

WIOA User Guide for OAR Admins

These instructions provide information to agency-users designated as OAR Admins to assist them with managing other users within their agency that need access the California Adult Education Online Application and Reporting website at <https://caadultedreporting.org/> (reporting site). The reporting site, used to submit requirements to the California Department of Education (CDE) for the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act is also known as the OAR. At least one individual within an agency is required to be designated as the OAR Admin.

I. Background

On August 3, 2021, the reporting site transitioned from a single agency user login system to a multiple user login system. While there are a lot of advantages to this new system, it will require some initial set up for all users to get started. This guide is intended to provide a look at some of the basics. It will be updated as there are future features or information to assist OAR Admins with their new roles. The estimated time and impact to an OAR Admin for the initial set up and the long-term management of agency-user logins is expected to be very minimal and is likely only to need attention annually if there are staff changes within the organization.

Please report any concerns or errors that you experience to the Adult Ed Support team. Support is available by phone weekdays from 9 a.m. to 4:30 p.m. Pacific time at (916) 228-2580, or [by email using our contact form](#).

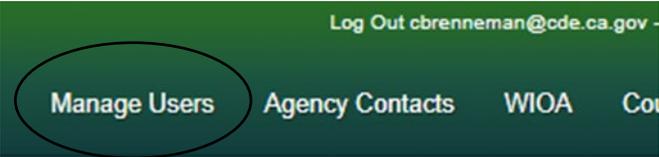
II. OAR User Roles and Responsibilities

| Role | Responsibility |
|--|---|
| OAR Admin *At least one user must have this role. | A super user that will manage agency users within the OAR website. They are able to edit, approve and submit deliverables to CDE and are considered an authorized designee that has authority within the organization to make programmatic or fiscal decisions. Most likely this will be an Adult Education Administrator that oversees the WIOA program and is familiar with Course Approval activities. |

| | |
|--|--|
| <p>Approver</p> <p>*At least one user that is not the OAR Admin must be given this role.</p> | <p>Has access to edit, approve and submit deliverables to CDE such as the budget, expenditure claims or program plans like the Continuous Improvement Plan (CIP). Has authority within the organization to make programmatic or fiscal decisions. Is considered an authorized designee that has authority to make programmatic or fiscal decisions for WIOA and/or Course Approval activities.</p> <p>Users are most likely the Superintendent/Chief Executive Officer/College President; an Adult Education Administrator (Principal or Vice Principal); or a Fiscal Administrator.</p> |
| <p>Editor</p> | <p>Has editorial access to all OAR content. Likely users are program, support or fiscal staff directly involved with WIOA and/or Course Approval activities to prepare deliverables for review/signature by another user within your organization.</p> |
| <p>Read Only</p> | <p>Has read only access to all OAR content which may be needed by program, support or fiscal staff associated with WIOA and/or Course Approval activities.</p> |

III. Managing Users

Login to the [Reporting Site](#) and select “Manage Users” from the green menu bar at the top of the page. This menu option is available only to those designated with the user role of OAR Admin.



The page will display a list of users with individual access. From this list, you may add or edit users. The minimum system requirements include having at least one OAR Admin and one Approver at all times. There are no restrictions on the number of users that may have access. However, user access to individuals outside of your agency is not recommended. Users should always use an agency issued email address.

User Account Access

[Add new user access](#)

| First Name | Last Name | Email | Role | Last Sign-In Date | Action |
|------------|-----------|------------------------------|-----------|-------------------|----------------------|
| Adult Ed | Director | director@adulthoodschool.com | OAR Admin | | Edit |
| First | User | first@adulthoodschool.com | Approver | | Edit |
| Second | User | second@adulthoodschool.com | Editor | | Edit |

Adding a User

To add a user, click the “Add new user access” button located above the table and submit their information: name, email address, and role. Send them a welcome email so that they can set their user password.

Add New User Account Access

First name *

Last name *

Email address *

Agency role *

Send welcome email?

Editing a User

Select edit in the user’s row in the table to be able to change name or email information. Select the appropriate checkbox to remove access to the agency account, re-send a welcome email, or click the “Update Password” button to set a password for them.

Changing an OAR Admin

Should there be a staff change that impacts an OAR Admin, follow these steps to change the user role or remove access.

- First add the new user, or edit the role of an existing user, to give them the role of OAR Admin. It is okay to have more than one OAR Admin.
- Ask the new OAR Admin to logout of the reporting site, then login again in order to refresh the user permissions before proceeding.
- The new OAR Admin may now remove the old OAR Admin as a user, or change their role to Editor, Read Only or Approver.
- The original OAR Admin may not remove themselves if they are the only OAR Admin listed and will get an error message.
- Contact Adult Ed Support if you need additional assistance.

Consortia and Coalitions

Fiscal Agents responsible for submittals on behalf of a consortium/coalition may elect to provide user access to the Fiscal Agent’s OAR account to members participating in their consortium or coalition. However, user access to individuals outside of the Fiscal Agent’s immediate organization should be restricted to Read Only or Editor.

IV. Passwords

- a. User passwords are not visible to anyone once they have been created. To assist a user with resetting or creating a new password, the OAR Admin has access to an “Update Password” button from the the User Account Access page.

User Account Access for Third User

First name *

Last name *

Email address *

Agency role *

Remove user access?

Send welcome email?

Enter and confirm the new password. Passwords must:

- be at least 6 characters
- have at least one non letter or digit character
- have at least one uppercase ('A'-'Z')

Update account password for

Password

Confirm Password

- b. Users may also reset their own password using the “Forgot your password tool” available as a link from the home page.

User Account Access for Third User

First name *

Last name *

Email address *

Agency role *

Remove user access?

Send welcome email?

This tool is available 24-7 and no longer requires assistance from Adult Ed Support to update a password. Users will receive a link through their email to reset their password if they have an existing account.

[Update your password?](#)

Enter your email.

Email

Troubleshooting tip: The reset password tool only works with the email address listed for the user. Some organizations have more than one email address for staff. For example, a gmail.com and a districtname.edu if the K-12 district is using Google Workspace. Always use the same email address associated with the login to reset the password.

V. Technical Assistance

Please report any concerns or errors that you experience to the Adult Ed Support team. Support is available by phone weekdays from 9 a.m. to 4:30 p.m. Pacific time at (916) 228-2580, or [by email using our contact form](#). You may also reach out to your CDE Fiscal Analyst with questions.

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