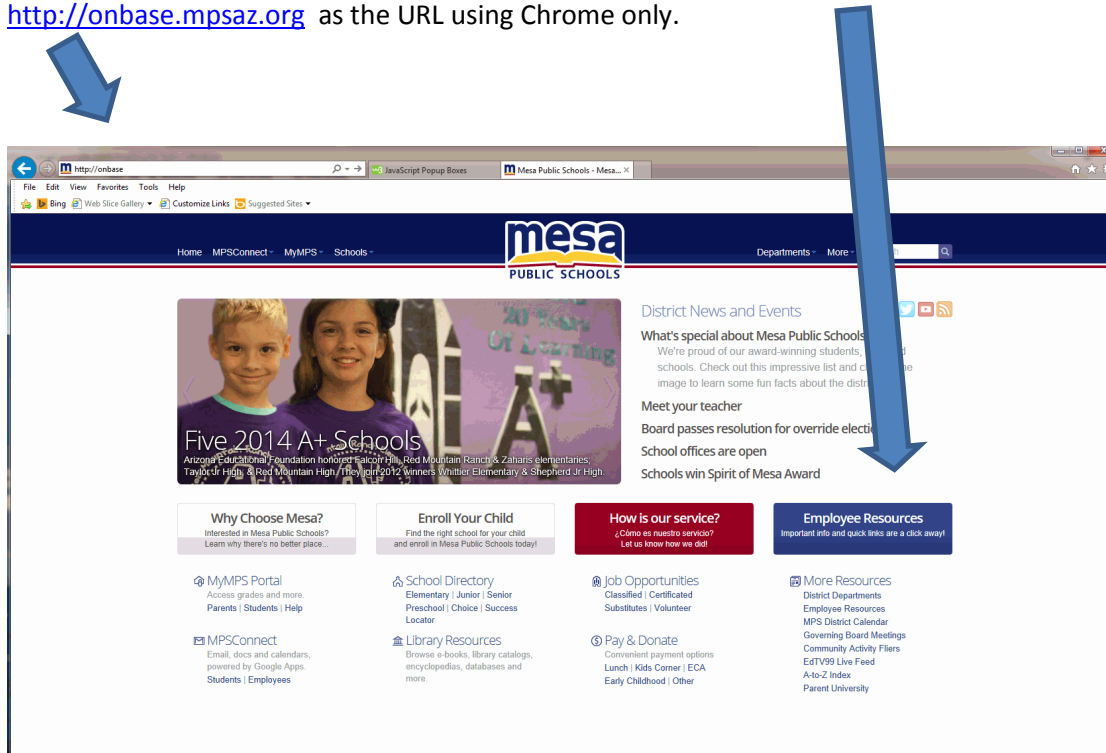


STEPS REQUIRED TO SUBMIT A CHILD ABUSE FORM

1. Navigate to the Onbase login screen either by going to the Employee Resources page or entering <http://onbase.mpsaz.org> as the URL using Chrome only.



2. From the Employee Resources page select the Onbase Application button.

Employee Resources

School and department news

[Submit news and photos](#) for publication in staff newsletters and media releases, and on Facebook and Twitter. Questions? Call 480-472-0223.

Employee compensation updates

[See information and updates](#). Share your questions and comments with the Steering Committee.

Every Day Matters

Dr. Cowan shares his thoughts with employees. [Read the latest issue](#).

Quick links

Awards: [MPS Employee of the Month](#) | [MPS Volunteer of the Month](#) | [KTAR-Radio Homeroom Hero](#) | [KTVK-TV Silver Apple Award](#) | [KEZ-Radio Excellence in Education Award](#) | [KNIX-Radio Teacher of the Week](#) | [Home's Heroes](#)

Chemical Safety Program: [training and resources](#)

Discounts: [merchandise and services](#) | [movie tickets](#) | [theme parks](#) | [Kids Corner](#)

Email: [MPS Connect login](#) | [help](#) | [transitioning employee email](#) | [Chrome support](#) | [email account request](#)

General information: [MPS vision, mission and core values](#) | [strategic plan](#) | [department overviews](#) | [department locations](#) | [maps](#)

Human Resources: [SmartFind Express](#) | [medical leave assistance](#) | [evaluation forms](#) | [substitutes](#) | [volunteers](#) | [benefits](#) | [wellness](#)

In-service classes: [Professional Development](#) | [OBARS](#) | [Technology](#)

Legal: [child abuse reporting](#) | [policy manual](#)

Operations: [TMA work requests](#)

Payroll: [paycheck stubs and W-2 forms](#)

Scheduling: [planning calendars](#) | [conference rooms](#) | [special days and national observances](#)

SchoolMessenger: [login](#) | [support](#)

Synergy: [login](#)

Teachscape: [login](#) | [support](#)



Resources

Searchable directory

Curriculum

Gradebook support

Newsletters

Standard hardware request

Standard supplemental materials and software request

ONBASE Application

PARF Creation

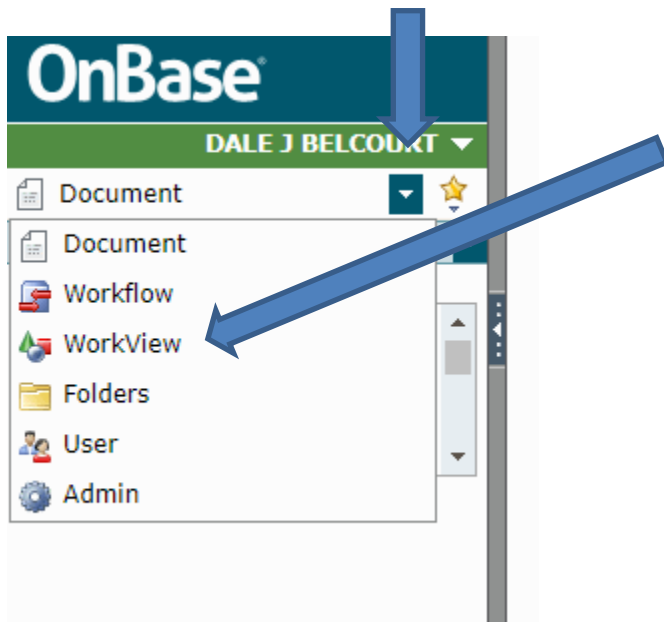
Textbooks

Trip Reduction

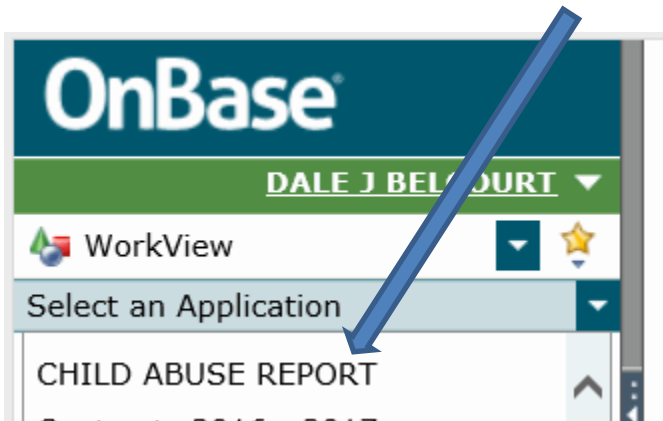
3. Enter your Active Directory username and password into the Onbase login screen. If you do not know your username and password, use your Active Directory Username with a password of welcome1. The system will force you to change your password on first login.



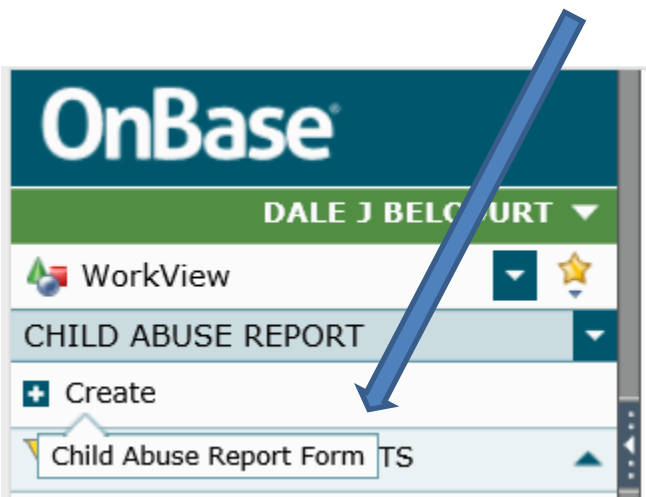
4. Select the top dropdown arrow and choose Workview.



5. Choose the next dropdown and “Select an Application.” This will list all application within Onbase you have rights to view. Choose “Child Abuse Report.”



6. Select “Create” than select “Child Abuse Report Form.”



- Once the form has opened, enter all information as completely as possible. Be advised, the application will automatically close after 1 hour of inactivity.

The screenshot shows the top toolbar with icons for Save, Save and Close, Save and New, Delete, Copy Object, Refresh, History, Documents, Forms, Discussion, Print, and More. Below the toolbar, the form title is "CHILD ABUSE FORM" and "Child Abuse Report Form". The main content area is titled "MESA PUBLIC SCHOOLS CHILD ABUSE REPORT FORM". It includes a "Please Note" section in red text stating that the form is a district record only and does not transmit a report to law enforcement or DCS. It also states that the user must call law enforcement or DCS immediately to satisfy the duty to report suspected child abuse. The form fields include: CHILD INFORMATION (Last Name, First Name, Middle Name, Location, Perm ID, Report Date), Name (Person Completing Report), Reporting Officer's Information (Officer Name, Officer Badge Number, Officer Report Number, DCS Case Worker Name), and Nature of suspected abuse or neglect (Physical Abuse, Sexual Abuse, Neglect, Other).

- When you're finished, select save and close at the top of the form.

This screenshot is identical to the one above, but with a blue arrow pointing to the "Save and Close" button in the top toolbar. The rest of the form content remains the same.

If you do not have an Onbase account or are having technical difficulties, please feel free to contact Dale Belcourt at 480-472-7233.