECHNOLOGY


DESKTOP APPLICATIONS		
Module	Purpose	Features
 Family Directory	Census Tracking and Reporting, Parishioner Communication, Sacramental Registry	<ul style="list-style-type: none"> • Update Information with a click of the button • Register new parishioners with ease • Maintain multiple contact listings • Flag address, phone, and email fields as public or unlisted • Keep pastoral notes and special needs information • Display family and individual photos • Enter emergency contact information • Store religious education and student records • Track committee or ministry group involvement. • Communicate Easily with Parishioners and Staff • Email or send a letter to any individual or parish group • Contact parishes of baptism easily • Assign and track contribution envelopes • Manage an unlimited number of member or family groups • Generate census information and statistics • Create and print accurate, up-to-date reports • Maintain a comprehensive sacramental registry • Print professional quality sacramental certificates • Print your parish directory • Secure sensitive information by restricting access

Family Directory

File Family Info Staff Modules Reports Utilities About

Last Name Search: Advanced Search

Abbey, William & Elizabeth

 Mr & Mrs William Abbey
4600 Cameron Street
Renton, WA 98055


Membership Display: Registered

Fam Group & ID Display: All Groups

Diocesan ID:

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	A	B	C	D	E	F	G	H	I	J	K	L	M
Family													
Abbey, William & Elizabeth													
Adams, Henri and Carole													
Amorgewiz, Bobby and Sandra													
Anderson, Jim & Martha													
Bailey, Todd & Nancy M													
Biczak, Sharon & Paul													
Bonzak, Howard													
Brinks, Jim and Shirley													
Camp, George & Marian													
Clampit, Jed													
Coulter, Adam & Elyse													
Davis, Scott & Mary Lou													
Demo, Fr. Dan													
Eagle, Kim & Darlene													
El Wattig, Rabab													
Englebert, Loreene													
Fear, Teresa													
Francis, Bob & Amy													
Gabriel, William & Kathryn													
Gammons, Steven & Sarena													
Harris, Ralph & Martha													
Haynes, Jeff & Dawn													
Hunt, Jim													

Successful Logon Rev. Dan Demo Records: 71

 Offering & Tuition	Record Contributions and Payments, Financial Reporting	<ul style="list-style-type: none"> • Rapidly enter contributions and payments • Itemize all income, including each donor's pledges, gifts, special offerings, tuition and more • Get up-to-date views of family contribution history • Automatically prepare and mail year-end contribution statements • Manage school tuition • Create an unlimited number of funds, customized to diocesan and parish chart of accounts • Quickly generate accurate, professional reports • Manage pledges and capital campaigns • Quickly send reminders by email or letter for payments due • Integrate with ParishSOFT Automated Clearing House (ACH), to eliminate the time intensive manual posting task and electronically transfer funds directly to parish account
---	---	--

Contribution Posting

Family Info Batch Processing

Batch Setup

Chart Of Account Fund: Offering Date: 2 / 5 / 2006 Batch # (Desc & Date): None Batch Total \$: 0.00 Declining Balance: 0.00

Post to this Family

Env#: 79 - Brinks, Jim and Shirley (Family ID & DiolD: 42 - 0)
7893 Next Street South Plymouth, MI 48170

Registered

Enter Search Criteria

Search by typing in either Last Name or an Envelope Number...

Search Category: Last Name

Brinks, Jim and Shirley

Membership Filter: Both

Amount(\$): 75 Posting Date: 2 / 5 / 2006 Fund: Offering

Posting for Family Member: Entire Family

ACH Pay Now

Env#: 79 - Brinks, Jim and Shirley (Family ID & DiolD: 42 - 0)

Family	Env#/Diold	Phone	Address	City, State Zip	Email	MMI	Registered?	Family C
Bailey, Todd & Nancy M	19	(734) 555-1168	403 Keech	Ann Arbor, MI 48103	BicSA@catholicweb.com	3	True	
Biczak, Sharon & Paul		(734) 512-5182	2583 LaFayette Court	Scio Township, MI 48103	hbonzak@attworld.net	63	True	
Bonzak, Howard	40	(740) 458-9658	2345 Jonesville Rd	Thurman, OH 45685	hbonzak@attworld.net	33	True	
Brinks, Jim and Shi...	79	(555) 555-5555	7893 Next Street South	Plymouth, MI 48170	Username@hotmail.com	42	True	

Family YTD Contributions Daily Postings Delete Last Entry

Last Entry: 02-05-2006, Env #: 41, Amt: \$50

Close

Membership Pledge Records

Families Batches

Families of Selected Fund

Add Family Delete Family

Abbey, William & Elizabeth
 Coulter, Adam & Elyse
 Davis, Scott & Mary Lou
 Eagle, Kim & Darlene
 Gabriel, William & Kathryn
 Ingram, Frank & Anna
 Johnson, Michael
 Jordan, Michael & Marie
 Owen, Robert & Susan
 Quick, Steven & Suzanne
 Ryan, James & Angela
 Stephens, Mark & Melissa
 Thomas, Roger & Anita
 Williams, Karen and Cliff

FamilyID/DUID: 1 / 0
 PledgeID/DUID: 47 / 0

Setup Online Banking

Update Close

Pledge Fund

Building Fund Campaign

Add Zero Pledge Records

Env #: 0 Family: Abbey, William & Elizabeth

734-555-8397 4600 Cameron Street Renton, WA 98055

Pledge Record Data ACH Date Never

Pledge Date 12/18/2003 1st Pmt Date 12/18/2003 Down Payment 0.00

Selected Batch None

Total Pledged 2,500.00
 Total Paid 0.00
 Balance 2,500.00

Payment Schedule

Due SEMI-ANNUALL over 60 months, at a rate of... Calc Payment \$ 250.00

Limit ACH Withdrawals to Total Pledge Amount: ☒ Calc Total Pledge Amt

Send Statements

☒ January ☐ April ☒ July ☐ October
☐ February ☐ May ☐ August ☐ November
☐ March ☐ June ☐ September ☐ December

Select All Deselect All

Post Payment

Payment Date 2 / 2 / 2006 Payment Amount 250.00

Comments

Post Payment Pledge Pmt History

12-18-03 00.00 Pledge Down Payme

Online Giving	Collect Gifts Automatically	<p>The ParishSOFT Online Giving Module is fully integrated with Offering & Tuition, allowing you to completely automate your process for collecting funds and posting transactions for your parish or school. Online Giving eliminates the time-intensive task of manually posting income to account ledgers and parishioner records, and permits the electronic transfer of funds directly into your parish account for contributions, pledges, and tuition. Easy to use online portal managed by parishioner with automated alert reminders and giving history readily available.</p> <p>Collect Funds Automatically</p> <ul style="list-style-type: none"> • Transfer funds automatically into your parish or school account • Ensure steady parish or school income • Offer convenient paying methods for today's families • Enable credit card or direct withdrawal from contributor's bank account • Posts transactions overnight and electronically posts to parish account within three business days. <p>Record Transactions Automatically</p> <ul style="list-style-type: none"> • Save time for parishioners and office staff alike • Eliminates manual posting errors • Posts transactions automatically to payer's contribution record.
---------------	-----------------------------	--




[Manage My Account](#)
[About Online Giving](#)
[Contact Us](#)
Welcome PS Giver - [Sign Out](#)

PS' Online Giving Home

[Watch Help Video!](#)



Give a New Gift
View a list of Gifts that you can give to!



My Personal Information
View / Edit My Personal Information such as Name and Email Address.



My Payment Methods
Add / Edit Payment Methods such as a Bank Account or Credit Card.



My Online Giving History
View a detailed History of your past Online Giving.




My Active Online Giving
View / Edit Gifts that you are actively Giving to, such as a Pledge.

My Giving Snapshot


Total Given: \$933,164.73
Given YTD: \$718,740.89

My Recent Gifts

Offering	\$10.00 - 9/15/2011
Offering	\$50.00 - 9/14/2011
Capital Campaign	\$1,000.00 - 9/14/2011
Offering	\$100.00 - 9/13/2011
Offering	\$458.00 - 9/12/2011

 <p>Religious Education</p>	<p>Set up school year, sessions, classes and track students and catechists</p>	<ul style="list-style-type: none"> • Register students and promote students or classes easily • Set up classes, sessions, or school year automatically • Export school calendar to web • Generate class lists, attendance, and reports of all kinds • Schedule catechists and store contact information • Update student records and history • Manage tuition payments with our Offering & Tuition Module • View and update family information easily • Send email or letter to individuals, parents, or staff • Track sacramental information and print certificates • Print mailing labels.
--	--	--

[illegible]

 Time & Talent	Ministry tracking and scheduling	Manage Ministry Groups <ul style="list-style-type: none"> • Create and track ministry groups and committees • Communicate easily with a single volunteer or an entire ministry group • Build and foster a strong volunteer base • Search for and assign volunteers instantly • Store member preferences and merge with parish liturgical needs • Add, edit, or delete scheduling changes with a click of a button • Print ministry schedules, labels, and standard or customized reports. Built-in Email and Mail Merge <ul style="list-style-type: none"> • Send email or letter to selected individuals or entire ministry groups • Use email to remind ministers of upcoming assignments • Post schedules automatically to your parish web calendar.
--	---	---

ParishSOFT Time and Talent Scheduler

Scheduler
 Groups: Liturgy Date: 12/25/2005
 Ministers: All Events: 11am Sunday Mass

Available Ministers: 8

Ministry	Role	TimesSrvd	FullName	C
Lector		0	Nowka, Alan	
Server		0	Nowka, David	
Server		0	Nowka, Julie	
Choir		0	Nowka, Melinda	
Choir		0	Torres, Valenc�a	
Cantor		0	Torres, Valenc�a	
Server		0	Bailey, Shawn	
Perpetual Adoration		0	Biczak, Sharon	

Weekly Schedule Weekly Ministry Count

Refresh Schedule for: 12-25-2005

Event	Ministry	LastName	FirstName
11am Sunday Mass	Cantor	Torres	Valenc�a
11am Sunday Mass	Choir	Nowka	Melinda
11am Sunday Mass	Lector	Nowka	Alan
11am Sunday Mass	Perpetual Adoration	Biczak	Sharon
11am Sunday Mass	Server	Nowka	Julie
11am Sunday Mass	Server	Nowka	David





Deselect All Auto Select Schedule

Delete Selected Record Delete All Shown Export Schedule

The Times Served Count is shown to the right of the minister's name, ie: Doe, John(x3). This is based the number of times the named minister has been scheduled since that date. (This will also include any future scheduled dates.) You can change this in the date box on the right.

Times Served Count Start Date: 2 / 2 / 2006

Close

WEB APPLICATIONS (Provided at no cost to any parish by ParishSOFT)		
Module	Purpose	Features
Parishes Online 	Online Catholic Directory with Parish Web Space	<ul style="list-style-type: none"> • FREE parish, school, or religious education program website • Connect with over 20,000 Catholic parishes across the U.S. • Post your school or liturgical calendar on the web • Keep parishioners, parents, and volunteers up-to-date with online bulletins and announcements • Back up automatically to ParishSOFT's server, for free offsite storage 
Parish Calendar 	Online Parish Calendar Tool	
Parish Facility Scheduler 	Online Parish Facility Scheduler Tool	

Student Information System (SIS)

The Student Information System (SIS) used by the Archdiocese of Baltimore is PowerSchool. PowerSchool is a web-based program through which the schools maintain demographic information, attendance, and grades.

Teachers enter grades and attendance through PowerSchool which is then stored for their Progress Reports.

Parents are able to log into PowerSchool after attending an information session and receiving a user name and password. Once logged in, parents are able to see their child's attendance information and scores on their assignments.

Support

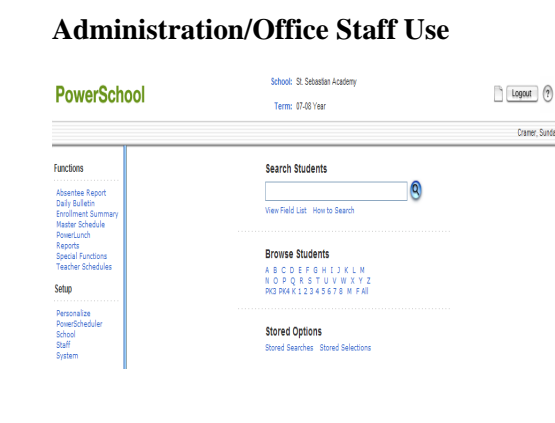
PowerSchool

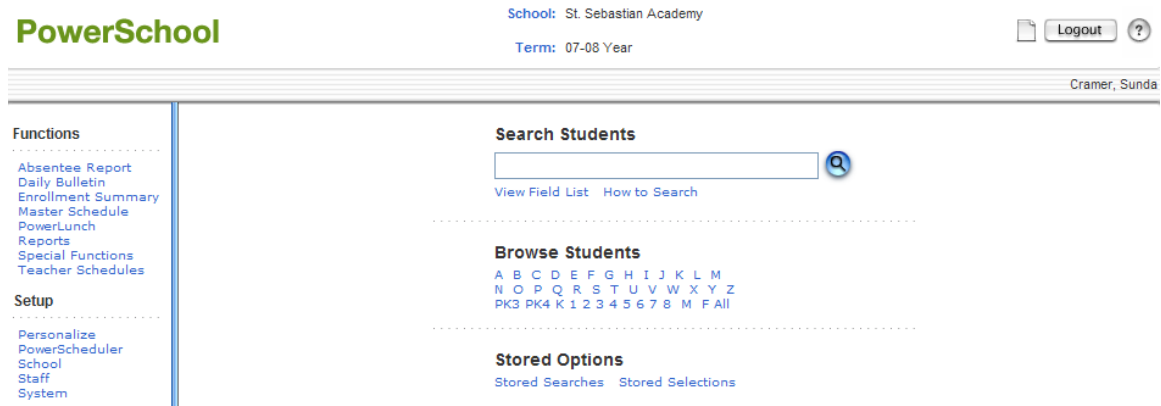
The Student Information System (SIS) is supported by dedicated Information Technology staff. The SIS team manages all aspects of system implementation and support, including:

- Troubleshooting
- PowerSchool Local Administrator Meetings
- Training

PowerSchool Local Administrators reach SIS support through the Information Technology Help Desk, as primary contact.

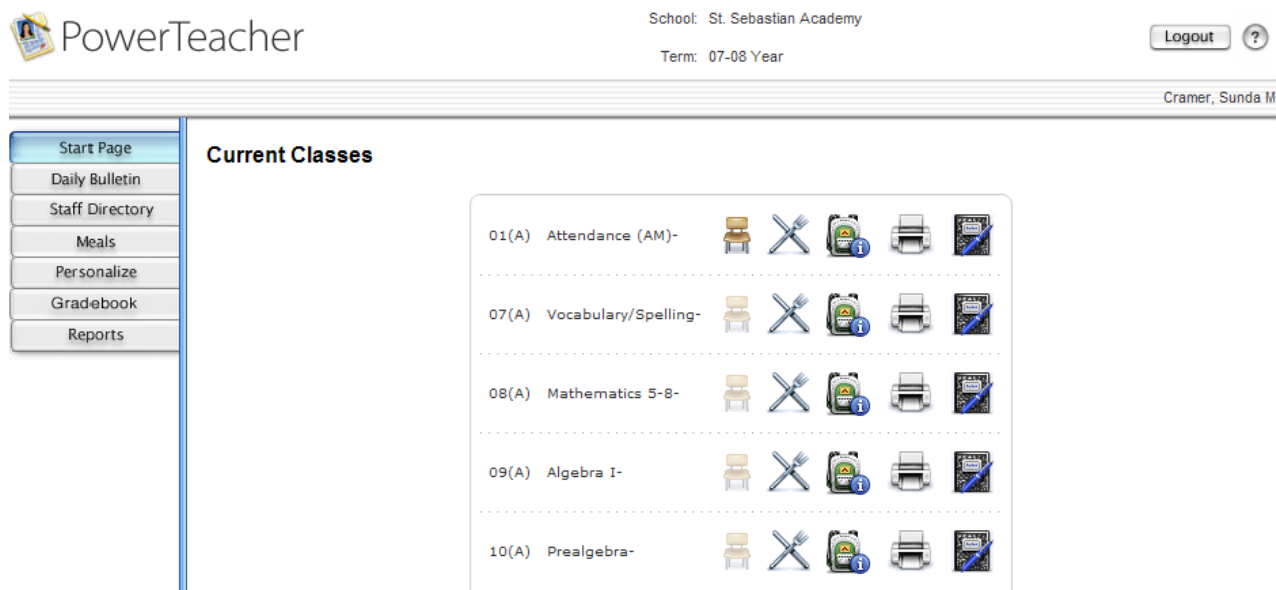
Administration/Office Staff Use

	<ul style="list-style-type: none"> • Set Up Attendance • Set Up Teachers/Staff • Enroll Students Into School • Maintain Demographic Information On Students • Schedule Students Into Classes • View Grades • Set Up The Online Daily Bulletin • Read The Online Daily Bulletin • Run Reports <ul style="list-style-type: none"> ○ Progress Reports ○ Mailing Labels ○ Form Letters
---	---



Teacher Use

	<ul style="list-style-type: none"> • Take Attendance Online • Enter Assignments And Student Scores • Enter Standards And Comments For The Progress Report • Run Reports Set Up From The Administration Side • Read The Online Daily Bulletin
---	---



DIVISION OF INFORMATION TECHNOLOGY

Parent Use

Parent Use

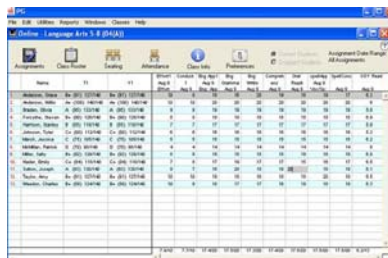
- View Student Grades And Attendance
- View Individual Student Scores
- View Grades And Attendance History For The Current School Year
- Sign Up For Email Notification Of Grades/Attendance/School Bulletin
- View Teacher Comments
- Read The Online Daily Bulletin
- Email Teachers By Clicking On Their Name

PowerSchool

- View Student Grades And Attendance
- View Individual Student Scores
- View Grades And Attendance History For The Current School Year
- Sign Up For Email Notification Of Grades/Attendance/School Bulletin
- View Teacher Comments
- Read The Online Daily Bulletin
- Email Teachers By Clicking On Their Name

PowerTeacher Gradebook

PowerTeacher



PowerGrade is an electronic grade book application installed on individual teacher computers.

- Create Assignments
- Enter Scores For Student Assignments
- View Student Demographic Information
- Enter Comments For Progress Reports
- Create And Run Reports
 - Individual Student Report
 - Roster Report
 - Spreadsheet Report
 - Missing Assignment Report

PowerTeacher Gradebook: Nidza Berron - St. John the Evangelist School (Severna Park)

File Edit View Tools Window Help

Classes: 2010-2011

- 13(A) 5A 10-11
- 13(A) 7A 10-11
- 13(A) 5B 10-11
- 13(A) 6A 10-11
- 13(A) 7B 10-11
- 13(A) 8A 10-11
- 13(A) 8B 10-11
- 13(A) 6B 10-11
- 13(A) KA 10-11

Student Groups: Active (23), Dropped (2)

Reporting Term: T1 Mode: Assignments Final Grades Student View

Term for this class has ended.

T1 In Progress

Students (23)	(T1) Final Grade	South America ... 09/17/2010 pts: 10	Nationalities 10/01/2010 pts: 10	Nums. and color ... 10/22/2010 pts: 20	Day of the Dead 11/05/2010 pts: 25
Barnes, Peyton	G 92% 60/65	10	8	20	22
Corbi, Michael	V 94% 61/65	10	9	20	22
DiPietro, Bryce	G 92% 60/65	10	8	20	22
Edmonston, Jonathan	G 85% 55/65	10	8	15	22
Egan, Liam	G 85% 55/65	10	8	15	22

Networking Basics

A network is a term that describes two or more computers that are connected. Computers may be connected so that they can share a printer, files, access a server, or connect to the Internet. A network can simplify computer operations, by storing all files in one place for access and backup purposes or protecting computers through a firewall.

Computer networks can take a variety of different forms. Some are simple, connecting a handful of computers. Other networks can be very complicated, connecting dozens or even hundreds of computers or connecting separate sites. In recent years setting up a computer network has become easier as the price of networking hardware and software has come down. In some ways, however, it is more complicated because of the challenges of security and the need to protect computer data.

Wired vs. Wireless Connections

Computers can be connected, or networked, in one of two ways. They can be *wired* together through a separate device such as a switch or router. They can also connect *wirelessly* through a wireless router. Each method has its own advantages (and disadvantages). In general, wired networks are more reliable and offer faster performance. However, wireless connections offer convenience and flexibility and are sometimes the only option depending on construction constraints.

One of the most overlooked features in a wireless network is the need for security. A wireless networks allows for the convenience of accessing your network from anywhere that your signal can be reached. Without adequate security that same signal can be picked up by people that were never intended to access your network. Most of the wireless equipment allows users to add secure login and data encryption. All parishes and schools need to be mindful of the need for security when planning their wireless networks.

Information Technology staff can provide an initial consultation to help you decide what type of network is best for your office and budget, to determine next steps, and to help you select a contractor if needed.

Data Backups

All computer equipment will fail eventually. Unless your parish or school has a back-up plan, all of the data you depend upon could be lost. Many locations perform back-ups on an as needed or irregular basis. It is important that each location think about the need to back-up data and select the best system.

A computer back-up is simply a copy of the information that you use. Back-ups can take many forms, some locations back-up to CD-Rom, others use high-speed tape back-ups. Whichever system your location uses it is important that the backup is verified. A verified backup is one where the computer makes sure the data is complete and can be

read. Some locations think they are performing back-ups but when they need to access the information they discover that the data is incomplete or corrupt.

Another consideration is the need to store information off-site. Most people think of back-ups in the event of hardware failure, or if a file is accidentally deleted and needs to be restored. However, it is also possible that a fire or flood can damage your entire facility, if back-ups are stored at the same location, your back-ups can be damaged as well.

The frequency of back-up depends upon how critical your data is to your operations. If you only use your computer system to track correspondence you may be able to get by with backing up once a week. If you track all of your parish contributions and venter payments by computer you may need to back-up daily.

Security Best Practices

The system administrator should train each parish/school employee on the importance of computer security. Following are some suggested practices to help keep your network secure.

Firewall

If your computer connects to the Internet, you need to use a firewall. A firewall is a tool that prevents others from accessing information contained within your computer without your permission.

A firewall is part of a total computer security system, (other parts include anti-virus and anti-spyware software). A firewall can be a software program or a piece of hardware, but all firewalls perform a similar function. They filter the information coming into your computer looking for potentially harmful computer code.

It is recommended that a firewall be used to filter undesired content from being accessed. This is a requirement for schools applying for /receiving government E-rate funding.

Depending upon how your computers are connected and how they access the Internet, you may need multiple firewalls to keep your system safe. Firewalls can be installed on individual PCs, on a server, on a router, or some combination of these. Windows XP includes firewall software; however, this product should supplement (not replace) primary firewall tools in place. Similar to other programs, a firewall needs to be properly configured and updated if it is going to work effectively. Every computer connected to a network or to the Internet needs to be protected by some sort of firewall.

Virus Protection

Every computer needs to have virus protection, and the anti-virus program needs to be updated on a regular basis (ideally several times a week). Viruses are malicious programs that are created by people. Some viruses are innocuous, they may cause your computer to act strangely but do little damage. Other viruses can record passwords and send them to someone over the Internet or allow someone to take control of your computer over the Internet and lock you out of your files. Because you can not tell ahead of time which virus will infect your computer you need to guard against all of them.

Viruses are commonly spread in three ways:

- Infected files: A Word file for example contains a rogue program that contaminates your computer
- Through e-mail: Someone (you may or may not know the person) sends you a message. You open it up and your computer becomes infected
- Through websites: You visit a website and the site contains code which infects your computer.

There are several good anti-virus programs. The most popular are by [McAfee](#) and [Symantec](#) (Norton). All anti-virus software companies provide software updates several times a week. You should configure your system to download and install these updates (sometimes called DAT files or patches) automatically to insure that your computer's protection is always up-to-date.

If your e-mail is provided by a commercial provider (such as Comcast) they may include virus protection in their service. (Note: You will still need to install and configure it for your system.) Many companies scan incoming e-mail for viruses before the message is delivered to your in-box. If an infected message is found the message is not delivered.

Anti-Spyware

Spyware is a type of computer program that records information from your computer and sends that information to someone else. Often this information is used for commercial purposes, to direct you to web sites that have specific products or services that the company wants you to buy. Some spyware is malicious however, and records passwords or looks for specific types of files that are then sent elsewhere over the Internet.

Spyware can seriously damage your personal information and steal system resources, reducing the speed of your computer.

It can lock you out of your own system or download pornographic content.

Most spyware is installed as part of another program. For example, an employee thinks he is downloading a screen-saver of famous art, but at the same time he is installing a program that downloads hundreds of pop-up ads.

Just as all computers need to have anti-virus software, they also need anti-spyware software. This software scans your computer looking for spyware programs and then removes or deletes them. Just like anti-virus software, anti-spyware software requires you to download updates to keep up with the latest threats.

Most of the companies that offer anti-virus software also offer anti-spyware programs, many times as a suite of services. These programs are usually designed to work together to detect and eliminate threats. Every computer should have some sort of anti-spyware protection, either on the computer itself or on the computer network.

Other Security Best Practices

Lock Your Computer When Away (Windows NT/2000/XP and certain VISA versions Only)

Your computer is a powerful tool intended to help you perform your job more effectively. However, when left unprotected, it can be used inappropriately—jeopardizing your files, other users' files, communications, and the network itself.

To lock your computer:

1. Press **CTRL+ALT+DEL**.
2. Click **Lock Computer**.

To unlock your computer:

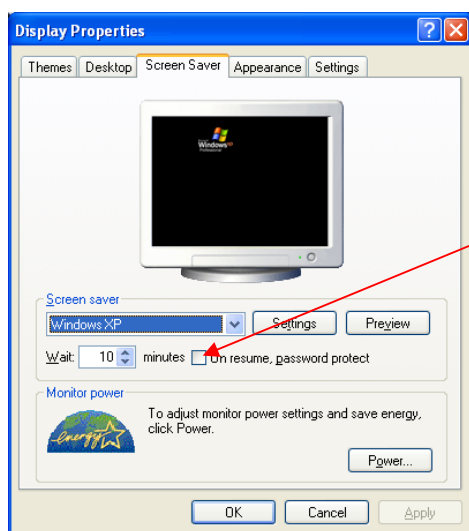
1. Press **CTRL+ALT+DEL**.
2. Type your password.
3. Click **OK**

Screen Saver Passwords

Screen saver passwords can be used to automatically secure your computer after a set period of inactivity. Note: Screen saver passwords are not extremely secure and can be bypassed on Windows 95/98 and non-password-protected Windows XP machines.

To configure a screen saver password, use these steps.

1. Right-click on your Windows Desktop. Select **Properties**.
2. Select the **Screen Saver** tab.



Check this box to require a password on resume.

5. Select a screen saver (if (None) is listed).
6. Specify an interval of time (Wait xx minutes) before the screen saver activates.
7. Check **On resume, password protect**.
8. Click **Apply**.

Passwords

All computers should require a password. When choosing a password, select one that is easy to remember, but hard for someone else to guess. Avoid using the names of your family members, pet names, and the car you drive. Your network password should not be the same as the password used for any other purpose.

Passwords should be complex. Include alpha, numeric, and symbol characters in your password.

You should never share your network password with anyone else. To share files, employees should contact the system administrator for assistance.

Please do not keep a written record of your password near your computer.

Internet/Intranet Use

Internet access should be allowed only to those employees requiring it to perform their professional responsibilities.

Internet Credibility

The Internet is a valuable source of news and information and, like other technical tools, it should be used wisely. As with print media, websites may contain false or misleading information. For each single credible website on a given topic, hundreds or even thousands of not so credible sites may exist.

Tips to tell whether or not a website is credible:

1. Consider the source. Brand recognition counts. At the least, the owner's identifying information should be clear throughout the site.
2. When was the site last updated? Some web developers list the date the page was last updated clearly on the page itself. If it is not listed, you can select the View menu in Internet Explorer and click Source. Within the first few lines, a "page generated" date is usually found.
3. When in doubt, ask. Legitimate websites feature links to contact the owner if there are questions or to correct information. The response you may (or may not) receive is an indicator as to the credibility of the site.
4. Does the site look professionally developed? While looks can be deceiving, a legitimate owner/organization will spend time and money on its website.
5. Use your best judgment. If something sounds too good to be true, it probably is. When it comes to the internet, it is smart to be a skeptic.

Parish and School Web Sites

People are using the Internet as the preferred option in finding out information. When someone is moving to a new area, they may use the Internet to find the nearest Catholic school.

Parishioners who want to know the mass times for the next Holy Day may opt to check out the website rather than make a phone call. Because of this, it is important that all parishes and schools have a presence on the web and that it be updated regularly.

Currently, the Archdiocese maintains a page for every school and parish at <http://www.archbalt.org>. This page contains contact information and a link to each location's website where applicable. Many times this is the first place people look when they want information about a location. For this reason, it is vital that the information under the heading of your school or parish is accurate and up-to-date. If you notice an error, please click on the link at the bottom of the page "Report a Problem" and explain what it is that needs to be changed.

Many locations are finding that they prefer to have a website with additional information pertaining to a parish or school. The Archdiocese recommends the following safeguards.

Site Administration

Administration of any parish or school website needs to conform to the policies of the Archdiocese of Baltimore. A system for approving what is posted on the site should be developed. Responsibility for maintaining the site should be designated. The pastor or principal needs to be in charge of this process.

Name Ownership

In order to use a site (for example, <http://www.archbalt.org>), that domain name needs to be registered. There is usually a nominal fee for registering and the registration is only good for a set period of time (usually several years). Ownership and registration of the site should be done in the name of the location with the pastor or principal as a designated contact and paid for with parish or school funds.

Site Hosting

Some locations are choosing to host their own website (i.e. storing the information on a computer that is located at the school or parish which is then connected to the Internet). Other locations choose to have a company host their site (which means the company stores the site on their computer and performs maintenance and backups for a monthly fee). Both systems have their advantages. It is important that your location researches which solution best meets your needs.

Accuracy and Completeness

Whatever presence your school or parish decides upon, it is important that the information on your site is kept accurate and up-to-date. Few things will undermine your credibility more than to have information about an upcoming event that actually took place several months ago. It is essential that every location keep information current.

Content Management

Content management programs make maintaining a website much easier. A content management program allows you to make changes to a particular page or set of pages while leaving the rest of the site intact. When properly done, content management makes it easy to keep your site up-to-date. Many web hosting companies will offer content management services as part of their monthly service or for a small additional fee.

Web Hosting Vendors

Many of these companies will also assist you in registering your name and give you templates for building your web site. Some will also e-mail you monthly updates on the number of people who are accessing your site and which pages are visited most frequently.

Some vendors are:

<http://www.oneworldhosting.com>

<http://www.1and1.com>

<http://www.networksolutions.com>

Web and Email Communication Tools

The Division of Information Technology creates and maintains three distinct Archdiocesan communication tools: the Archdiocese of Baltimore public web site (www.archbalt.org); the intranet for employees only (*myArch*); and employee Archdiocesan email accounts (yourname@archbalt.org).

Archdiocese of Baltimore Web Site

The official web site of the Archdiocese of Baltimore is <http://www.archbalt.org>. In 2005, the site was nationally recognized for excellence in communicating with the public. The website serves three major purposes;

1. To connect the public at large with the Catholic Church in Baltimore, including facts about the Catholic Church, its history, and news about activities going on across the Archdiocese.
2. To allow Catholics in the Archdiocese or visiting the Archdiocese to find out more about local churches and schools, mass times and other important events.
3. To allow employees of the Archdiocese of Baltimore access to resources such as forms, policies and procedures, and submit automated requests using the *myArch* portion of the site.

Because a website is only as accurate as the information it contains, it is a priority of the Department of Information Technology that the contents be kept up to date. If you notice some information that is inaccurate or obsolete, please report the problem by clicking on 'Report an error' at the bottom of any page on the site or visit: <http://www.archbalt.org/error.cfm>.

The Archbalt website contains important information on topics of interest, such as locations of parishes and schools, mass times, press releases and links to other websites dealing with social justice and our Catholic faith. Tens of thousands of users visit the website each month.

myArch

myArch is a section of the web site devoted to issues of interest to employees of the Archdiocese. Every employee of the Archdiocese is eligible to obtain an account and all are encouraged to do so. *myArch* is a system that allows employees to download copies of policies and procedures, download or complete forms on-line and view internal employee information, such as mail lists and phone directories.

Commonly Asked *myArch* Questions

What is myArch?

myArch is a part of the Archdiocese of Baltimore's website that deals with internal issues such as financial reporting, signing up for conferences and policies and procedures.

How is a myArch account different from my archbalt e-mail account?

Each account serves a distinct purpose. Employees may need either, both, or neither – depending on job function. If you have an archdiocesan hosted email account, there is no difference.

A ***myArch* account** allows you to access internal content in a secure web environment. The general public can not access these pages. Most Archdiocese of Baltimore employees (pastors, teachers, and parish staff) should sign up for a *myArch* account.

An **archbalt email account** allows you to send and receive email messages (yourname@archbalt.org) using the Archdiocese system.

Why do I need an account?

Employees should have a *myArch* account to register for conferences, access information and download forms and information dealing with financial reporting and benefits. Almost all reporting that is submitted to the Archdiocese (financial reporting, school marketing surveys, etc) is facilitated using the *myArch* system.

Who can get a myArch account?

Any employee of the Archdiocese is eligible for an account. Over 5,000 accounts have been activated for professional staff in the Archdiocese. Existing employees will typically receive an account within a few days of a request. New employees receive notice of account activation within thirty days of hire date.

To request an account or for other account assistance, contact the Information Technology Help Desk (See *Help Desk Contact Procedure*.)

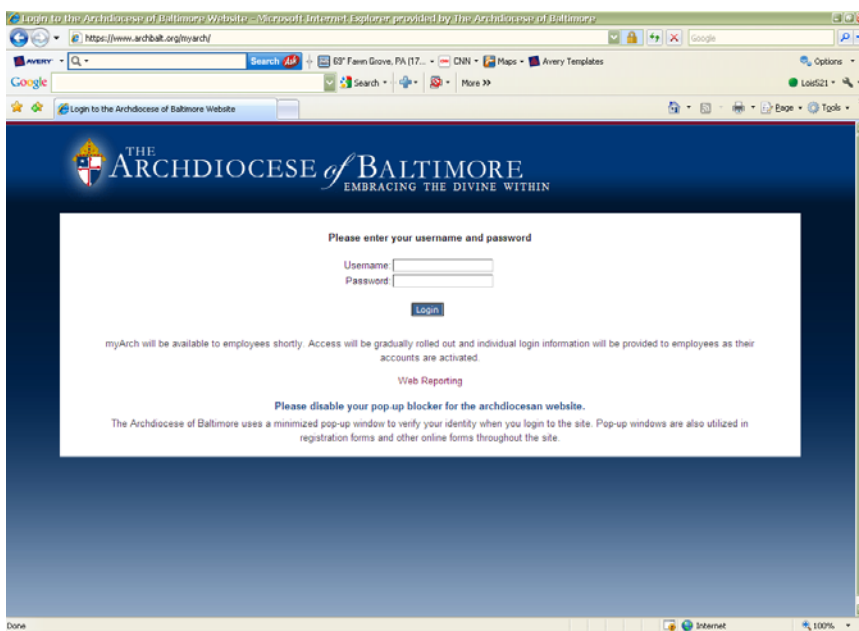
Logging In to myArch

1. Open Internet Explorer.
2. Type www.archbalt.org in the address bar. Press **Enter**.
3. Click the *myArch* web link in the upper right corner of the AOB home page.

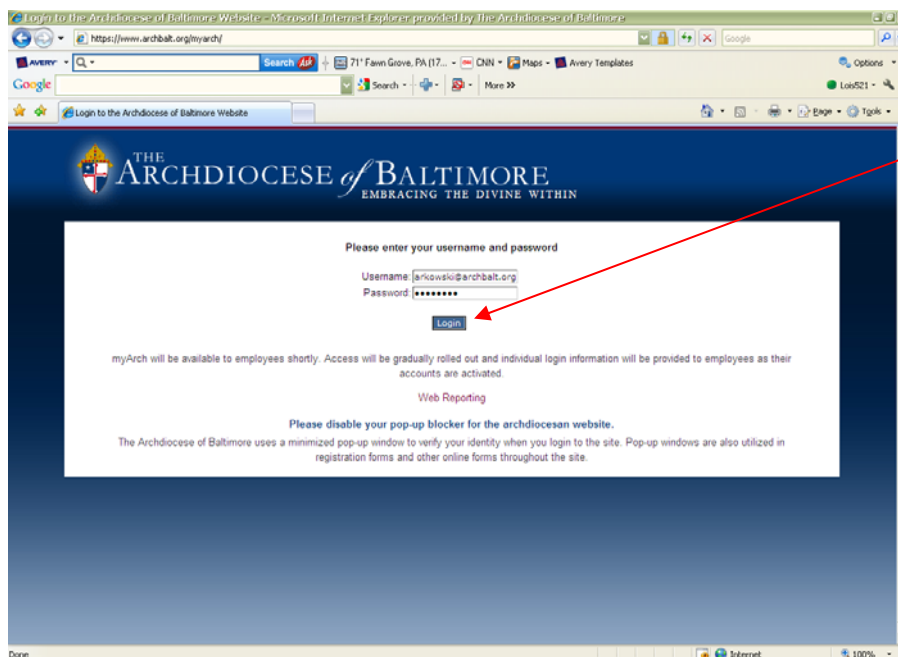


Click here to open myArch.

4. The system displays the *myArch* login screen.



5. Type your [username] and [password]. Click **Login**.



Click **Login** to log in.

Email

Microsoft Outlook helps you to manage your email. Not only does it allow you to receive and send email messages, but you can tell Outlook how to process mail you receive. For example, you can create a Rule to automatically move mail from certain individuals to folders you have created within your Inbox. You can flag messages requiring action or follow up.

Archdiocese of Baltimore (“Archbalt”) Email Accounts

Pastors and principals may request internal Archdiocese of Baltimore (“archbalt”) email accounts for any parish or school employee by contacting the Information Technology Help Desk.

Use of the archbalt email account is subject to the Computer Use & Internet Policy, as outlined in *Appendix A: Computer Use and Internet Policy*.

When an employee leaves parish or school employment, the pastor or principal must notify the Information Technology Help Desk to deactivate the account. Accounts are assigned to an *individual* and should not be shared amongst staff.

Microsoft Outlook Web Access

You can access your Archdiocesan email from any computer with an internet connection - either inside or outside of the building. To read and send email from outside of the building, you can use Outlook Web Access (OWA).

To use Outlook Web Access (OWA), follow these steps.

1. Establish your connection to the internet.
2. Open a web browser (preferably Internet Explorer). In the address bar, type:
www.archbalt.org/webmail
3. Press the [Enter] key. The browser displays the internet portal for Archdiocese of Baltimore hosted email.
4. Click to Log In to *myArch*.



Log In to *myArch*.

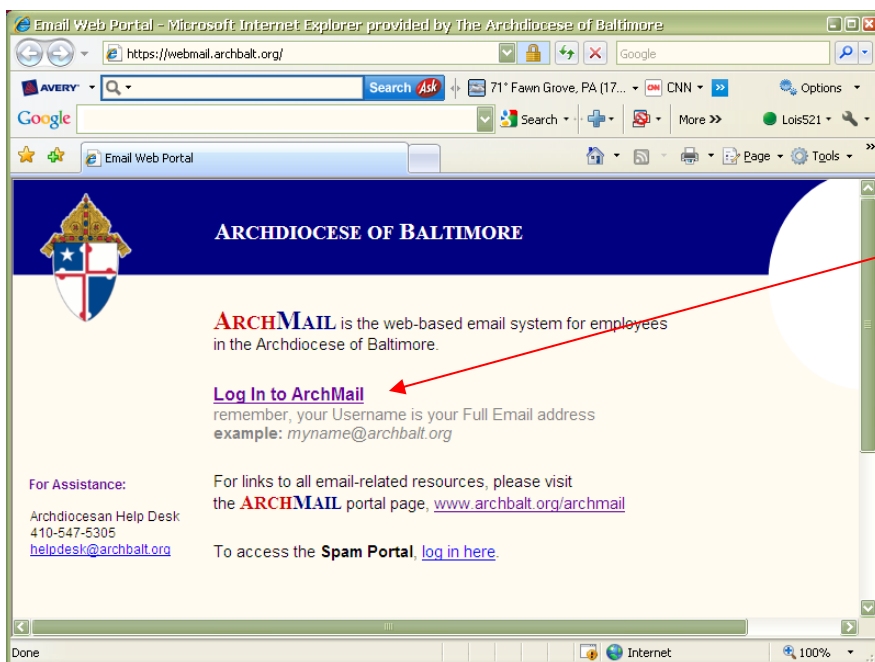
Note: Pop-up blocking software must be **disabled** in order to use Outlook Web Access. See *Appendix B: Disabling Pop-Up Blocking Software*.

5. Click on ArchMail.



Click on ArchMail.

6. Click to Log In.

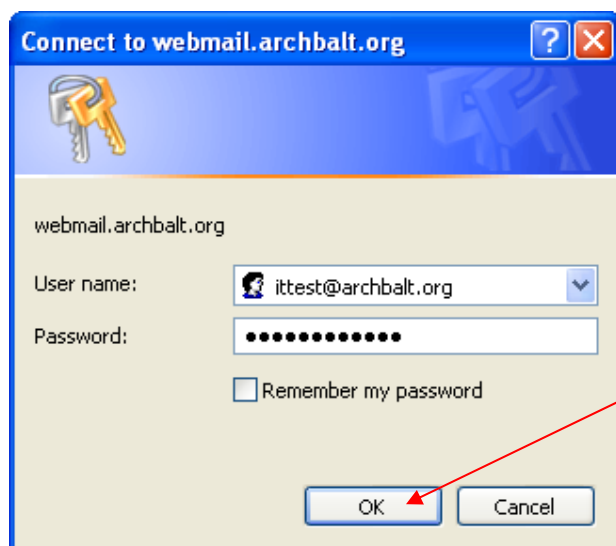


7. The OWA login window displays.

In the **User name** field, enter your AOB email address. (ittest@archbalt.org)

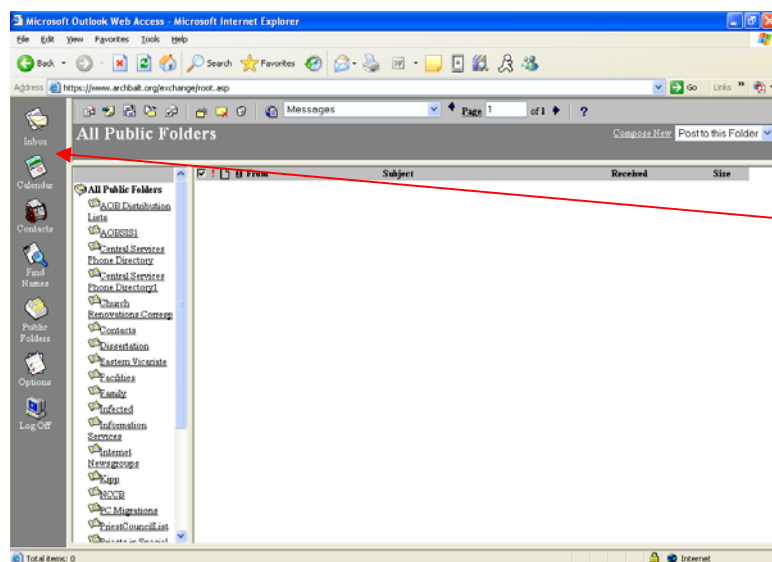
In the **Password** field, enter the password used to log in to your computer.

Click **OK**.



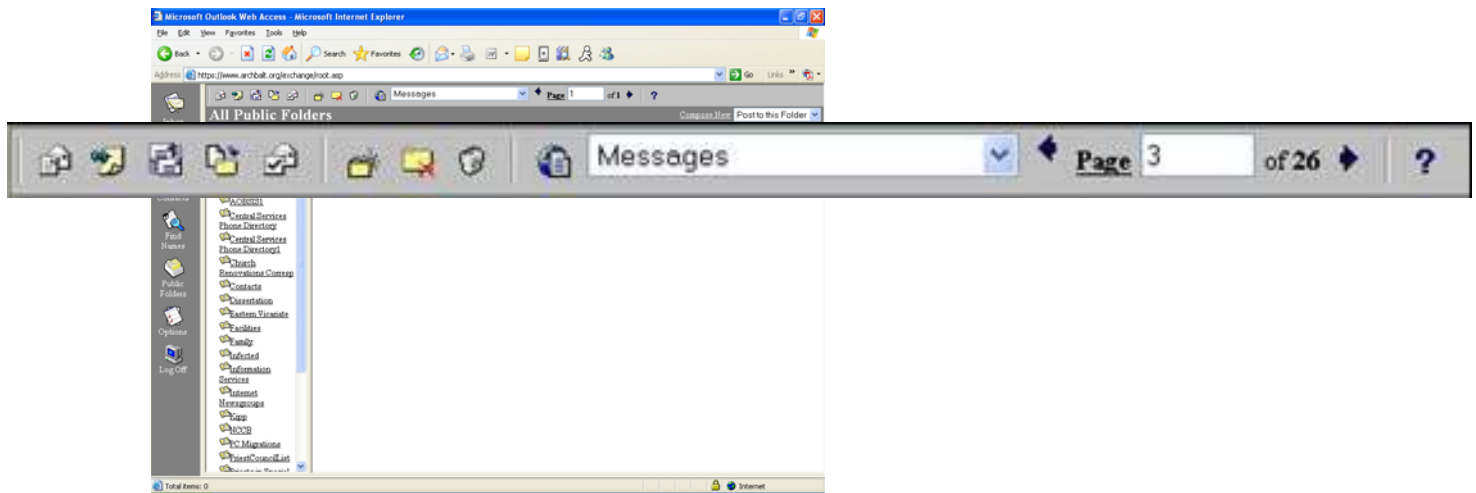
Click **OK**
to connect.










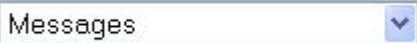
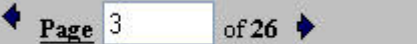

The system displays the OWA interface with shortcuts to most Outlook folders including Inbox, Calendar, Contacts, Public Folders, and the Address Book (Find Names). The Options icon allows you to perform simple tasks such as setting an Out of Office reply. You do not have access to Personal Folders or other people's folders through Outlook Web Access.



Outlook
Folder List
with
shortcuts to
common
Outlook
folders

OWA Toolbar Commands

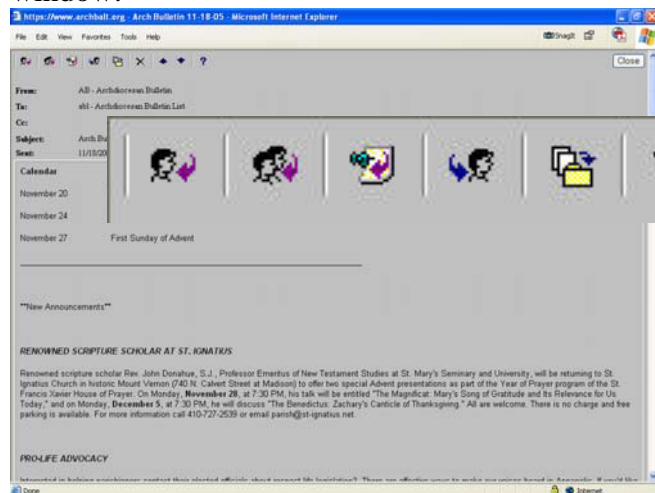


Toolbar Button	Command
	Compose New Mail Message
	Compose New Post Message
	Check for New Mail
	Move/Copy Folder
	Delete Marked Items
	Create a New Folder
	Delete the Current Folder
	Empty Deleted Items Folder
	Update Page Address
	Sort the Message List
	Previous and Next Pages of Messages
	Help

DIVISION OF INFORMATION TECHNOLOGY

OWA Message Commands

To open a message, double-click on the desired message. The system displays the message window.



Toolbar Button	Command
	Reply to Sender
	Reply to All
	Reply to Folder
	Forward
	Move/Copy
	Delete
	Read Previous/Next Item
	Help

Parish and School Reporting

Parishes and schools complete standard Archdiocesan reports using online forms. Completing reports on the web results in greater accuracy both capturing and reporting information. It also enables the system to automatically populate and display data submitted from past surveys.

Most reports are due on the same dates every year. Reporting requirements, user guides and other resources on each report are available through the *myArch* intranet. This same information can be accessed directly from the reporting website after the user has successfully logged on ***myArch***.

Measures are in place to protect the confidentiality of data reported. For example, users are required to have an Archnet account to access the forms. Every parish or school should have an existing Archnet account. To make a change to an existing account, the pastor or principal should contract the Information Technology Help Desk.

Different usernames and passwords are required depending upon which report is being completed.

- Parish financial reports
- Parish consolidated report
- School financial report
- School marketing surveys

A username and password for one of these four reports cannot be used to enter information for a different report.

Note: At this time, a separate account may be needed to complete some surveys. Future development and updates will eliminate this redundancy.

Parish Annual Reporting Schedule

Report Name	Date Due
1 st Quarter Financial Report	October 30 th
2 nd Quarter Financial Report	January 30 th
3 rd Quarter Financial Report	April 30 th
Annual Financial Report & Budget Submission	July 30 th
Annual Consolidated Report	Sept 30 th

School Annual Reporting Schedule

Report Name	Date Due
Financial Report and Budget Submission	August 15 th
Year End Marketing Survey	August 15 th
Fall Marketing Report	September 30 th
School Employee Data Verification	September 30 th

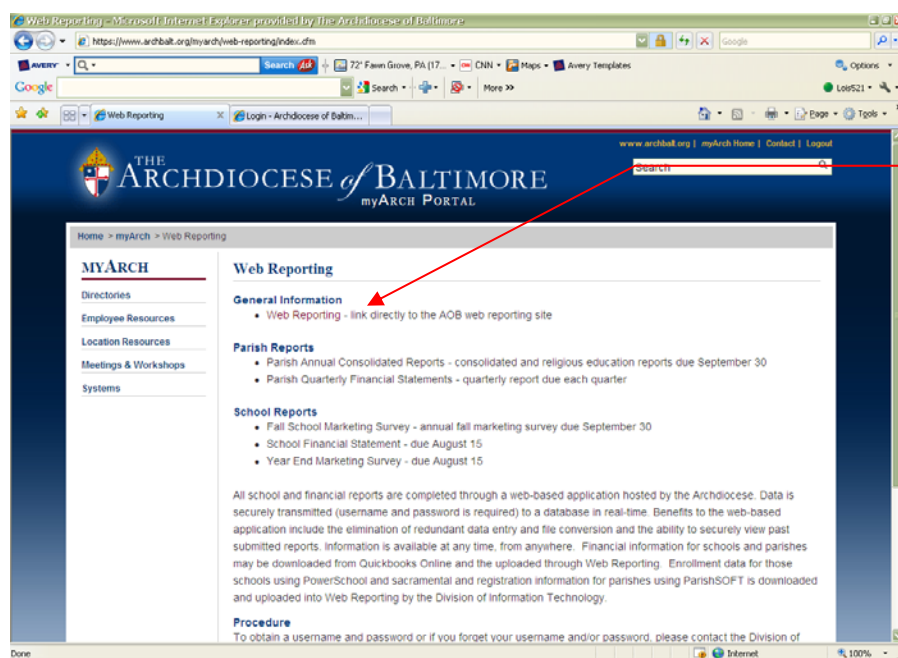
(There are other reports that need to be filed with the Archdiocese such as calendar year earnings and minutes of corporators but those are not done through the Archnet system.)

Financial Reports

Information on financial reports can be found in *myArch* under the category “web reporting.” This web page also contains an Excel spreadsheet to assist in your calculations and a user guide that explains the reporting process and provides answers to frequently asked questions.



Click Web Reporting.



Click Web Reporting.

Quarterly reporting is accomplished through a web-based application hosted on the Archdiocesan website. Data is securely transmitted (username and password are required) to a database in real-time.

Archnet accounts are required to access web reports.

Benefits in using the web-based application include the elimination of redundant data entry and file conversion and the ability to securely view past submitted reports. Information is available at anytime, from any computer with Internet access.

Once in the application, select the appropriate report to add, fill in the data, review with your pastor or principal for approval and submit. There is no need to contact anyone at the Catholic Center when it is completed. Please be sure your information is complete and accurate before committing your data. Often, staff may answer all questions in the report, but do not click Submit to commit the report. The report is not complete until it is committed. Prior to hitting the submit button, the report is considered to be in draft stage and can be changed as needed. However, after the report has been committed, it cannot be changed without contacting the Information Technology Help Desk.

The web page also contains an Excel spreadsheet to assist in gathering information and a user guide that explains the reporting process and provides answers to frequently asked questions. Copies of these worksheets and a copy of the user guide can be downloaded from the *myArch* section of the AOB website.

Annual Parish Consolidated Reports

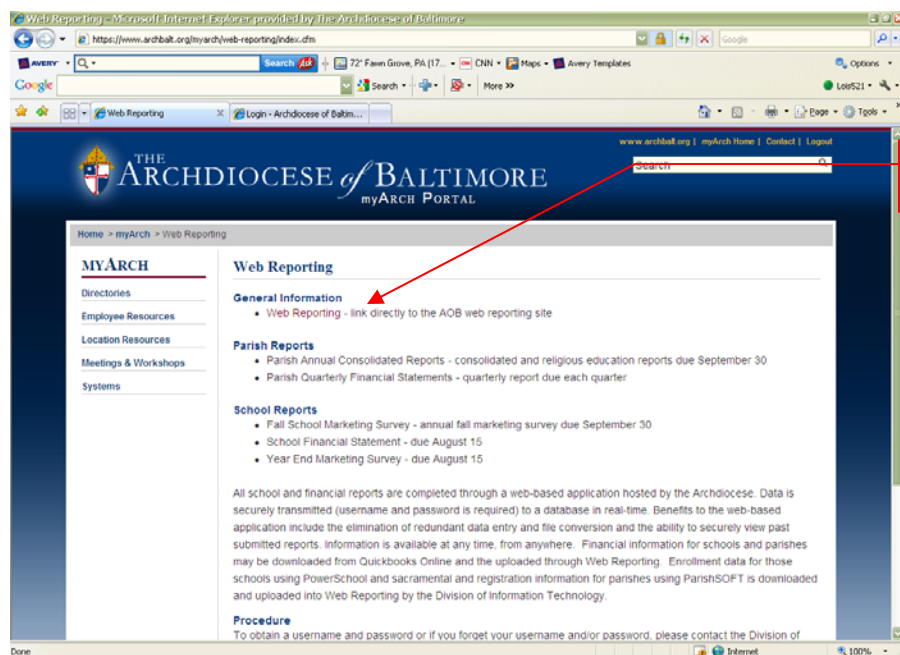
Each year, parishes are asked to report information on the number of sacraments administered, parish staff, parish registration, mass attendance and other aspects of parish operations. This information is used in a number of reports that are then submitted to the US Catholic Conference of Bishops, the Vatican, and for other uses across the Archdiocese.

The report covers activities of the fiscal year (July 1-June 30th). It is due September 30th of every year. Information on the annual consolidated report can be found in *myArch* under the category “web reporting.” The web page also contains an Excel spreadsheet to assist in gathering information and a user guide that explains the reporting process and provides answers to frequently asked questions.



Click **Web Reporting**.

DIVISION OF INFORMATION TECHNOLOGY



Click Web Reporting.

Quarterly reporting is accomplished through a web-based application hosted on the Archdiocesan website. Data is securely transmitted (username and password are required) to a database in real-time.

Archnet accounts are required to access web reports.

Once in the application, complete each of the relevant sections, review with your pastor for approval and submit. Please note, once submitted, data cannot be changed at the parish or school, changes must be made by calling the help desk or emailing the Division of Information

Technology. Please be sure your information is complete and accurate before committing your data.

Note: Often, staff may answer all questions in the report, but do not click Submit to commit the report. The report is not complete until it is committed. Prior to hitting the submit button, the report is considered to be in draft stage and can be changed as needed. However, after the report has been committed, it cannot be changed without contacting the Information Technology Help Desk.

School Marketing Survey

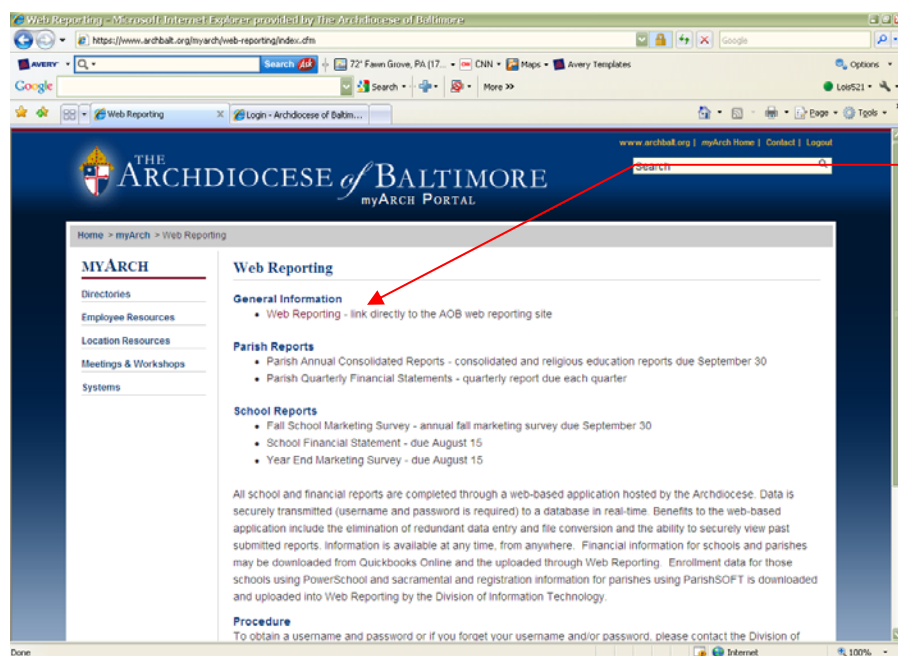
The school marketing surveys are completed twice a year - once at the start of school and again when the year ends. The reports collect information on the number of students, school capacity, staff and staff qualifications and demographic data. This information is used to project student enrollment and to meet reporting requirements to the National Catholic Education Association, the Official Catholic Directory, and the Vatican as well as for internal purposes.

The Fall Marketing Survey takes a snapshot of the school as of September 30th. It includes enrollment and staff certification information as well as demographic information on students and teachers. The system automatically populates enrollment data for schools using PowerSchool. This report is due September 30th.

The Year End Marketing Survey looks at end of the year enrollment and asks for a breakdown of students who left during the school year. It also requests information on graduating 8th and 12th graders and numbers of students enrolled in honors or AP classes. This report is due August 15th.

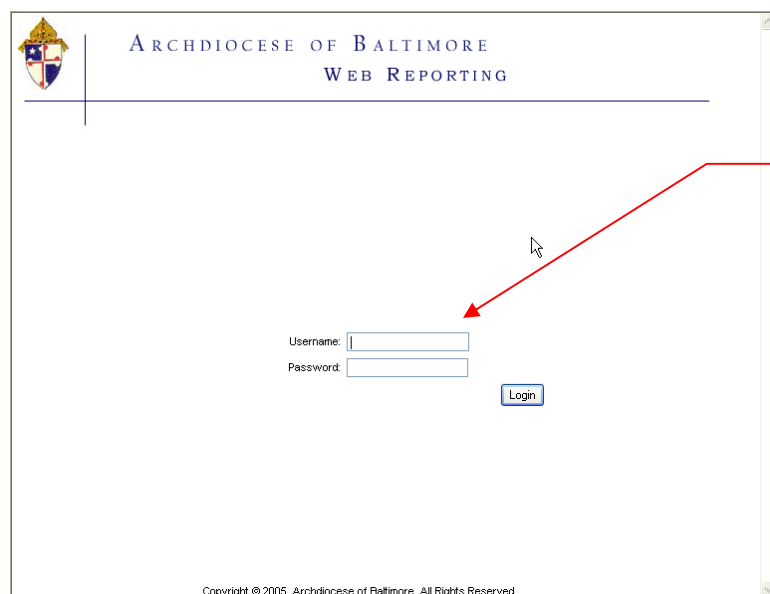
Information on school marketing reports can be found on *myArch* under the category “web reporting.” The web page also contains an Excel spreadsheet to assist in gathering information and a user guide that explains the reporting process and provides answers to frequently asked questions.





Click **Web Reporting**.

Quarterly reporting is accomplished through a web-based application hosted on the Archdiocesan website. Data is securely transmitted (username and password are required) to a database in real-time.



Archnet
accounts
are
required to
access web
reports.

Once in the application, complete each of the relevant sections, review with your pastor for approval and submit. Please note, once submitted, data cannot be changed at the school. All

DIVISION OF INFORMATION TECHNOLOGY

changes must be made by contacting the Information Technology Help Desk. Please be sure your information is complete and accurate before committing your data (clicking Submit).

Often, staff may answer all questions in the report, but do not click Submit to commit the report. The report is not complete until it is committed. Prior to hitting the submit button, the report is considered to be in draft stage and can be changed as needed. However, after the report has been committed, it cannot be changed without contacting the Information Technology Help Desk.

Appendix A: Computer Use and Internet Policy

Overview

The Internet is an important resource for the Archdiocese to provide better, cheaper and faster services to parishes and schools. The Archdiocese will creatively use the Internet to improve services and contribute broadly to the mission of the Church. The connection to the Internet and related facilities provided by the Archdiocese of Baltimore (the “Internet facilities”) exist to facilitate the official work of the Archdiocese.

The Internet facilities are provided for employees and authorized persons affiliated with the Archdiocese for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the Archdiocese. The use of the Internet Facilities by any employee or other person authorized by the Archdiocese (the “Users”) must be consistent with this Policy (including all security and confidentiality provisions set forth therein).

Policy

This policy is intended to identify the principles of Acceptable Use and Unacceptable Use of the Internet Facilities; define Archdiocesan rights; address Enforcement and Violations provisions; and set forth the Employee Internet Access Disclosure Statement that employees granted access privileges will be required to acknowledge and sign.

Principles of Acceptable Use

Archdiocese of Baltimore Internet Users are required:

- To respect the privacy of other Users; for example, Users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other Users, unless explicit permission to do so has been obtained;
- To respect copyright and license agreements for software, digital artwork, and other forms of electronic data;
- To protect data from unauthorized use or disclosure as required by state and federal laws and Archdiocesan regulations;
- To respect the integrity of computing systems: for example, Users shall not use or develop programs that harass other Users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system;
- To limit personal use of the Internet Facilities and equipment to that which is incidental to the User’s official assignments and job responsibilities;
- To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

Unacceptable Use

It is not acceptable to use Archdiocese of Baltimore Internet facilities for activities unrelated to the mission of the Archdiocese, including:

- For activities unrelated to official assignments and/or job responsibilities, except incidental personal use in compliance with this Policy;
- For any illegal purpose;
- To transmit, receive, or access threatening, libelous, defamatory, sexual, obscene or harassing materials or correspondence;
- For unauthorized distribution of Archdiocese of Baltimore data and information;
- To interfere with or disrupt network Users, services or equipment;
- For private purposes, whether for-profit or non-profit, such as marketing or business transactions unrelated to Archdiocesan duties;
- For any activity related to political causes;
- To advocate religious beliefs or practices contrary to Roman Catholic teaching;
- For private advertising of products or services;
- For any activity meant to foster personal gain;
- Revealing or publicizing proprietary or confidential information;
- Representing opinions as those of the Archdiocese of Baltimore;
- Uploading or downloading commercial software in violation of its copyright;
- Downloading any software or electronic files without reasonable virus protection measures in place;
- Intentionally interfering with the normal operation of any Archdiocesan Internet gateway

Archdiocese of Baltimore Rights

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq), notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and User access requests, and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- The Archdiocese reserves the right to log network use and monitor file server space utilization by Users and assumes no responsibility or liability for files deleted due to violation of file server space allotments.
- The Archdiocese reserves the right to remove a User account from the network.
- The Archdiocese will not be responsible for any damages. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at the User's risk. The Archdiocese makes no warranties, either express or implied, with regard to software obtained from the Internet.

- The Archdiocese reserves the right to change its policies and rules at any time. The Archdiocese makes no warranties (express or implied) with respect to Internet service, and it specifically assumes no responsibilities for:
 - The content of any advice or information received by a User through the Internet Facilities or any costs or charges incurred as a result of seeking or accepting such advice;
 - Any costs, liabilities or damages caused by the way the User chooses to use the Internet Facilities;
 - Any consequence of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Archdiocese. The Archdiocesan Internet Facilities are provided on an as is, as available basis.

Enforcement and Violations

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of Internet Facilities and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the User's Division Director. Other questions about appropriate use should be directed to the User's supervisor.

The Archdiocese will review alleged violations of the Internet Acceptable Use Policy on a case-by-case basis. Violations of the policy will result in disciplinary actions as appropriate, up to and including dismissal.

Appendix B: Disabling Pop-Up Blocking Software

One of the nuisances in using the Internet is the frequent occurrence of “pop-up windows” – windows that display above your browser window and usually contain advertisements.

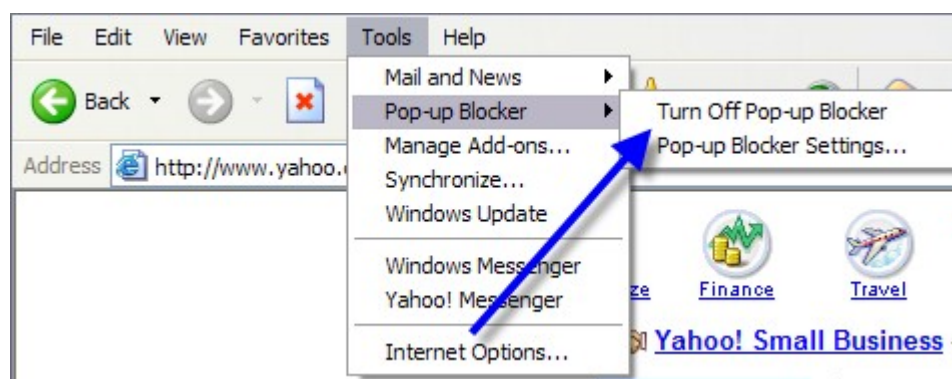
Software to block such pop-up windows has become very popular. However, at times, it is necessary to disable this software in order to allow pop-up windows to appear. For example, Outlook Web Access needs to open additional windows. To use OWA, you need to disable pop-up blocking software.

Listed below are some of the more popular Pop-up Blocking software Packages, and the steps to disable them **to allow pop-up windows**. You might use a pop-up blocking software not included in this document. In general however, most pop-up blockers will install themselves either within the browser toolbar, or within the Windows Taskbar along the bottom right corner of your screen.

Microsoft Windows XP Service Pack 2 (SP2)

With the release of Microsoft Windows XP Service Pack 2, Pop-Up Blocking is now directly integrated into Internet Explorer. **Note: Pop-Up blocking is Enabled by default within SP2.**

Listed below is the location of the menu within Internet Explorer:



Click **Tools**.

Select **Pop-up Blocker**.

Click **Turn Off Pop-up Blocker**.

Repeat these steps to re-enable Pop-up Blocker.

If Pop-up Blocker is not on the Tools menu, select **Tools > Internet Options > Privacy** tab and uncheck the Pop-up Blocker option. Click **OK**.

Yahoo Toolbar

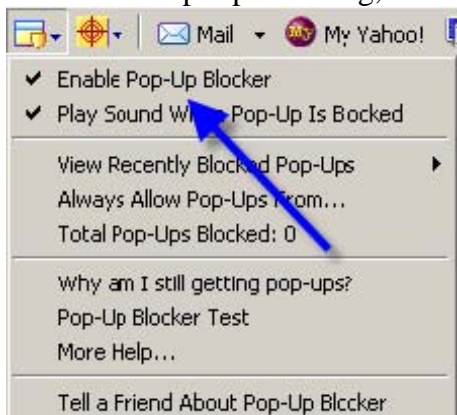
Probably the most popular toolbar, this program allows several other functions besides Pop-Up Blocking. Listed below is how the bar appears within Internet Explorer:



The following icon is the Pop-Up Blocker:



To disable Pop-Up Blocking, Click the Down arrow to bring up the Menu:



Uncheck the entry **Enable Pop-Up Blocker**.

Repeat these steps to re-enable the Pop-Up Blocker.

Google Toolbar

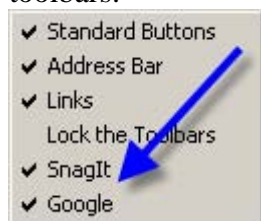
Google has its own toolbar that is very similar to Yahoo. It offers other features in addition to Pop-Up blocking. The Google Toolbar appears below.



This icon is the Pop-Up Blocker:



To disable Pop-Up Blocking, right-click on the toolbar and a Drop-Down displays listing all toolbars.



Uncheck the entry Google.

To re-enable the Google Toolbar, right-click in the toolbar area and recheck Google.

Important Note:

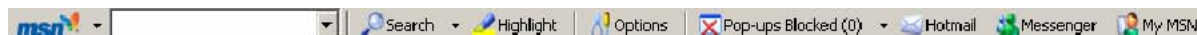
Changing the icon to reflect that Pop-Ups are now allowed will NOT allow our Programs to run, even though it shows the following:



You must disable the entire Toolbar.

MSN Toolbar

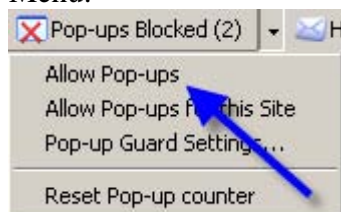
MSN Toolbar is the latest of the toolbars, but is starting to gain popularity. As with Yahoo and Google Toolbars, it allows other features in addition to Pop-Up Blocking. Below is the MSN Toolbar:



The following icon is the Pop-Up Blocker:



To disable Pop-Up Blocking, Click on the Down arrow to the right of the text to bring up the Menu:



Click **Allow Pop-ups**.

To re-enable the Pop-up Blocker, repeat these steps and select Block Pop-ups.

AOL Toolbar

The AOL Toolbar offers multiple features, and appears in the browser as shown below.



This icon is the Pop-Up Blocker:



To allow Pop-ups to appear, click on the icon. You should now see the following:



Click the icon again to re-enable the Pop-Up Blocker.

Pop-Up Stopper

One of the more popular Pop-Up Blockers available, this software is designed solely for preventing Pop-Ups. It installs an icon in the lower right corner of your Start Menu Toolbar



The following icon is the Pop-Up Blocker:



To disable Pop-Up Blocking, right-click on the icon and a Pop-Up menu displays with a list of options:



Uncheck the option **Block pop-up ad windows**.

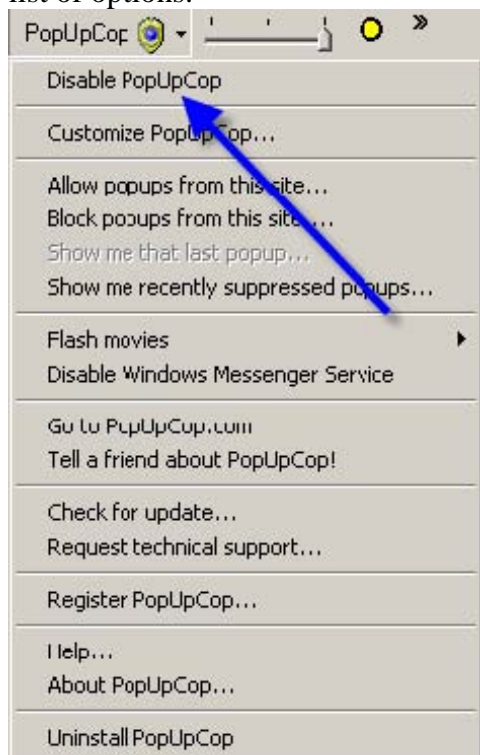
To re-enable pop-up blocking, recheck **Block pop-up ad windows**.

PopUpCop

Another popular Pop-Up Blocker, this software is also designed solely for preventing pop-up windows. It installs the following toolbar within the browser:



To disable Pop-Up Blocking, click the arrow to the right of the badge and a menu displays with a list of options:



Click **Disable PopUpCop**.

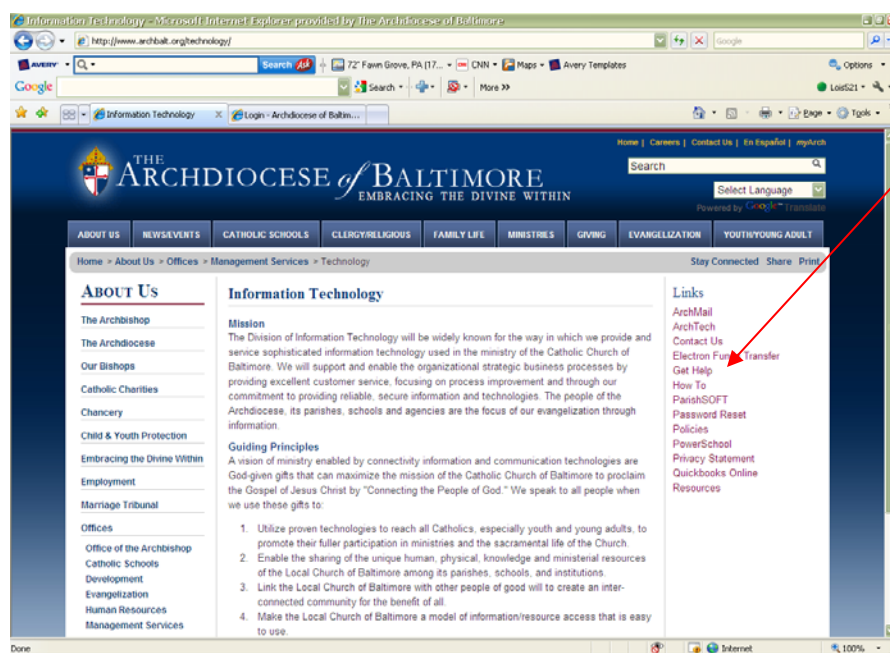
To re-enable pop-up blocking, repeat these steps and select **Enable PopUp Cop**.

Revisions to this Guide

Please submit corrections and suggestions for improvement through the Help Desk request form on *myArch*. This document will be updated regularly and made available in electronic format on *myArch*.

To submit a request to the Help Desk through *myArch*, use these steps.

1. Open **Internet Explorer**.
2. In the address bar line, type <http://www.archbalt.org/technology>.
3. Click **Get Help** (located on the right side of the web page under **Links**).



Select
Get Help