

Greetings SWP Primary Contacts for LA/OC Region,

Access to the NOVA fiscal reporting for the FY 2016-17 Strong Workforce Program funding will only be available to those people each college designates as having either **basic** or **advanced** permission to enter reporting information. The attached Google spreadsheet [SWP Fiscal Reporting](#) has the current list of NOVA users for each college. **Please follow the instructions below to set permissions for each user that you wish to participate in the reporting process for your campus. Please complete this no later than October 20.**

There are two levels of permission: Basic and Advanced

- **Basic** allows a user to report on all expenditures at their college or district, but their ability to change a budget is restricted to moving funds between object codes within a project. They may not increase or decrease the overall budget for a project.
- **Advanced** adds to Basic the authority to increase and decrease the overall budget for a project.

**For Local Funds**, all those who you wish to have the ability to enter expenditures should be given at least Basic permission. Upgrade to “Advanced” those users who should also be allowed to increase or decrease the funds for a Local project.

**For Regional Funds**, all users who you wish to be involved in reporting should be given Basic permission. The Fiscal Agent will only have access to the Advanced level and can manually give access to a college/district, if needed.

In addition to setting permissions, you may wish to add users or delete users who are no longer at your college or who no longer have responsibilities for SWP funds.

To set the permissions, open the [SWP Fiscal Reporting](#) spreadsheet and click on the tab for your region. You'll notice that users are listed alphabetically but that column F has the colleges for which each user has some association. You can locate those users associated with your college or district by using the Search function (Ctrl F - Windows, Cmd F - Mac) and entering the name of your institution.

For each listed user:

- Confirm that the person's name and email address are correct
- Determine if this person is based at your college or if not, if they should have access to the reporting system for your college. If it's not evident they should have reporting access put a note in the field to that effect
- If they are no longer working for the community college system, please note that so we can delete their account
- Determine for each person with reporting authority what access level they should have for local (Basic or Advanced) and for regional (generally Basic)

If someone that needs access is not on the list, add the person to the end of the list specifying district, college, full name, email, and access levels for Local and Regional in the appropriate fields.

If you have questions please contact Janeth Manjarrez, [Manjarrez\\_Janeth@rscdd.edu](mailto:Manjarrez_Janeth@rscdd.edu) (714) 480-7471.