
Homeroom Administrator Manual

INSTRUCTIONS FOR
HOMEROOM ADMINISTRATORS
AND
MANAGING THE HOMEROOM ADMINISTRATION SYSTEM

New Jersey Department of Education
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Introduction

This manual provides instruction on what a homeroom administrator is, who can be a homeroom administrator, what the responsibilities are, and how to create a homeroom administrator account. This manual also explains how to use the Homeroom Administration System on [NJDOE Homeroom](#).

What is NJDOE Homeroom

NJDOE Homeroom is an online application system used to report data or to collect data by districts and schools in New Jersey. There are many applications within NJDOE Homeroom. These applications are referenced as projects both within the Homeroom Administration account management system and in this document.

Homeroom Administrator

Each district, charter school, or Approved Private School for Students with Disabilities (APSSD), has a homeroom administrator. The homeroom administrator is responsible for creating user accounts for district/school personnel and managing users' project accessibility.

There can be only one homeroom administrator for each school district, charter school and APSSD. Conversely, one person can be a homeroom administrator for multiple districts, charter schools and APSSDs.

Homeroom Administration

Homeroom Administration is an online user account management system found on [NJDOE Homeroom](#) for the use of District, Charter or APSSD homeroom administrators only. This system is where homeroom administrators manage their district/ school user accounts for accessing individual projects in NJDOE Homeroom. To access this system, homeroom administrators will use their user ID and password provided to them through a secure email sent by the [homeroom administrator help desk](#).

It is very important that homeroom administrator account user ID and password not be shared with any other staff. Accounts are established for the use of a specific individual; the individual's identity will be associated with all data created or modified during a session initiated by his/her login.

The homeroom administrator account login only provides access to Homeroom Administration. For a homeroom administrator to be able to log into other NJDOE Homeroom projects, homeroom administrators must log into Homeroom Administration and set up an account for themselves.

Creating, revising or replacing a homeroom administrator

Creating or revising a homeroom administrator

To establish a new homeroom administrator or to revise existing administrator information, a "[Change Homeroom Administrator](#)" form must be filled out and emailed to DOE following the directions on the form.

Replacing a homeroom administrator

Homeroom administrator accounts must be replaced whenever the person responsible for this role changes. To replace a homeroom administrator, the same procedure should be followed for creating a homeroom administrator account. The existing homeroom administrator account will be disabled when a new one is created.

When the account has been created, revised, or replaced and is ready for use, the homeroom administrator login will be provided through a secure email from the [homeroom administrator help desk](#). The secure email has a link that will provide the contents of the email. Click the link by the date listed to obtain homeroom administration user ID and password.



Once opened, keep a copy of the login in a secure location. The email will expire at the time indicated and the login will not be retrievable through the email link.

Point of Contact for NJ SMART

DOEIT helpdesk will share homeroom administrator information with NJSMART. The information that is shared is limited to the user's name, phone number, email and the CDS code. The homeroom administrator then becomes a point of contact for NJSMART.

Homeroom administrator responsibilities

Once an account for the homeroom administrator has been established, the homeroom administrator will be able to:

- Add, delete, or modify user accounts as staff members are hired, leave or change roles
- Access user account to modify passwords
- Authorize user accounts to have access to individual homeroom projects

Homeroom Administrator Login

Steps to log into Homeroom Administration

The Homeroom Administration system is located at the top of the list of projects found on [NJDOE Homeroom](#) page. Only homeroom administrators can log into this project. To access the Homeroom Administration system, choose the “Homeroom Administration” option.

Welcome to the NJDOE Homeroom

Important Information PLEASE READ!

Homeroom Administrator Account Information (form that was faxed to the NJDOE) only provides access to the Homeroom Administration System. To access any of the Data Collection Systems you need to have your district's Homeroom Administrator create a user account for those systems.

Do not bookmark links to any of the systems in Homeroom. The systems get archived yearly, therefore the bookmark will take the user to the previous year's system. Before entering data into a new system delete cache from your browser.

To ensure highest security standards, The NJ DOE will be updating security standards effective May 11, 2018. This process may require you to upgrade to a modern browser version that supports TLSv1.2 or later.

Homeroom Administration Information
[DOEIT Tech Support](#)
[Homeroom Administrator Manual](#)
 To change Homeroom Administrators for your district please fill out the [Change Homeroom Administrator Form](#)
[Complete list of Homeroom Administrators](#), (updated 1/10/2024)
[Homeroom Administrators of Universities and Colleges](#), (updated 1/10/2024)

Application	Application Description	Open Date	Closed date	Additional Information
Homeroom Administration	Data Collection Information Center	Year round	No close	
Homeroom Administrator Manual	<i>Homeroom Administrators! Please read the Manual before you enter the site</i>	Year round	No close	
ACH Instructions	NJ State ACH Electronic Payment Instructions	Year round	No close	
AchieveNJ Data	District Level AchieveNJ Data Cards	Year around	No close	
ACFR Repository	Application for the Electronic Upload of the ACFR Submission Package	12/1/2023	7/1/2024	
	Additional or Complementary Special Education and Related Services Program for Students who were 21 years old as of Sub			

Next, click the link that says: “Homeroom and Project Administration Login (for NJ School District Homeroom Administrator)”

Welcome to NJDOE Homeroom Administration!

The Homeroom Administration is an online management system for NJDOE Homeroom Administration users and projects. Each DOE district or charter school has a Web Admin account to access the Homeroom Administration. The Homeroom Administrator is responsible for creating the school Homeroom Administration User accounts, and managing the Homeroom Administration user's project accessibility. A DOE Homeroom project is an online application for district and school of New Jersey. As a DOE Homeroom project is activated, it will be available for the district and school Homeroom Administration Users.

Please sign in DOE Homeroom Administration:

- ▶ **District Portal** [Homeroom and Project Administration Login](#) (for NJ School District Homeroom Administrator)
- ▶ **County Portal** [Manage County Web users](#) (for County office to managing county level web users)
- ▶ **DOE** [DOE Administration Login](#) (for managing District Account, DOE internal use only)

The login page will open. Enter the 4-digit district ID, the homeroom administration ID and password. Then click Log on.

New Jersey Department of Education

Home

Homeroom Administration

For managing Homeroom Administration users or assigning DOE web applications, please sign to your the district Homeroom Administrator account.

Login

District ID:

Homeroom Administrator ID:

Password:

Main Menu

The Main Menu screen will open. The main menu provides the following options:

Main Menu

District: [Redacted]

Web Administrator ID: [Redacted]

Web Administrator Name: [Redacted]

Manage Your Homeroom Web Users:

Assign DOE Web Applications to Your Web Users:

Summary of Accounts for your District:

Update Your Profile:

Update Your Password:

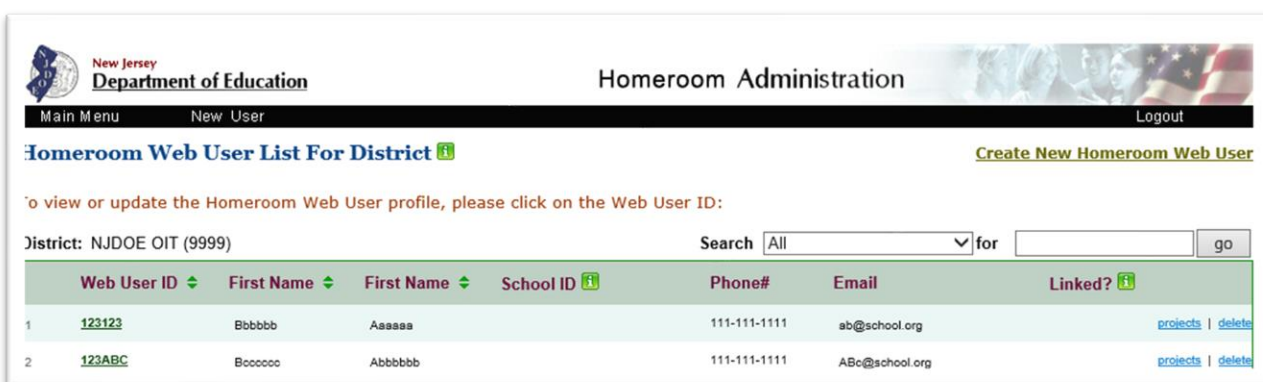
[Exit](#)

- [List/Create/Update Accounts](#) allows the homeroom administrator to manage user accounts.
- [Assign/Update Projects](#) allows the homeroom administrator to assign NJDOE Homeroom projects to individual user accounts already set up.
- [View Report](#) allows the homeroom administrator to view a list of all user accounts and projects they are assigned to but cannot make changes to user accounts.
- Your Profile is a DOE only option. If you wish to update any of the information in your profile, contact DOEIT support.
- Update Your Password allows the homeroom administrator to change their homeroom administrator password as needed.

List/Create/Update Accounts

List Accounts

From the main menu, click on List/Create/Update Accounts to see a full list of all individual users in the district/school.

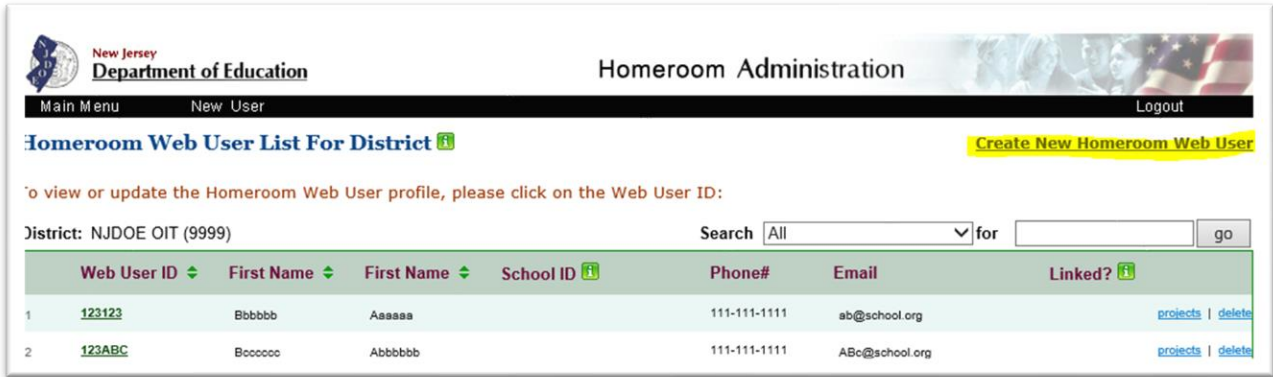


From the list, the homeroom administrator can:

- Click on Web User ID to view and change user profiles including user ID, password, email and phone number
- Click delete to delete a user profile when a person no longer works for the district/school or no longer needs access to NJDOE Homeroom
- Click projects to add or update NJDOE projects for users

Create New Accounts

From the main menu, click on List/Create/Update Accounts to create a new user. Click the Create New Homeroom Web User link at the top of the page.



When you click the Create New Homeroom Web User link, a new user form opens.

In the new user form:

1. Select the level of access by using the drop-down arrow. "District Level" is preselected as the default. If the project is school level, then select the school with which the user is affiliated. Most NJDOE Homeroom projects are district level projects. If unsure, email the [help desk](#) for the project the user needs to access.
2. Next enter user ID, password, name, phone, and email.
3. Click submit at the bottom of the page to save.

The reset button will delete any changes that have been made.

Create New Homeroom Administration User Account

District: NJDOE OIT

*School: (District Level) ▼

*User ID:

*Password:

*Verify Password:

*Last Name:

*First Name:

*Phone Number: format: "888-888-8888" or "888-888-8888 Ext 1234"

Fax Number: (format: 888-888-8888)

*E-Mail Address:

* Required field for entry

It is very important that individuals' user IDs and passwords not be shared with any other staff. Accounts are established for the use of a specific individual; the individual's identity will be associated with all data created or modified during a session initiated by his/her login.

Update Accounts - Projects

To add or update NJDOE projects for users, click on List/Create/Update Accounts from the main menu to see a full list of all individual users in the district/school. Then click "projects" on the right side of the user record to add or change user access to NJDOE Homeroom projects.

NJDOE OIT (9999)		Search All for		go		
Web User ID	First Name	First Name	School ID	Phone#	Email	Linked?
123123	Bbbbb	Aaaaa		111-111-1111	ab@school.org	projects delete
123ABC	Booooo	Abbbbbb		111-111-1111	ABc@school.org	projects delete

The Project Assignment table will open. Select the project name from the left column and move it to the right column by clicking on the project name then click the "Add Project" button. This process can be repeated as many times as necessary for the user. Click the "Submit" button at the bottom of the page. The user will then be able to log into all projects added using their created user ID and password.

To remove a project, select the project name from the right column and move it to the left by clicking on the project name then click “Remove Project” button. Click the “Submit” button at the bottom of the page. The user will no longer be able to log into this project.

District: 9999 User ID: 123123 Name: Bbbbbb Aaaaaa

Available Projects:

- ADDL (19)
- AMAO- LepExit Report (18)
- APSSD (98)
- ASPS (29)
- ASSA (68)
- Achieve NJ Evaluation Survey (79)
- AchieveNJ Data (30)
- Audit Summary (69)
- Bilingual Waiver (84)**
- Budget Statement (70)
- CAFR Repository (62)
- CDS (60)
- CSSD Tuition System (32)
- CTE (Secondary and Adult) (49)
- CTE Program Re-approval (63)
- CTEDMS (93)
- Chapters 192/193 (17)
- Charter School Admin. (31)
- Charter School Enrollment (37)
- Course Roster Reports (80)
- DRTRS (11)
- DSDC - Debit Service Data Col (41)
- District Teacher of the Year Online Form (74)
- EE4NJ Data Collection (73)
- EEDS (3)

Assigned to 123123:

➔ Add Project
➔ Remove Project

Submit
Cancel

Update Accounts – User Information

To update or modify an existing user click the “Web User ID” link in the user’s record.

District: NJDOE OIT (9999) Search | All

	Web User ID	First Name	First Name	School ID	Phone#	Email
1	123123	Bbbbbb	Aaaaaa		111-111-1111	ab@school.org
2	123ABC	Bcccccc	Abbbbbb		111-111-1111	ABc@school.org

A profile page with the user’s information will open. Existing information on the page can be updated by typing over the existing information. The reset button can be used to change back to the original information if the change is not needed. Click “Update” at the bottom of the page to save changes.

User ID: 123123
 District: NJDOE OIT
 School: (District Level)

*Password:
 *Verify Password:

*Last Name:
 *First Name:

*Phone Number: format: "888-888-8888" or "888-888-8888 Ext 1234"
 Fax Number: (format: 888-888-8888)

*E-Mail Address:

* Required field for entry

Assign/Update Projects

A quick way to assign projects to users is to select the “Assign/Update Projects” from the Main Menu. This will display all the NJDOE Homeroom projects available to assign to users.

DOE WEB PROJECT LIST


To assign a project to your Homeroom Administration users, please click on the Assign "to users" link below.

PID	Project Name	Description	Level	Assign	Availability
47	5 Year Preschool Program Plan		district level		
19	ADDL	Chapter 192-193 Additional Fundin.	district level	to users	✓
18	AMAO- LepExit Report	Annual Measurable Achievement Objective (AMAO) Reporting System for Title III Districts	district level	to users	✓
98	APSSD	APSSD Budget and Audit System	district level	to users	✓
53	ARRA Assurance Statements	American Recovery & Reinvestment Act (ARRA) Assurance Statements	district level		
52	ARRA Cash Management Report	Equalization Aid - ARRA Stabilization Funds ESF/GSF Cash Management Report	district level		
54	ARRA Quarterly Report System	American Recovery & Reinvestment Act (ARRA) Quarterly Section 1512 Reporting	district level		
29	ASPS	Annual School Planning System	district level	to users	✓
68	ASSA			to users	✓
44	AYP Data Charts	Adequate Yearly Progress Data Charts	district level		
79	Achieve NJ Evaluation Survey	District progress in developing tools and infrastructure for educator evaluation	district level	to users	✓
30	AchieveNJ Data	District Level AchieveNJ Data Cards	district level	to users	✓

To assign projects to users, click “to users” next to the project name. This will bring up a list of all the users in your district/school.

You are selecting the Project: **ADDL (PID=19)**

To assign/unassign this project to following users, please check/uncheck the boxes below.
If you need to manage project for a user, please click on the Web User ID.

Web User ID	Name	School Info.	Assigned	Assign to?  check all uncheck all
#KENNETH	[REDACTED]			<input type="checkbox"/>
123123	Bbbbb Aaaaa			<input type="checkbox"/>
123ABC	Bcccc Abbbbbb			<input type="checkbox"/>


Click the box next to each user that will have access to this NJDOE homeroom project. Or uncheck the box next to each user that no longer needs access.

View Report Summary

To view the summary information for all users in the district click “View Report” button on the Main Menu page.

The “Homeroom Administration User and Project Assignment Summary” **screen will open.**

District: NJDOE OIT [View Report Summary](#)

SCHOOL NAME	USER ID	PASSWORD 	USER INFO	PROJECT ASSIGNED
	#KENNETH	****D	[REDACTED]	ASPS (1408841-29)
	123123	****BC	Bbbbb Aaaaa 111-111-1111 ab@school.org	
	123ABC	****23	Bcccc Abbbbbb 111-111-1111 ABc@school.org	

The information on this page cannot be modified. It is for viewing purposes only.