OME-RESA INSIGHT

Issue 18

Spring 2016

Ohio Mid-Eastern Regional Education Service Agency

An Information Technology Center (ITC) of the Ohio Education Computer Network (OECN)

Serving an 11 county area and 45 school districts in Mid-Eastern Ohio

By Angela Underwood, Executive Director

I cannot believe that another school year is ending! Time seems to pass faster and faster with each year. This is also so true with technology.

Technology has become its own animal in school districts. The ever changing environment of technology creates its own demands, not to mention the demands of online testing and blended learning. Many districts' technology staff are so busy keeping devices running and teachers connected, that the long term strategic plans regarding integrated technology can be slowly pushed to the back burner without even realizing it. This creates a reactive atmosphere rather than a proactive atmosphere.

Your ESCs and ITCs can be a beneficial resource to your district in this area. Both valuable district partners are focused on assisting districts in achieving their goals.

The staff at OME-RESA are available to meet with your district leadership and your local ESC technical staff to create and manage a strategic plan that ensures your district grows in parallel with the technological advancing world which we live in today.

Inside this issue:

OME-RESA PHONE DEPARTMENT EXTENSIONS

EXECUTIVE DIRECTOR OFFICE	**3**
TECHNICAL SERVICES	**5**
STUDENT SERVICES	**6**
FISCAL SERVICES	**7**
COOPERATIVE / E-RATE SERV.	**8**
INFOHIO SERVICES	**9**
ADMINISTRATIVE ASSISTANT/	
BILLING	**122**

CO-OPERATIVE SERVICES UPDATE

With school districts struggling to do more with less, it's essential to receive maximum value for every dollar spent. OME-RESA assists by providing a mechanism for schools to pool their collective purchasing power – saving money and improving efficiency.

OME-RESA's 1st Annual Vendor Fair a Success!

The Cooperative Services Department is proud to report the success of our 1st Annual 2016 Vendor Fair! There were over 80 participants from our school districts that had the opportunity to browse over 55 booths of our vendors. Vendors donated 22 gifts for door prizes to be raffled. Winners will be posted on our OME-RESA website! We will be sending out a survey for feedback to plan an even better 2nd Annual 2017 Vendor Fair!

OME-RESA's Food Program Rebates School Districts Over $29,000

Through various rebate incentives with GFS, OME-RESA has rebated participating Cooperative Members over $29,000. This amount is based on purchases during the 2014-2015 school year. The rebate consists of 0.5% rebate on eligible purchases from the Food Program as well as an additional 1% for those members participating in GFS' Prime Vendor Program. OME-RESA will rebate a total of $29,098.35. Districts can save additional dollars by enrolling in GFS' Quick Pay Incentive. If you'd like to enroll in GFS's Prime Vendor Program or Quick Pay Incentive next school year, please contact your local GFS sales representative or Cooperative Services.

Custodial Supplies Bid

OME-RESA and our cooperative partner, EPC, sent a request for bids to numerous vendors to update our pricing and product offering on our Custodial Supplies Catalog. These results were tabulated earlier this month. Please make sure that you access the newest version of the catalog before you order summer cleaning supplies.

CO-OPERATIVE SERVICES UPDATE -CONT.

Purchasing Catalogs

Cooperative Services updates the purchasing catalogs on our website frequently. Please ensure that you are using the most up to date version by accessing our website for catalogs when you order supplies. Changes occur when it is necessary to revise product offerings, change pricing, etc. When a catalog is updated, a Cooperative Update E-mail is sent to our mailing database. If you'd like your email added to our mailing list, please email coop@omeresa.net with the purchasing programs you would like to learn more about.

Natural Gas Aggregation Update

OME-RESA and other partner cooperatives have completed the RFP process for Natural Gas. If you are part of the Ohio School Consortium (OSC), we are doing a 1 year extension with the supplier Direct Energy. For questions, contact Jessica Hood, Business Development Manager, at jessica.hood@directenergy.com or call 908-239-3064.

For those districts enrolling in the Titan Energy program, the supplier is IGS Energy. For questions, contact Jason Salzgeber, Senior Energy Consultant, at jsalzgeber@titanenergyne.com or call 614-949-6680.

Why it Pays to Utilize OME-RESA's Cooperative Services
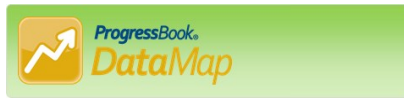
Each program offered by OME-RESA and partner cooperatives is checked for quality assurance. That means that we don't allow vendors to work with our members who have poor customer service records or are unwilling to provide the best possible pricing for members.

We also take care of legal bidding requirements and fees on behalf of our members. We offer sample board resolutions, brochures, and other detailed information for each of our programs. Member districts can rely on the OME-RESA Cooperative Services team to take the guess-work out of a complicated bidding process.

We advocate on your behalf with vendors. If at any time you have issues or questions regarding a program vendor, allow us to assist you. We are here to help.

Not sure if we offer a particular purchasing program? Contact us. We have numerous purchasing programs through local, state, and nationwide cooperatives. If the program does not exist, we can explore opportunities to add products to existing programs or create new programs to meet our members' needs.

STUDENT SERVICES UPDATE

DataMap Presentation

Mark your calendars for June 1st! Software Answers will be conducting a DataMap presentation at our Steubenville training center. If your district is interested in learning more about DataMap, you will want to attend this presentation. The presentation is open to Principals, Coordinators, or anyone else in the district that would like to attend.

New Feature

With the recent release of 15.3, if you are the owner of a Student Objective (SLO), you can now mark students as excluded from the objective if they have withdrawn or have not met the attendance requirement. You can also re-include any excluded students who re-enroll in the class or those that you accidentally excluded. If you exclude students from a Student Objective, the Student Objective rating calculation does not include those students' data in the calculation.

Activity Details

A new screen, Activity Details, replaced the previous Activity Builder screen in the recent 15.3 release. You can access this new screen by clicking an activity in My Library and then selecting Edit/Schedule from the Actions menu. This new screen has three tabs related to the activity in context: Settings, Questions and Results.

Auto-Grade

Auto-grading now occurs by default. There is a Preview before post option that allows the teacher to review and change any auto-scored marks before they are posted to GradeBook.

Google Docs

On any screen where you are prompted to upload a file, you can now connect to Google Drive and select a file from your account. You can set it as a live link to the document, or you can make it available for students to download.

STUDENT SERVICES UPDATE - CONTINUED

New Page Added

A new Resources link has been added to the navigation menu. If a teacher has published resources for an activity, students can access them from the new Resources screen.

****

2016/2017 School Year

If you have any changes for next school year (grading scale, calculations, etc) please let us know as soon as possible by submitting a ticket to pbstaff@omeresa.net

Custom Report Cards

If your district is interested in a new custom report card or any changes to an existing custom report card, the deadline is July 29th. Once the custom report card is signed off, we will not be able to make significant adjustments. Only minor changes can be made.

STUDENT SERVICES UPDATE - CONTINUED

Roster Verification

Roster Verification is underway with the primary purpose of Roster Verification to provide teacher-verified roster data that will be used to develop EVASS value-added reports. These reports will be included in the electronic Teacher and Principal Evaluation System (eTEPS).

The Teacher Roster Verification Period ends on May 17th. Principals should monitor teacher completion and review submitted classes and approve them.

The Principal Approval Period runs from May 18th thru June 3rd. During this timeframe, principals should perform a final review of classes, reviewing staff instructional responsibilities and alerts.

Principals may log into the Link Application at: https://www.ohio-k12.help/rosterv/

Regional Trainings

Scheduling trainings were conducted this spring for the High schools and junior high schools. The sessions conducted included the Public Course request module where students may go online and select course requests for the upcoming school year. The use of the batch scheduler was also discussed. Elementary Scheduling trainings are also being conducted the second week of May.

Webinars

Professional Development webinars are available on our website under "Professional Development", then OME-RESA Webinars and Student Services Webinars. You will find a variety of topics which may be of interest to you, including the "StudentInformation 16/17 Back to School Tips".

STUDENT SERVICES UPDATE - CONTINUED

<u>New Ad-Hoc Report Writer</u>

The new Ad-Hoc Report Writer module is now available for users.

The new report writer currently contains four new reports dealing with student assessment scores and student contact and address standardization information.

If interested in accessing the new module, please check with your district DASL Account Administrator.

EMIS UPDATE

EMIS

Current Collections Open for FY15:
- Career Tech Assessment Collection (A) – closes June 3, 2016
- Graduation Collection (G) – closes June 3, 2016

Current Collections Open for FY16:
- Calendar Collection Final (C) – closes July 30, 2016
- Five Year Forecast – Required Spring Update – closes May 31, 2016
- Student Cross Reference (S) – closes July 30, 2016
- SOES End of Year Student Collection (S) – closes July 30, 2016
- SOES Student Contact Collection (S) – closes July 30, 2016

The following collections should be open by the end of week of May 9th:
- Final Student Collection FY16 (S) – will close July 30, 2016
- Final Staff Collection FY16 (L) – will close July 30, 2016

Jack Pierson is our area coordinator (Region 7). His contact information is 614-403-3127.

Email address is: john.pierson@education.ohio.gov.

EMIS UPDATE - CONTINUED

Upcoming EMIS Trainings from May – August:

May:
11th - Data Collector Verification Report Training – MVESC 9:00 am – 12:00 pm
12th & 13th – Data collector Verification Report Training – ECOESC 9:00 am – 12:00 pm
17th - FY16 Year-end S & G Training – OME-RESA 9:00 am – 1:00 pm
18th - FY16 Year-end S & G Training – ECOESC 9:00 am – 1:00 pm
19th - FY16 Year-end S & G Training – MVESC 9:00 am – 1:00 pm
25th - ODE/ITC EMIS Training Skype - OME-RESA 9:00 am - 2:00 pm

June:
2nd - EMIS Open Lab – MVESC – 9:00 am – 1:00 pm
13th - ODE/ITC EMIS Training Skype—OME-RESA 9:00 am - 2:00 pm
14th - EMIS Open Lab – OME-RESA – 9:00 am – 1:00 pm
21st - EMIS Open Lab – ECOESC – 9:00 am – 1:00 pm
22nd - EMIS Troubleshooting SIS Data - OME-RESA 9:00 am - 12:00 pm
22nd - EMIS Where Kids Count Reporting - OME-RESA 1:00 pm - 4:00 pm
23rd - EMIS FTE Reporting - OME-RESA 9:00 am - 12:00 pm
23rd - EMIS CTE Reporting - OME-RESA 1:00 pm - 4:00 pm
27th - EMIS Troubleshooting SIS Data - MVESC 9:00 am - 12:00 pm
27th - EMIS Where Kids Count Reporting - MVESC 1:00 pm - 4:00 pm
28th - EMIS FTE Reporting - MVESC 9:00 am - 12:00 pm
28th - EMIS CTE Reporting - MVESC 1:00 pm - 4:00 pm

July:
14th - EMIS – Staff/Student/Report Reconciliation Training – EGCC (Eastern Gateway Community College - Steubenville) – 9:00 am – 3:00 pm
20th - EMIS Open Lab – OME-RESA – 9:00 am – 1:00 pm
28th - EMIS – Staff/Student/Report Reconciliation Training – Buckeye Career Center (New Philadelphia) – 9:00 am – 3:00 pm

August:
No EMIS Trainings or Open Labs scheduled

Be sure to always check the Event Scheduler for Additional Trainings that may be added.

EMIS UPDATE - CONTINUED

Remember to sign-up for email alerts on ODE's website. District personnel can receive email alerts from many different areas/departments at ODE. Some examples are: testing, EMIS newsflashes, and special education. Individuals can sign up by clicking the envelope at the top of ODE's website.

FISCAL SERVICES UPDATE

Calendar Year End Treasurers' In-Service Scheduled

MARK YOUR CALENDAR!

The fiscal year end treasurers' in-service has been scheduled for Friday, June 3rd. Per the request of our districts via the meeting evaluation forms, we are doing something different this year. There is only one date for the meeting but you will have 5 locations to choose from to attend the meeting. We will be using video conferencing so you will see the information on a large T.V. screen and be able to ask questions. We will be recruiting a proctor for sign-ins and repeating questions in the room. Everyone at each location will be able to hear the questions and answers. In addition, the entire meeting will be recorded and posted on our website. If you miss the meeting or need to review something that was discussed, you can watch the recording at a later date.

Please plan to attend, if at all possible, so that you can hear all the information we have in order to assist you in doing a more timely close out and having records in place, if need be, to comply with state and federal mandates. The books will be ready as soon as possible after we have our meeting with the SSDT, as usual, and you will need to print a copy and bring it to the meeting. Registration and attendance is a **MUST** if you want a CEU. To register please visit the OME-RESA website. Locations for the meeting:

OME-RESA – Steubenville   MVESC - Zanesville
OVESC – Cambridge   ECOESC – New Philadelphia & St. Clairsville (Belmont Location)

Adobe Connect

A goal of the fiscal department was to learn Adobe Connect and post mini trainings on our website. We had a recording session and posted a few beginner level topics for some of the most commonly used processes. The trainings can be found on the OME-RESA website. On the left side of the main page, click on services, fiscal services, and webinars.

RAM & Kiosk

Additional districts have been set up on RAM and Kiosk in the past month. Requisition Approval Manager (RAM) is a workflow system for approving requisitions. Requisitions from USAS are loaded into RAM on an hourly basis. A workflow of approvers can then be applied to the requisition. Once a requisition is approved by the final approver, the accounts payable clerk is notified via email so the requisition can be converted into a purchase order.

FISCAL SERVICES UPDATE—CONTINUED

The employee Kiosk provides on-demand access for employees to manage leaves, view pay slips, and access personal information. Additionally, there are other modules within the Kiosk that a district can choose to utilize such as Individual Professional Development Plan (IPDP). If anyone is interested in RAM or the Kiosk, please send an email to fstaff.

****

USAS/USPS Redesign

There were 5 districts that volunteered to test the redesign. Volunteers were Claymont, ECOESC, Franklin, Quaker Digital Academy, OVESC, and OME-RESA. They were asked to test data using their live files. Bugs and what's missing were reported to the SSDT. Since the initial test, 19 additional districts have attended orientations to the redesign. There were 6 full day sessions in March/April, 3 for USAS, and 3 for USPS. Kudos to Missy Sutherland and Valerie Keough for working so hard to load the districts' live date into the redesign software.

****

Here are a few items that can be checked now to make June close out a little easier:

- Run the STRS Advance and balance the FYTD totals to the checks written to STRS for the FY16 earnings

- Run W2PROC , look for fatals and balance the first 2 quarters

- Run VALACT and look for invalid accounts. Backup and run ACTCHG if needed.

INFOHIO UPDATE

UPDATE: FREE READING RESOURCES
IN JEOPARDY FOR 2016-17!

Our students' free access to BookFlix and Storia is in jeopardy for 2016-17 because INFOhio's funding was cut by 42% in the state budget process. This school year, the Ohio Department of Education had discretionary funding that allowed INFOhio to continue to offer BookFlix and Storia, but that funding will be unavailable for the next school year. Unless funding is restored, students will lose access to BookFlix and Storia. If your students depend on them, please take five minutes to contact your state senator and representative. Let them know your students depend on these digital tools to improve their reading skills. Please ask them to restore INFOhio's funding in the Midyear Budget Review.

How does INFOhio work for you? Let your legislators know!

It's important! INFOhio is funded in large part by state dollars. State decision makers need to hear how #INFOhioWorks for our students.

It's fast! Choose one (or more!) of the Topic Starters below, add your own story to personalize it, and email or call your legislators to tell them how #INFOhioWorks for you.

It's easy! Just enter your ZIP code in the Find My Legislators box to get the email address, street address, and phone number of your state senator and representative.

Topic Starters

- My school uses ISearch (isearch.infohio.org) for free through INFOhio to find reliable articles for research...
- My school uses BookFlix (or Early World of Learning or World Book Kids) for free through INFOhio to help students learn to read and love it...
- My school uses the Digital Video Collection (dvc.infohio.org) for free through INFOhio to find reliable videos for the classroom...
- My school uses Science Online for free through INFOhio to find diagrams and videos that help explain difficult science concepts visually...
- My school uses INFOhio's free digital resources and tools to prepare students with the skills they need to take online tests...
- My school doesn't have a librarian, and I rely on INFOhio's instructional tools to help fill the gap...
- My school uses INFOhio's free digital resources to prepare students with the digital skills they need—like online research, problem solving, and evaluation—to succeed in the information economy...

INFOHIO UPDATE - CONTINUED

- My school uses the free lesson plans and activity guides offered through INFOhio to make sure our students meet standards...
- My school uses the free INFOhio resources in our blended classes...
- My school uses the Read Article Aloud feature in World Book (or Science Online, etc.) provided for free through INFOhio to help students who struggle to read English...
- My school uses INFOhio's free College Credit Plus guide to prepare our students for college-level research...
- My school uses INFOhio's free professional development to learn new and better ways to use digital tools to help students...

Upgrade to Workflows Coming Summer of 2016

This summer, INFOhio Tech support will install an upgrade for SirsiDynix Workflows. This release will require that you update your staff client when you log in the first time on your return to school in the fall of 2016. Further details on this upgrade will be available to all INFOhio providers this summer. I will be sure to update you on the details of this release.

INFOHIO UPDATE - CONTINUED

INFOhio Boot Camp - August 2, 2016
Re-Boot with INFOhio's Boot Camp

Save the
Date

Watch for agenda and other updates posted to the INFOhio webpage!

INFOHIO UPDATE - CONTINUED

Stop the Summer Slide and Have Fun with INFOhio Beach Bags and Camp INFOhio!

Back by popular demand: INFOhio Beach Bags and the virtual Camp INFOhio offered for free to all Ohio families by INFOhio and the Ohio Department of Education.

The Beach Bags feature stories and activities that let children practice reading skills while learning about careers and their environment.

The Beach Bags are:

* Explore the World of Work: Police Officer
* Explore the World of Work: President
* Explore the World of Work: Veterinarian
* The Foods We Eat
* On the Move
* Perfect Pets
* Weather, Weather Everywhere!
* What's in Your Neighborhood?
* Where Does the Garbage Go?

Camp INFOhio contains five days of reading, activities, and experiments centered on STEAM topics. STEAM stands for Science, Technology, Engineering, the Arts, and Math. Kids can try their hand at code breaking, conduct science experiments with items they find in the kitchen, learn about roller coasters before designing their own, and create their own musical instruments.

No sign up is necessary! Simply download the packets below and work through the activities at your own pace.

Question? Please email support@infohio.org.

INFOHIO UPDATE - CONTINUED

INFOhio's 21 Things will CLOSE as of June 1, 2016

But will be replaced by:

1. Learn to Search Effectively
2. Develop Your Research Toolbox
3. Discover High Quality STEM Resources
4. Engage Young Students with Reading Resources
5. Find Free Content for Your Blended Classroom
6. Explore INFOhio's Differentiation Tools

INFOHIO UPDATE - CONTINUED

<u>END-OF-YEAR CHECKLIST</u>

1. 2016/2017 District calendars – sent to Dave

2. New Staff hired for 2016/2017 – send names to Dave

3. Retired/moved staff for 2015/2016 – send names to Dave

4. Clean up INACTIVE Patrons

   - Run PAT:List Users report
   - Specify <7/1/2016 in the Privilege exp.date: (located under the User Selection tab
   - This report will also help you clean up any INACTIVE students with FINES/FEES.

5. Clean up any Titles WITHOUT copies

   - From the ALL TITLES report tab, select the **"List Titles with No Copies"**
   - **Under the Call Number Selection tab – select your Library**
   - **Under the Sorting Tab – sort by call number so that those titles with XX Call numbers will be near the end of the report.**
   - **REMEMBER – check the FORMAT report option prior to VIEWING/PRINTING report**
   - **Remove any duplicate titles that you might have already catalogued…this would indicate just a duplicate SmartPort capture**
   - **Complete any titles that need further processing – Add barcode, call number, etc.**

END-OF-YEAR CHECKLIST

6. Check any books that might be INTRANSIT

   - Go to the Special Circulation Functions Wizard
   - Click on the Pending Transits Wizard – this will show any books INTRANSIT to your
     library.
   - Check for the books and just RECEIVE ITEM if you have it on your shelves.

7. Clean up any SAVED TEMPLATES

   - Go to your Reports and Notices Wizard and REMOVE any old or unused report templates
     that you no longer need.

NOTE: CONTACT ME IF YOU NEED HELP!

TECHNICAL SERVICES UPDATE

Service Highlights:

- **Voice summary**: Currently providing managed VOIP services to 8 districts (900 + phones)
- **Wireless summary**: Currently providing managed wireless services to 11 districts (1000 + access points)
- **Server hosting summary**: Currently hosting 34 virtual server deployments for 16 districts (Point of Sale, Document Management and Transportation)
- **DR backup summary**: Currently providing offsite backup services to 7 school districts (38 TB of data being maintained at the State DR site)
- **System application summary**: Technical services installed 20 software releases and/or hot fixes to the Student, Fiscal and EMIS service applications

WAN Update:

- **OME-RESA is maintaining over 90 high-speed direct connections that provide over 7Gbps of bandwidth capacity.**
- **Daily ITC internet utilization has begun to peak collectively over 3.0Gbps to OARnet.**
- **Commodity bandwidth provisioning to OARnet is 4.0 Gbps.**
- **FY16-17 Provisioning 5-6 Gbps**

Department highlights:

- **Simplivity migration is completed. All production servers have been migrated.**
- **OME-RESA disaster recovery hot site is now functional at SWOCA.**
- **Reduced virtual server hosting fees:**
  - **VCPU per instance $7.00**
  - **RAM per GB $0.40**
  - **Storage per GB $0.10**

Upcoming projects:

- **Progress Book release 16.0 and rollover (July)**
- **ASA clustering (TBD)**

OME-RESA Regional Spring Meeting:

- **Meeting information can be found here:**

- **https://helpdesk.omeresa.net/helpspot/index.php?pg=kb.page&id=1301**

TECHNICAL SERVICES UPDATE - CONTINUED

The Techie Tipster: When in doubt . . . DELETE!

By Kerry Keith, *The Techie Tipster (http://fridayflyer.com/2016/04/01/the-techie-tipster-when-in-doubt-delete)*

You all get them, suspicious looking emails from people you don't know and some from those you do know.

Why? Most likely someone has hacked an email account or possibly purchased a third party list with the hope of gaining your personal information such as bank accounts or social security numbers.

Most of these emails contain an attachment or a link. Once you click on that attachment or link, the hacker will have access to your email and everything in it. Plus they can send out mass emails to everyone on your contact list.

Worse, a virus or spyware could be automatically downloaded onto your computer, allowing the hackers access to everything on your computer, not just your email.

So what do you do?

When you receive a suspicious email from a known sender, like a friend, and it looks like their email account has been hacked, DELETE it.

Do not reply to it telling them their email has been hacked because now the hacker will have your email information. Call them if you want to let them know.

Do not send it to your spam folder either because, once your friend gets their email password changed, you don't want future emails from that friend to wind up in your spam folder. So don't click on any links. Just delete the email.

If you receive a suspicious email from someone you don't know, do NOT open it. Immediately send it to your spam folder, sometimes referred to as your junk folder.

Most email providers have security measures in place to catch suspicious emails so they will auto-matically forward them to your spam.

If it doesn't, you'll need to move the suspicious email from your inbox to your spam folder, without opening it, so future emails from that sender will go directly to spam.

TECHNICAL SERVICES UPDATE - CONTINUED

Occasionally a wanted email ends up in your spam folder. Tread carefully before opening any emails in your spam and certainly NEVER open any links or attachments. It's almost guaranteed to be either a phishing scam or contain a virus. Only open attachments when, first, you know the sender and, second, you were expecting the attachment.

If the email in your spam folder looks to be from someone you know, the email provider will usually allow you to look at it safely before opening the entire email. Most likely the reason the email ended up in your spam folder is that friend's account was hacked. It's a good idea to empty your spam folder weekly.

If your email account has been compromised, change your password immediately. Once the password is changed, the hackers will no longer have access to your account. Of course, they can hack it again, so keep your passwords strong and change them often.

Also check your bank, credit card and social media accounts to make sure they have not been hacked as well.

Chain emails should never be opened. If you accidentally open one, delete it immediately.

It might be tempting to forward a chain email to someone, especially if it contains something funny or an amusing image. But most likely that chain email started with a hacker hoping to get your attention.

Instead of bothering your friends with an unwanted email, delete it. If you receive a chain email from someone you know, delete it. Just because the chain email came from a known sender doesn't it is safe to open. It can still be harmful if they did not originate the email.

If you receive a suspicious email from a company that you already know and trust, do not reply. Instead, report the email to them directly on their website. There has been a lot of hacking in the past year with large online companies, so most of them have a place on their website where you can report fraudulent information. It may seem unnecessary, but it helps keep their online security safe and, in turn, keeps your account safe.
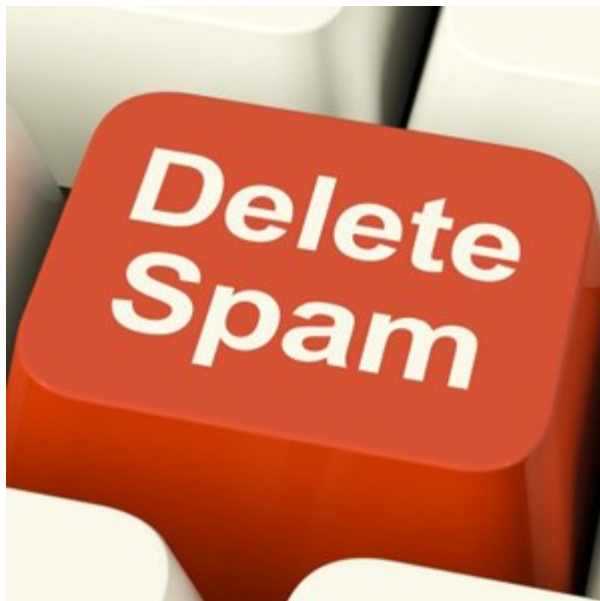
Reminders:

●There is no one in India or Brazil or anywhere else who is stranded because their wallet was stolen and now they desperately need your help. Spam that email immediately.

●No one from the IRS will send you an email. They correspond strictly by mail. If you get an email or a call claiming they are from the IRS, send it to your spam, then call and report the incident to the Treasury Inspector General for Tax Administration at 800-366-4484.

TECHNICAL SERVICES UPDATE - CONTINUED

●You have not won a contest or a raffle or anything else. Send that email to your spam folder; then empty that folder immediately.

●No one but you needs your passwords for anything. If you don't know them and they are asking for your password, they are scammers.

●Be careful when using your email on any public WiFi. If you believe you've been hacked, change your password as soon as you're back on your home WiFi.

●If a company you do business with has had their accounts hacked, immediately change your password with that company. Don't wait for them to protect your account.

●Last, don't forget to update your anti-virus software on your computer or download updates on your phone or tablet. The reason for these updates is often to make sure your devices are protected from the latest scams and hackers.

Remember, when it comes to your email safety, when in doubt . . . DELETE!

Visit us at
www.omeresa.net

OHIO MID-EASTERN
REGIONAL EDUCATION SERVICE AGENCY

OME-RESA

2230 Sunset Blvd., Suite 2
Steubenville, OH 43952

Phone: (740)-283-2050 x116
Fax: (740)-283-1500
E-mail: angie.underwood@omeresa.net