



Instructions for PCs Logging into the Program School Year 2013-2014

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Security

BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Initial Steps to Login

STEP#1: To access the Personnel Record Form (PRF) web-site for submitting your data you should log in through the following internet address. This program requires the use of Internet Explorer version 4.0 or greater. Netscape and Google Chrome is NOT acceptable.

<https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx>

Launchpad 2005

South Dakota

Launchpad Applications for State of South Dakota

Login Name:

User

Password:

Submit

Launchpad applications must only be accessed by authorized users.

Troubleshooting

- Make sure you are using Internet Explorer Version 4.0 or greater.
- Make sure the Java JIT compiler is enabled.
- Consult with your Computer Tech or contact Debbie Lancaster at 773-7109

STEP #2: Add your Login Name and User Password.

REMINDER: The first four digits are CAPITALIZED letters.

The next digit is a number.

The next two digits are CAPITALIZED letters

The last three digits are numbers.

- The same Login Name and Password used last year should be used again this year.

If you do not have your Login Name and Password then you can do the following:

- Ask your superintendent for the letter with the username information.
- Contact Deedra Gesinger and she can give you a new Login Name. She can be reached by emailing her at Deedra.Gesinger@state.sd.us or calling her at (605) 773-6934.
- You will be required to type in a new password of your choice.
- If you forget your password send an email to Deedra Gesinger at Deedra.Gesinger@state.sd.us with the following message:

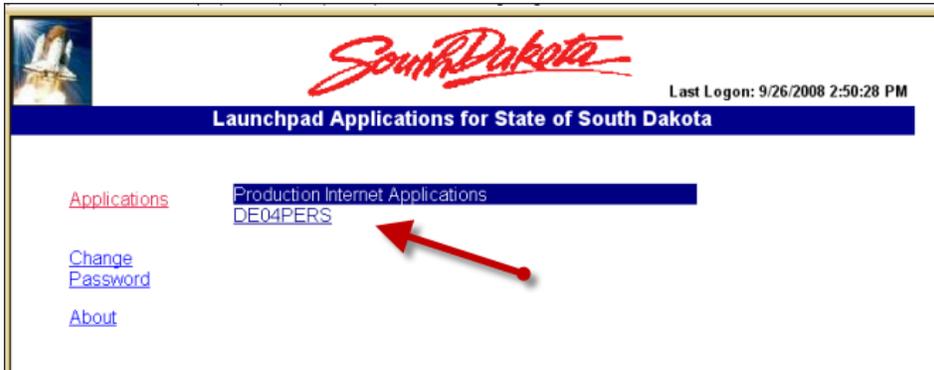
For Login Name [EX: ABCD0DE002] reset the password.

- After the password has been reset, the system will require you to encode a new password when you log in to the system.

STEP #3: Click Submit

STEP #4: Access the PRF Application

- Click on [DEO4PERS](#)



- You will now see the PRF Screen. The chart provides a visual display of data requirement that otherwise will become increasingly apparent as it determines which menus you have access to. Take a minute to find out exactly what you'll need in order to complete this data submission.

		Requirements For PRF Database							
		Public	Non Public	Tribal/BIA	Coops/Multi-Districts	Special Population	Community Based	State Special School	Alternative
Actions District Bus Drivers Revoked Bus Driver Licenses Cert/Cred District Information Qualified Staff by Assignment District/School Information Staffing - Teacher/Admin/SSS Plan of Intent Classified Staffing Paraprofessionals Bus Drivers SPED Contracted Services SD Virtual School School Improvement Plan Teacher Vacancy Assurance Statement Long Term Substitute Assurance Individual Infor Title I Schools Sped Core Content Assignments Update Attendance Center Reports Support Tables About Utilities Administration OCLaunch Close	District/School Information	X	X	X	X			X	X
	Staffing - Teacher/Admin/SSS	X	X	X	X			X	X
	Salary	X			X				
	Plan of Intent	X	X	X	X				
	Classified Staffing	X			X			X	
	Paraprofessionals	X			X			X	
	Bus Drivers	X	X	X	X			X	X
	SPED Contracted Services	X			X			X	
	SD Virtual School (NEW)	X	X	X	X			X	X
	School Improvement Plan	X	X	X				X	
	Teacher Vacancy	X	X	X	X			X	X
	Assurance Statement	X	X	X	X			X	X
	Top Section	X	X	X	X			X	X
	Bottom Section	X	X	X				X	
	Long Term Substitute (April Collection)	X	X	X	X			X	X

Contact: Deedra Gesinger at (605) 773-6934 or Deedra.Gesinger@state.sd.us

09/18/2013

Logging Off The System

Click on the Close Button. **Be sure you have saved ALL your data before you log off!!**