

## **FULLERTON SCHOOL DISTRICT IFAS CLASSIC (BI-TECH) AND WEB INQUIRY**

Bi-Tech and Web Inquiry are accessed through Stoneware, an Application Portal. The Portal address is: <https://webnetwork.ocde.us>. It is suggested that the user create a shortcut or favorite for this web site for easy access. When an application or link is accessed from the Portal, a new browser window will open, and the Portal window remains open. This allows the user to run multiple applications at the same time. When the user exits one application, any other application windows remain open. In order to access this Portal, you must be set up as a User and assigned a USB Key. Please contact the Business Services Secretary at ext. 416.

**Passwords to Stoneware need to be changed every 90 days.** You will be prompted by the system to change your password when the time is appropriate. For new users, please refer to the "Initial Stoneware User Guide" by clicking on the following link: <https://ehelpdesk-pub.ocde.us/ehelpdesk/kb/kbView.glml?kbId=35>

### **Forgotten Stoneware Password?**

1. District Office staff does not have a record of your password.
2. From the login screen select "Click here to reset your password."
3. Enter your username (i.e. ten digit employee ID number.)
4. Enter the answer to your secret question and click "Next."
5. An email will be sent to you containing a web page link to reset your password.
6. If for some reason this process does not work contact the Business Services Secretary.

### **IFAS Classic (Bi-Tech) Password\*:**

1. Passwords should be exactly 8 characters and are case sensitive.
2. At least 2 characters must be alphabetic (A to Z).
3. At least 2 characters must be numeric (0-9).
4. Bi-Tech passwords do not expire.

### **Web Inquiry Password\*:**

1. Passwords should be between 8-20 characters and are case sensitive.
2. At least 2 characters must be alphabetic (A to Z). May be upper/lower case
3. At least 2 characters must be numeric (0-9) and/or special characters.
4. Web Inquiry passwords do not expire.

\* Store passwords under "Application Passwords" in "Bi-Tech-IFAS Credentials." This will allow the program to automatically log the user in when launched.

\* New Users: Contact the Business Services Secretary for your log in name and temporary password(s).

### **Logging out of Bi-Tech:**

When logging out of Bi-Tech please type "exit" (lower or uppercase) at the main menu before closing the window.

### **Logging out of Web Inquiry:**

Click on "Log Off" at the top of the screen. A message will come up asking if you wish to log off. Click on "Yes"

### **Training Classes:**

Email the Business Services Secretary requests for OCDE class registration.

### **Off-Site Access Requests:**

Contact the Business Services Secretary to coordinate the request for off-site Stoneware access.

### **Lost your USB key?**

1. Request a new USB key from the Business Services Secretary.
2. From the login screen select "Click here to reset your USB key."
3. Enter your username (i.e. your ten digit employee ID number.)
4. Enter the answer to your secret question and click "Next."
5. A confirmation page will be displayed stating the USB was successfully reset.
6. Click on "Login" and the system will prompt you to register your new key.