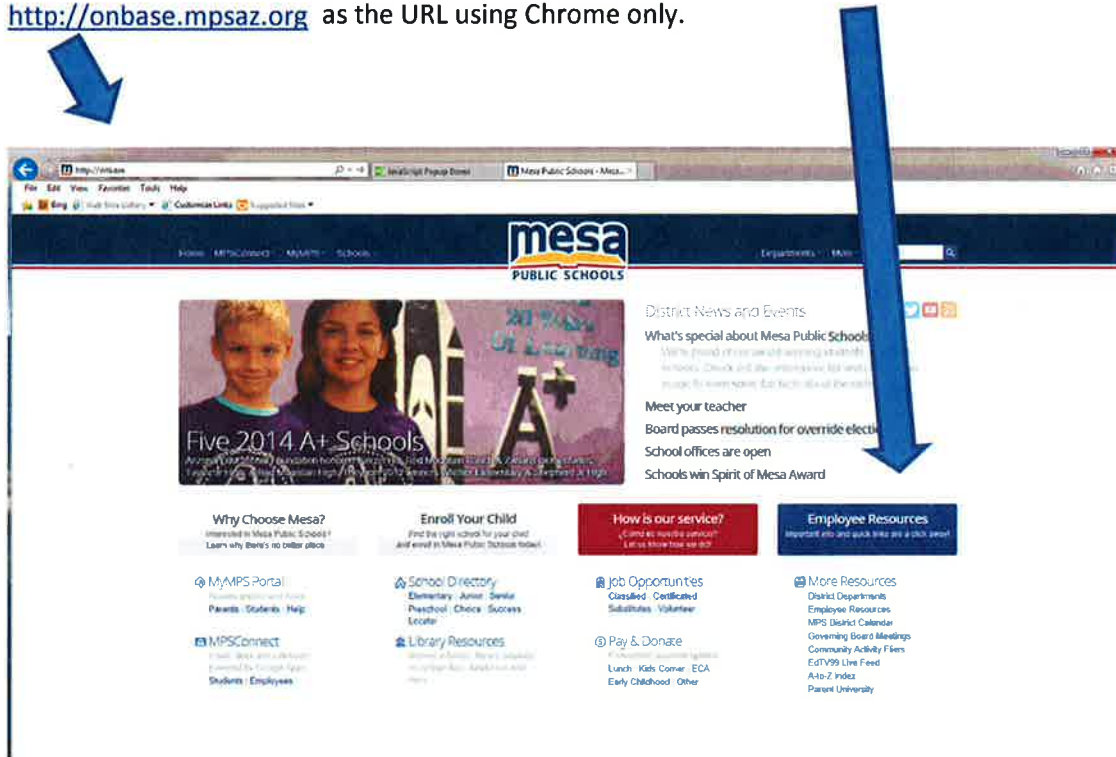


STEPS REQUIRED TO SUBMIT A CHILD OR VULNERABLE ADULT ABUSE REPORT

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: Homecoming Hero | KTVK-TV Silver Apple Award | KJZZ 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

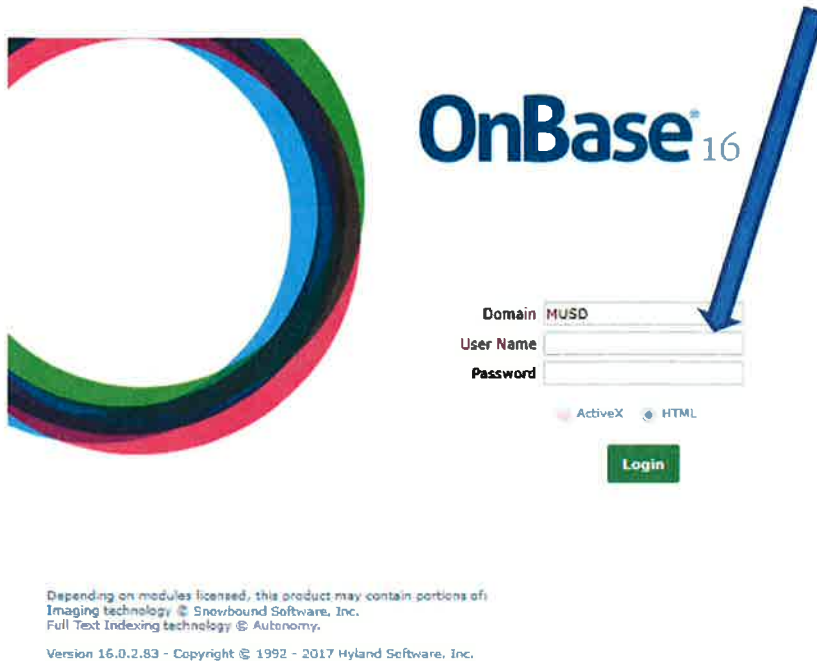
ONBASE Application

PARF Creation

Textbooks

Trip Reduction

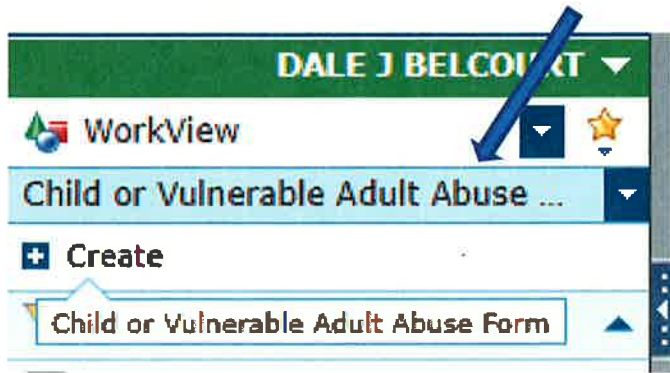
3. Enter your Active Directory username and password into the OnBase login screen. If you do not know your username and password, use your Active Directory username with a password of welcome1. The system will force you to change your password on first login.



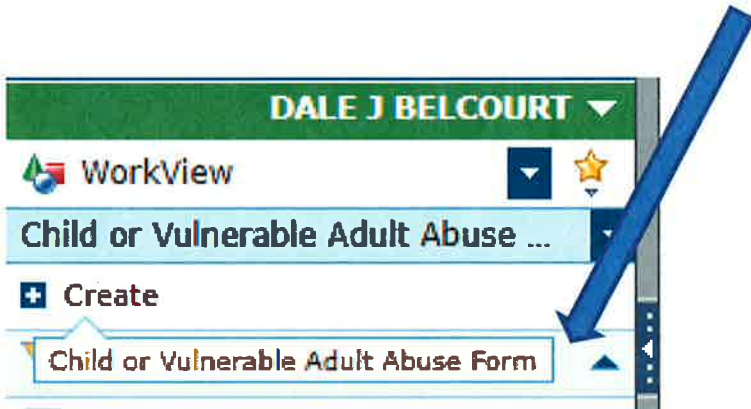
4. Select the top dropdown arrow and choose Workflow.



5. Choose the next dropdown and "Select an Application." This will list all applications within OnBase you have rights to view. Choose "Child or Vulnerable Adult Abuse Report."



6. Select "Create" than select "Child or Vulnerable Adult Abuse Form."



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

Child or Vulnerable Adult Abuse Form

Created By: DJBELCOURT
4/18/2019 10:28:56 AM

MESA PUBLIC SCHOOLS CHILD OR VULNERABLE ADULT ABUSE REPORT FORM

**Please Note: This OnBase Abuse Report form is a district record only.
Completion of this form does not transmit an abuse report to law enforcement, DCS, or APS (Adult Protective Services).
You must call law enforcement or DCS/APS immediately to satisfy the duty to report suspected abuse.**

STUDENT 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

Nature of suspected abuse or neglect: (Check all that apply)

Physical Abuse Sexual Abuse Neglect Other

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

Save Save and Close Delete Print Refresh History Documentz Print More

Child or Vulnerable Adult Abuse Form

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4/18/2019 10:28:56 AM

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Physical Abuse Sexual Abuse Neglect Other

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