

SECTION 300

HOME

SECTION 300 INDEX

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SECTION 300: HOME

301: Introduction

The **Home** page will greet you with your agency's name, your login in name and the date you are in the system. This section will also display the following:

Change your password and password reminder;
Upload/Download WebFTP Files
Enter Client Data by Service
Search for Existing Clients
Communication
Contact ECIAAA
Links

302: Change Your Password and Password Reminder

On the left side of the screen, you will find the function **Change your password and password reminder**. This will allow you to change your password and password reminder.

1. On the **Home** page, click on the **Change your password and password reminder** link.
2. The **Password Change** page will appear.
3. In the **Password Change** content box, complete the following:

Current Password: enter your current password.

New Password: enter your new password.

Confirm New Password: enter your new password again.

Password Reminder: type something that will help remind you of your password, but don't make it too easy.

4. Click on the **Save** button.
5. The statement, "**Password Changed Successfully**" will appear on the **Password Change** page.
6. You will then be returned to the **Home** page.

303: Upload/Download WebFTP

This function will only appear on the **Home** pages of agencies who only upload data. The **Upload/Download WebFTP Files** function is located at the left hand side of the screen below the **Change your password and password reminder**. This functions allows you to upload/download your internal client database information into ClientTracker. (See **Section 1300 - Upload/Download WebFTP.**)

304: Enter Client Data by Service

This function allows you to enter existing client data by choosing the service and month performed. (See **Section 600 - Enter Units/Bulk Data.**)

305: Search for Existing Clients

This function allows you to search for clients who are already registered in ClientTracker. (See **Section 400 - Search for Existing Clients.**)

306: Communication

On the right side of the screen, there is a **Communication** function which can be utilized to communicate, via e-mail, to other ECIAAAA service providers.

1. On the **Home** page, scroll down the list of the **Provider Primary Contact** person for each ECIAAAA funded service provider.
2. Click in the box next to the person you wish to send an email to.
3. Click on the **Send Email** button below the **Communication** content box.
4. The **Send an email** window will appear.
5. Type your message in the designated area and click on the **Send Email** button.

307: Contact ECIAAA

On the right side the screen below the **Communication** function, there is a **Contact ECIAAA** function which can be utilized to communicate, via email, to ECIAAA staff. The following ECIAAA staff will be listed:

1. Your assigned **Planning & Program Specialist**
 2. Executive Director
 3. Deputy Director
 4. Planning & Program Manager
 5. Operations Manager
1. On the **Home** page, click on the link to the ECIAAA staff person=s name to whom you wish to send an email.
 2. The **Contact Us** page will appear.
 3. Type your subject and message in the designated area's and click on the **Send Email** button.

308: Links

On the right side of the screen below the **Contact ECIAAA** function, there is the **Links** function which can be utilized to be linked to the following websites:

ECIAAA Homepage
Illinois Department of Aging
Illinois Area Agency's on Aging (I4A)
Administration on Aging
Benefits Checklist from NCOA

1. On the **Home** page, click on the link you wish to go to.
2. The **Home** page of the link you chose should appear.