

# SYSTEM ADMIN TO-DO CHECKLIST

As a system administrator for a delegate agency or site, you have been designated by your agency or site to prepare for the coming program year (set up rooms, classes, assign teachers to classes) in CSD CARES. Use this list as a guide to get you started.

## Logging In

- 1** Log into the Digital Hub to view resources about the CSD (login) Portal, SchoolMint & CSD CARES. To access the Digital Hub, click [HERE](https://bit.ly/SalesforceDigitalHub) (https://bit.ly/SalesforceDigitalHub) and enter password: [sTdzzMyGWkvF3FU2adrj](#) so that you can view the resources mentioned in this PDF.
- 2** Log into the CSD [Portal](https://chicago-dfss.org) (https://chicago-dfss.org). See the Digital Hub for instructions on logging in, setting up your dashboard and troubleshooting login issues. Look for the Salesforce Portal or CSD CARES Portal icon on your dashboard to log into CSD CARES. If you have trouble claiming your account, logging in or accessing Salesforce / CSD CARES, please reach out to [CSDSupport@cityofchicago.org](mailto:CSDSupport@cityofchicago.org) for help as soon as possible.

## Setting Up the 2022-2023 Program Year (complete by September 1, 2022)

To make this process as efficient and simple as possible, we recommend having all class information available before beginning the set up process.

- 3** Set up the 2022-2023 program year Rooms for your site. instructions are on page 9 of the System Admin Portal User Guide in the Digital Hub.
- 4** Set up the 2022-2023 program year Class Schedules for your site. Instructions are on page 11 of the System Admin Portal User Guide in the Digital Hub.
- 5** Set up the 2022-2023 program year Classrooms for your site. instructions are on page 13 of the System Admin Portal User Guide in the Digital Hub.
- 6** Add teachers to your 2022-2023 Classes for your site. Instructions are on page 15 of the System Admin Portal User Guide in the Digital Hub. *Please note: The teachers and staff at your agency must have claimed their CSD Portal accounts before you can add them to classes. If they have not claimed their accounts, please encourage them to claim them or reach out to [CSDSupport@cityofchicago.org](mailto:CSDSupport@cityofchicago.org).*