

## Certify Rule Library Cheat Sheet

1. From the e-mail received from Certica Solutions click on the here link



- 2. Once you've clicked on the link, the Login window for **Certify Rule Library** will display.
- 3. From the Login window, type the **User Name** and **Password** that was provided to you by TS.

CERTICA		Sign Up for Observer — Certica's quarterly online newsletter for K-12 administrators
User Name: Forg	ot Your User Name? ot Your Password?	Walcome to Cartify
Login		weicome to certify

- 4. Click the **Login** button
- 5. Once you are logged onto **Certica Rule Library**, your schools Data Certification Scorecard will display.



Certify	Home Reporting Tools Help Lagout	I		
er: sfuentes@rusd.k12.ca.us Project: Certify Rule Library (v2.1.0	v			
	Data Certification Scorecard			
Scorecard Summary Data Certification Score = 68.72%		Severity Level Summary		
Observation Run(s): Roll-up of 54 runs ranging from 10/15/2012 2 to 10/15/2012 2:39:52 AM	13:06 AM	Severity	Severity Description	Number of Violations
		1	Fatal	6,159
	8	2		1,220
		3	Warning	3,693
		4		0
		5		0
			TOTAL:	11,072
roup By: Severity 💙 and then by: <select></select>	View Scorecard Download Scorecard			
Severity Rule			Nur Vio	nber of Percenta lations Recor
1 DEM 010-0020 - First Name may only contain the characters A-Z, a-z, space, apostrophe or dash (hyphen),				1 <0.0
DEM 010-0030 - Middle Name may only contain the characters A-Z, a-z, space, apostrophe, or dash (hyphen),				<u>13</u> <u>0.03</u>
DEM 010-0040 - Last Name may only contain the characters A-Z, a-Z, space, apostrophe or dash (hyphen).				2 <0.01

- 6. To address the 'errors' for your site, you will need to click on the number in the **Number** of **Violations** column to see the students information along with the error.
- 7. To see more detail on this error click on More Info...
- 8. Next click on Click here to see the Prescription for this Rule to see a detailed description of where to locate this error and how to fix it.