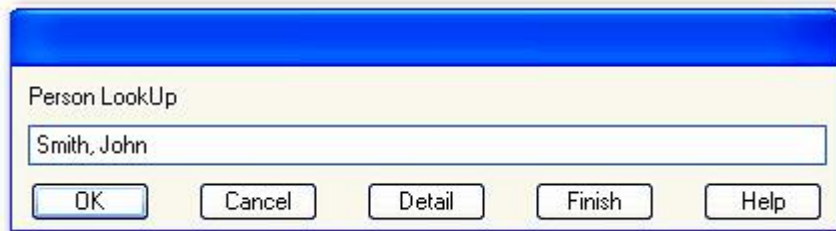


EMER: Emergency Information Screen

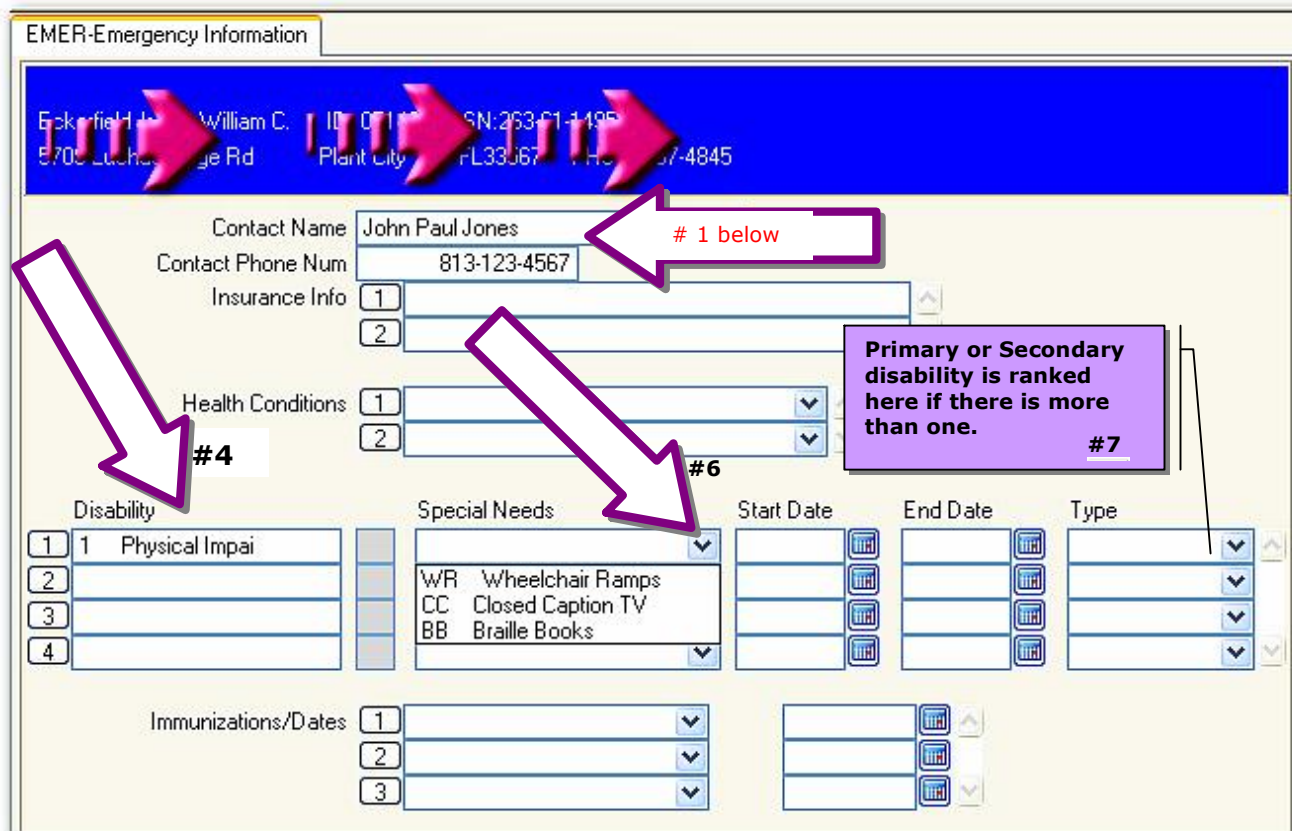
Sign on to Colleague/Datatel as you normally would. Access the EMER screen by entering the mnemonic in the Quick Access text box on the top left of the menu bar. Press the Go button or the enter key on your keyboard



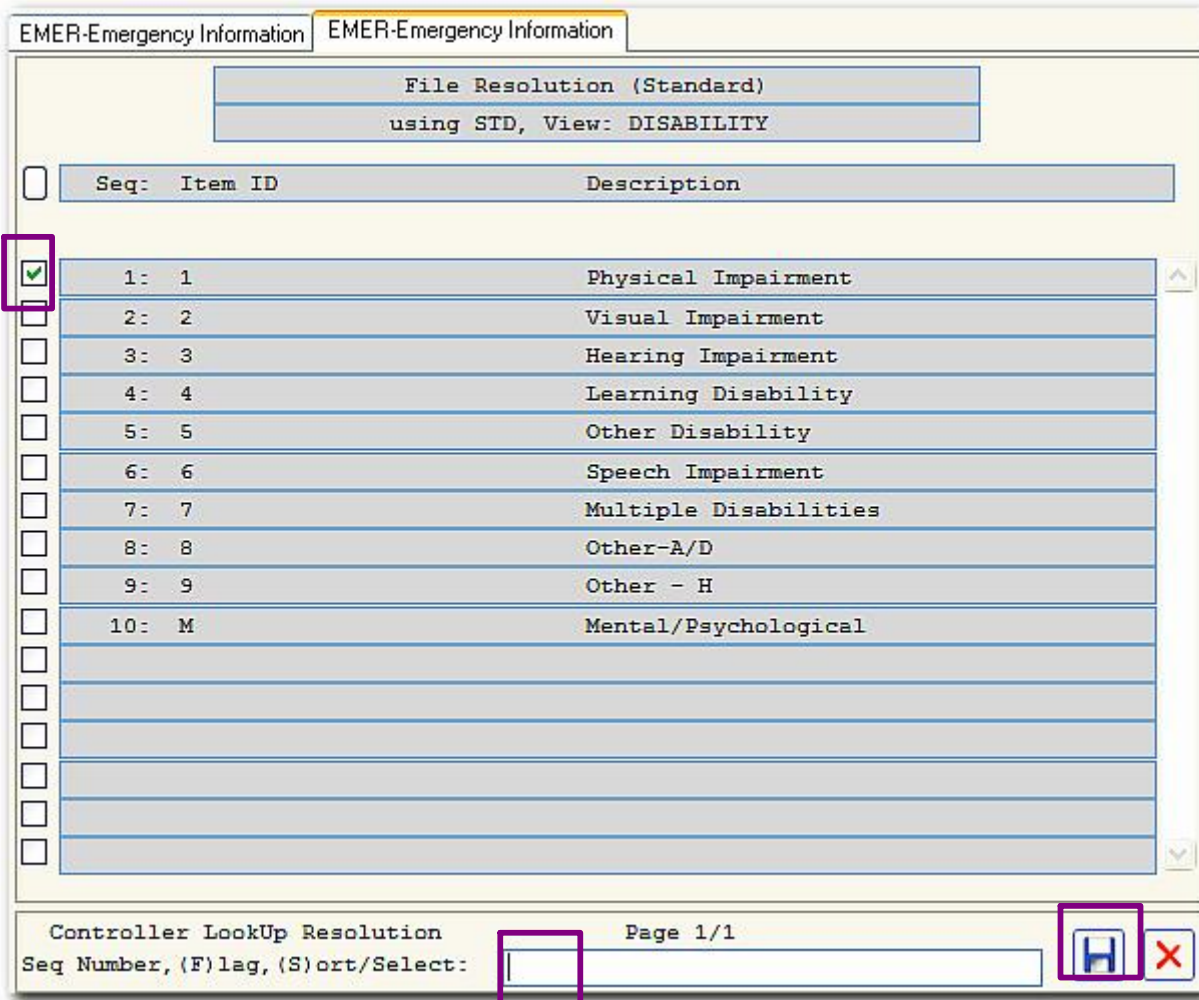
You will be presented with a Person Lookup box where you will enter the student's ID number or name.



After the student has presented proof of disability, you may enter the type of and special needs required for that disability.



1. Enter the student's challenge in the Disability section in the middle of the screen. These disabilities are listed by number. If you do not know that number, you may type an ellipsis (...) in the text field and press enter. The list will display on a resolution screen as pictured below.
2. Pick out the disability's description from the list on the right and do one of two things:
 - a. Place a check mark in the box on the left hand side of the page and press the blue Save icon below.
 - b. Or, enter the number you see to the left of the number which represents the disability in the text area below and press the blue icon or your enter key. The information will populate the field and return you to the first EMER screen.



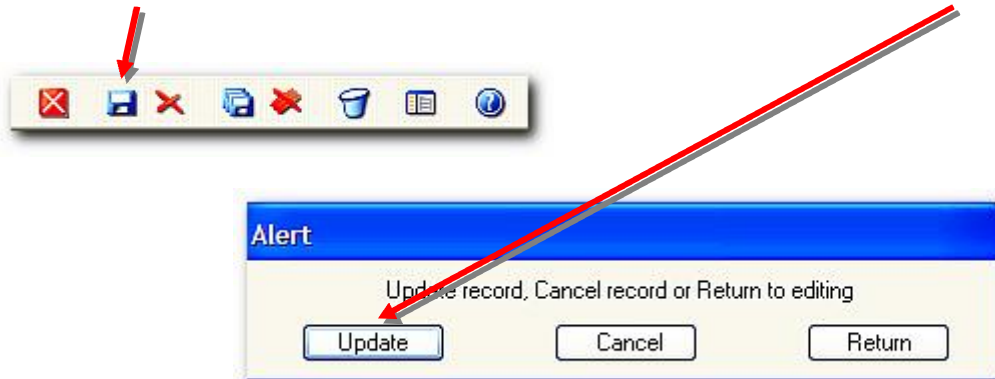
If you make an error in this field and you want to change or get rid of the disability, you must delete it by pressing the number to the left and follow directions.

3. If your student has special needs or requirements because of the disability, use the drop down menu to pick from one of three options:
 - a. Wheelchair ramps = WR
 - b. Closed Caption TV = CC
 - c. Braille Books = BB



4. If you list more than one disability, you may rank them according to importance with the next field containing the primary and secondary disability.
5. If these are temporary disabilities, a start and stop date may be assigned in the date boxes.
6. HCC does not keep records of immunizations, so that is all you need to fill out.

Press the blue Save icon at the top of the screen or press F10 and then the Update button.



This process is now complete.