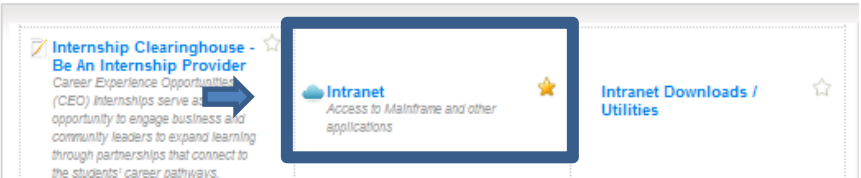


## Inputting Referral Action Codes after the SCM has been entered

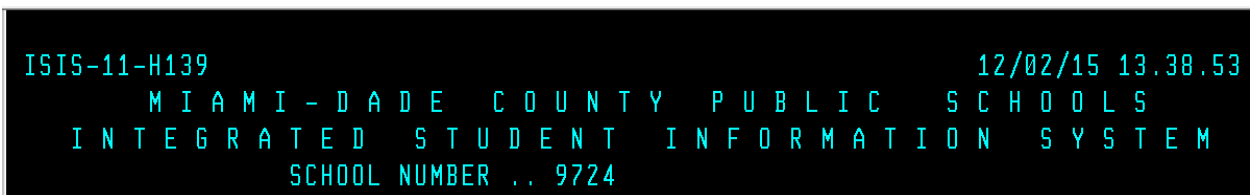
**Step One:** Access Intranet through your Employee Portal.

Welcome to your Applications, Services, and Sites.

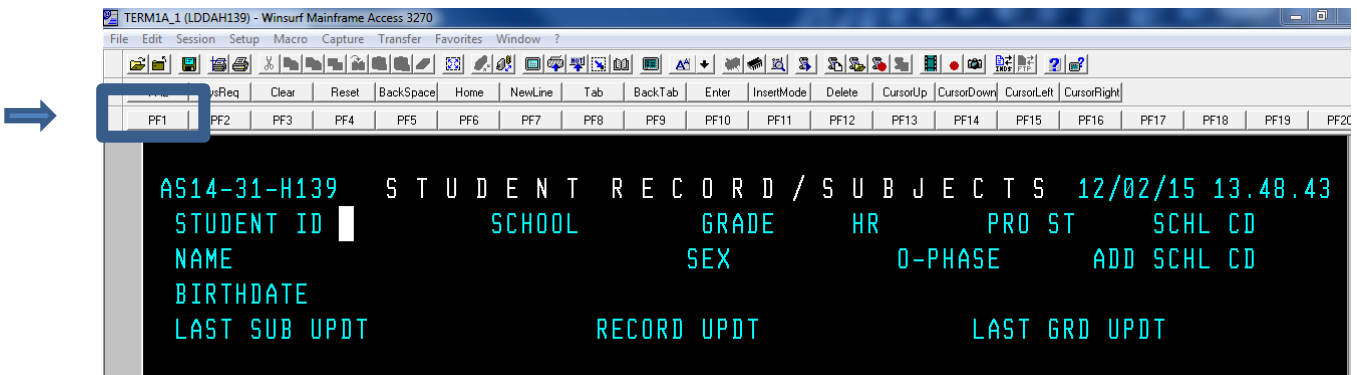
For easy access to your favorite applications, services, and sites click on the star appearing next to application. The application icon will appear on the Favorites Toolbar. To remove it, click on the star again, and the icon will be removed from the Favorites Toolbar.



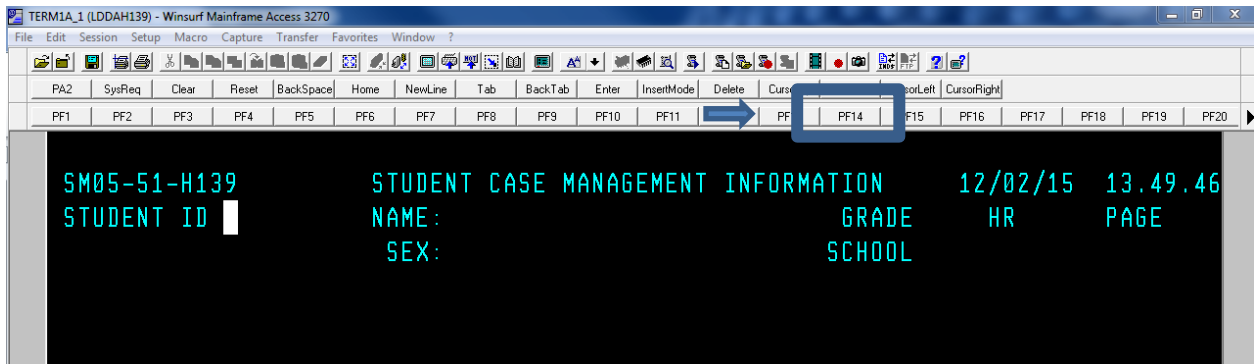
**Step Two:** Select "ISIS" as the application (looks like screen below).



**Step Three:** Select PF 1 (looks like the screen below)

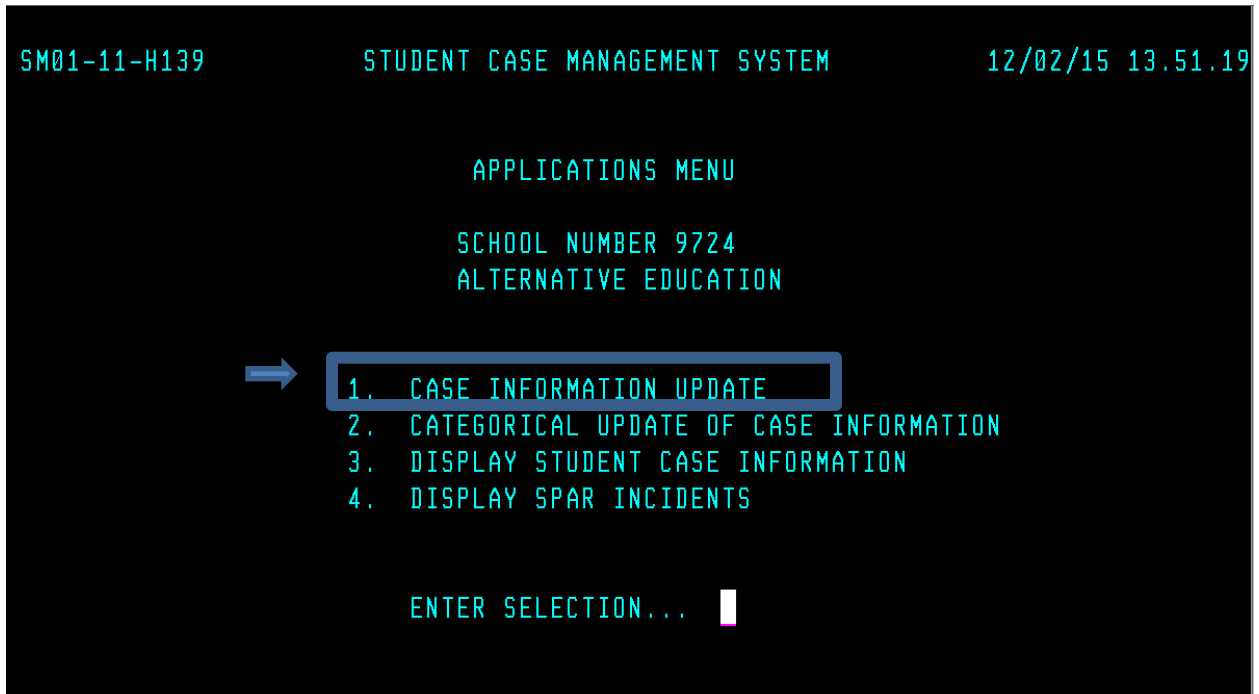


**Step Four:** Next, select PF14



**Step Five:** Select Pause/Break on Keyboard;

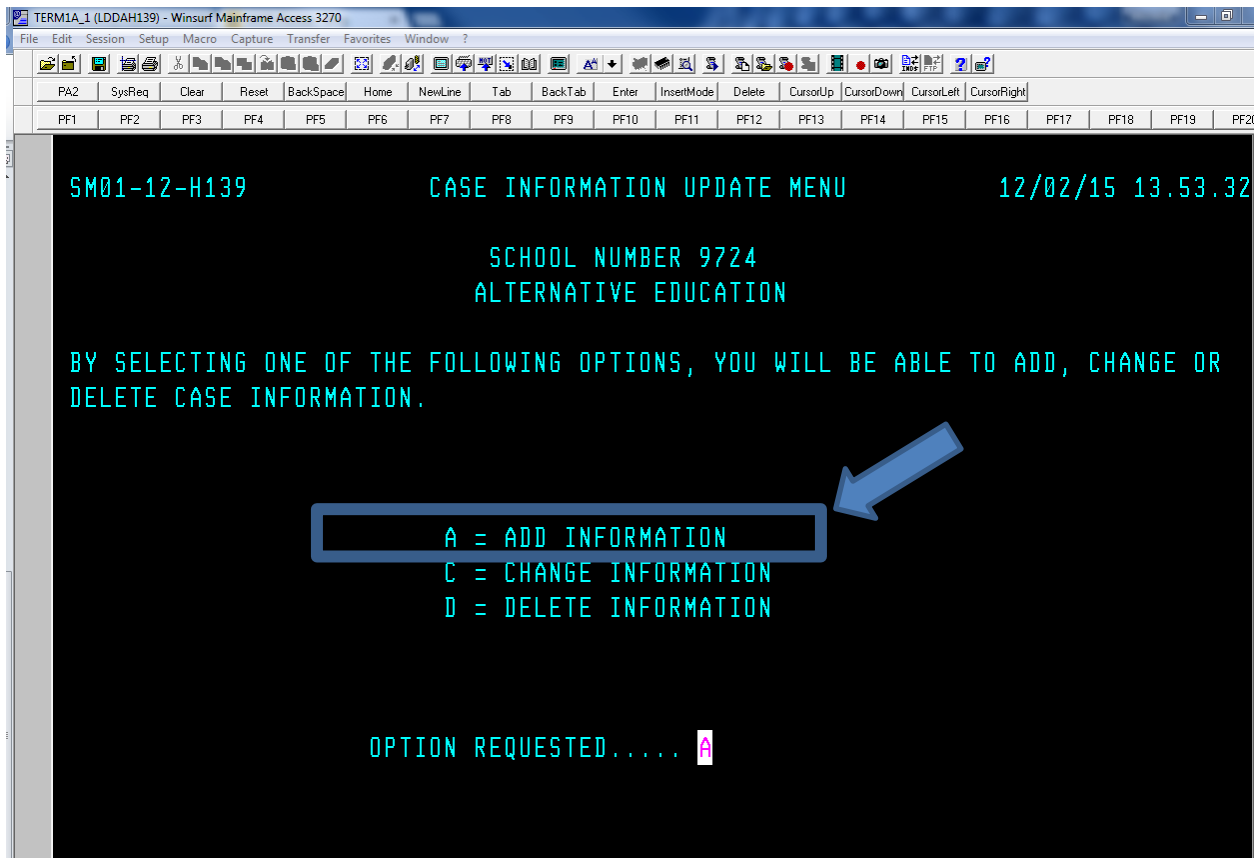
this will bring up the Student Case Management System( looks like image below)



**Step Six:**

Choose "1":

Case Information Update



**Step Seven:**

Choose "A":

Add Information

**Step Eight:** Choose "2" Student Service Information, Input your Work Location # next to "Activity School" \_\_\_\_\_.

```
SM02-21-66RU          ADD CASE INFORMATION          01/04/16 12.19.29

                SCHOOL NUMBER 9724
                ALTERNATIVE EDUCATION

BY SELECTING ONE OF THE FOLLOWING OPTIONS, YOU WILL BE ABLE TO ADD STUDENT
REFERRAL OR STUDENT SERVICE INFORMATION.

                1. STUDENT REFERRAL INFORMATION
                2. STUDENT SERVICE INFORMATION

                ENTER SELECTION... 2
                ACTIVITY SCHOOL...  _____

* HELP WITH CODES = PAZ                                * RETURN TO MENU = CLEAR KEY
```

**Step Nine:** Enter Employee #, Student ID # and Press Enter (in order to add information to the already existing SCM or SPAR #).

```
SM04-41-66RU          STUDENT SERVICES FORM INFORMATION          01/04/16 12.20.28

EMPLOYEE NO:  _____  NAME:
STUDENT ID:  _____  NAME:

SCM# OR SPAR#      DATE      TIME      SERVICE
  _____      /_/_/___  _:___:___  CODES
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____
  _____      /_/_/___  _:___:___  _____

* HELP WITH CODES = PAZ                                DUP CHARACTER = '
* HELP WITH SCM#/SPAR# (SCMS DISPLAY) = PF14          * RETURN TO MENU = CLEAR KEY
```