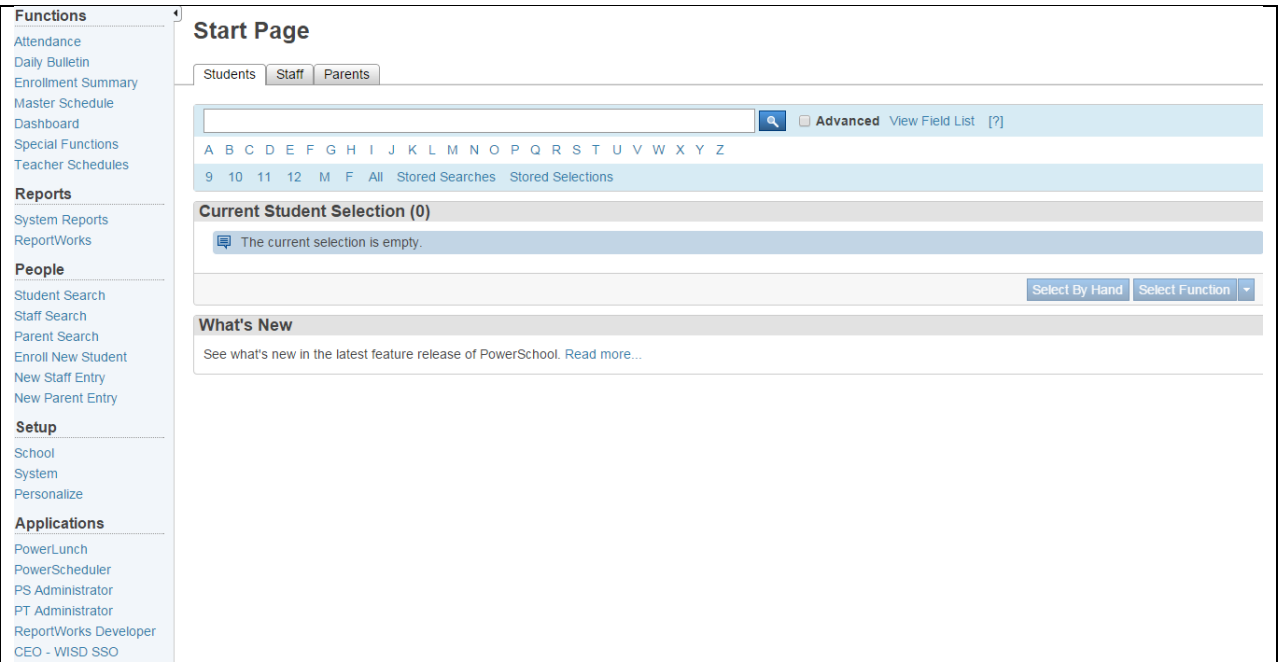
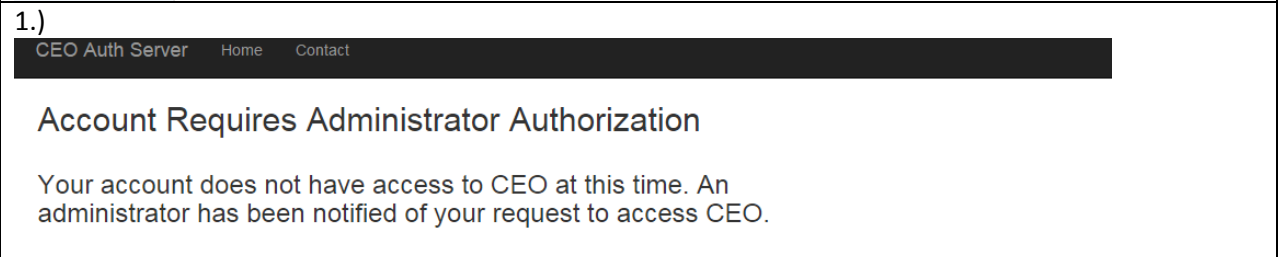
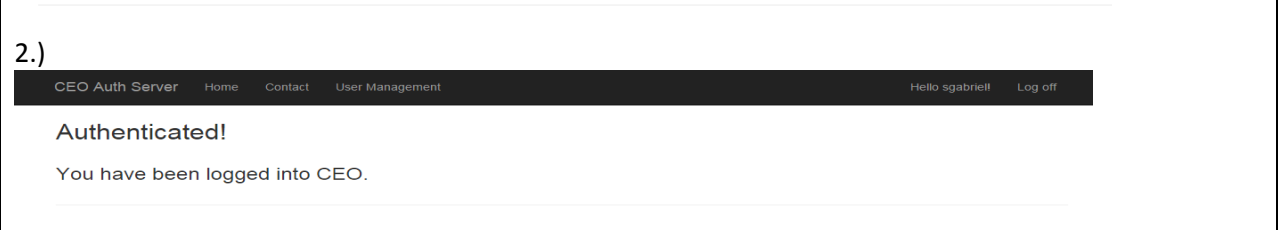
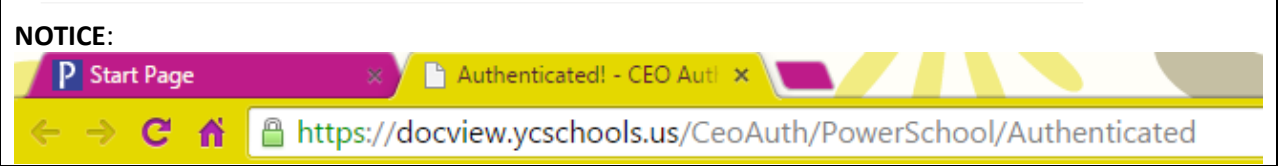



## How to access student's CA-60 Folder in PowerSchool:

<p>From the PS Start Page under <b>Applications</b> click on <b>CEO-WISD SSO</b></p>	
<p>1.) Once you click on this, you will see a screen similar to this one to the right. The CEO Administrator will be notified and handle this request.</p> <p>2.) Once you have been granted access, you will need to again login to PS and click on CEO-WISD SSO. Your screen will now have, "Authenticated!"</p> <p><b>Notice:</b> This action opens in another browser window, leaving your PS Start Page tab still active.</p>	<p>1.)</p>  <p>2.)</p>  <p><b>NOTICE:</b></p> 
<p>3.) Click on the Start Page Tab</p>	

- 4.) Search a student from the Start Page
- 5.) Once the student's name shows in the search field, click on Enter from keyboard

## Start Page

Students Staff Parents

- 6.) Under Information > CA60 Page.
- 7.) This will open in another browser window. In this browser window, it will show all the documents that have been scanned/filed for the student in the retention software called, "Image Executive CEO".

CEO PowerSchool Integration Home

Log off

### Search Results:

1 documents were found.

Results per Page: 30

Department	Document Description	File Date	Scan Date	Document Date
Deaf and Hard of Hearing	Emergency Contact Forms	4/15/2014 8:55:55 AM	3/7/2014 11:30:54 AM	10/21/2013 8:10:25 AM

© 2015 Image Systems

- 8.) To view the document, click on the blue (hyper link) Document Description

- 9.) This will open another browser window with the actual document. One tab is PowerSchool, 2<sup>nd</sup> Tab Search Results, and 3<sup>rd</sup> Tab is the document. You can use the icons to do the following:
  - Arrows – Move from page to page
  - Magnify glass – Zoom in & out.
  - Double ended Arrows – Fit width
  - Page with lines – Best Fit
  - 4 arrows – Actual Size
  - Pencil – Not available to users
  - Down Arrow in tray – Download (Printing)