



SUMMER 2026 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

At NEOnet, our mission continues to center on **improving student education through the use of technology**. Every service, partnership, and investment is focused on helping districts create stronger learning environments for students while also supporting schools' operational needs. From cybersecurity and infrastructure improvements to instructional technology and innovative software development, we remain committed to delivering solutions that help educators focus on what matters most: **student success**.

This Summer Newsletter highlights several exciting projects and initiatives taking place across NEOnet. On page 2, you will read about the major infrastructure and firewall upgrades we are implementing to **improve network resiliency, strengthen cybersecurity protections, and enhance communication during outages and critical events**. Page 3 introduces NEOnet Events, a new internally developed platform designed specifically for Ohio schools and ESCs to simplify professional development management, event registration, attendance tracking, and collaboration.

Professional learning and instructional innovation remain major focuses as well. On pages 7 and 8, you will find updates on **NEOnet Learn, our growing Learning Management System**, along with expanded Artificial Intelligence training opportunities, Google Workspace support, and summer professional development sessions designed to help educators bring practical technology strategies into the classroom. These efforts continue to support districts as they prepare students for a rapidly evolving digital world.

This edition also includes important updates from our Student Services, EMIS, Fiscal Services, and Technical Services teams. You will find information on secure student data transfers, report card vaulting, mobile approval workflows in eFinancePlus, secure server hosting, password security best practices, and tools designed to improve operational efficiency while protecting sensitive district data. Across every department, our teams continue working to provide secure, reliable, and forward-thinking solutions that support both instruction and district operations.

This newsletter reflects the broad scope of work happening across NEOnet and the continued collaboration with our member districts. Maintaining open communication with our owners remains extremely important to us. If you have questions, ideas, or district needs as you read through this newsletter, please contact me at gdovin@neonet.org.

Remember, without you, there would be no NEOnet. Matthew Gdovin, Executive Director

Strengthening Reliability and Communication Across the NEOnet Network

CHRIS ZOLLA

At NEOnet, reliability and communication are two of the most important commitments we make to our member districts. Over the past year, we experienced several network incidents that affected portions of our infrastructure and disrupted our customers. While no organization wants to experience outages, these events provided us with valuable opportunities to evaluate our environment, identify areas for improvement, and accelerate investments that will strengthen our services for years to come.

Several incidents were related to unusually high traffic loads and malicious activity targeting network resources, which overloaded our existing firewall infrastructure. We also experienced an isolated network loop event that affected connectivity in portions of the network. Our engineering team responded quickly during each incident to restore services and stabilize operations, but these events reinforced the need to continue evolving our infrastructure as the demands on K-12 technology environments continue to grow.

As a result, NEOnet decided to accelerate a major firewall refresh project originally planned for next year. Rather than waiting for the normal replacement cycle, we proactively purchased a new next-generation firewall platform designed to support the increasing bandwidth, application usage, and security demands of modern school environments. The new platform delivers approximately three times the throughput of the previous firewall infrastructure and provides significantly greater resiliency under high-traffic conditions. This investment positions NEOnet to better support member districts during peak usage periods, statewide testing windows, and future cybersecurity challenges.

While the infrastructure improvements were important, the outages also highlighted a need to revamp our communication. During several incidents, we found that our traditional communication

methods were impacted by the outages themselves. Portions of our email communication systems and notification processes relied on local infrastructure, which created delays in delivering updates during network disruptions. Simply put, when the network experienced issues, some of the tools used to communicate those issues were affected as well.

To address this, NEOnet has transitioned its communication and alerting platforms to cloud-based services that operate independently from local network infrastructure. This ensures that outage notifications and operational updates can continue to reach customers even during significant local connectivity events.

These improvements include:

- Migration of communication services to cloud-based platforms
- Enhanced external email delivery capabilities
- New operational notification workflows
- Launch of a new SMS Emergency Alert Service for critical notifications

The upcoming SMS alert system will provide districts with another layer of real-time communication during urgent situations, helping ensure administrators and technology staff receive timely updates regardless of email availability or local network conditions. We will also deploy a new dashboard to report on NEOnet services in real time.

At NEOnet, we believe transparency, continuous improvement, and proactive investment are essential to serving our members effectively. While no technology environment can eliminate every possible disruption, we are committed to learning from every incident and using those lessons to build a stronger, more resilient infrastructure for the schools and organizations we serve.

We appreciate the patience, partnership, and trust of our member districts as we continue investing in the future of NEOnet services.

A Better Way to Manage Events in Education

ANDY MELICK

NEOnet is always focused on bringing you solutions you need, whether that's through infrastructure, security, or shared services. Now, we're bringing that same approach to how you manage events and professional development.

We're excited to highlight NEOnet Events, a platform being developed in-house by our development team Leo Galleguillos, Nick Tysh, and Ted Drewek. The platform is designed specifically for the way Ohio schools operate.

This is not a generic event tool. It's built from the ground up with districts and ESCs in mind.

WHY DOES THAT MATTER?

Because managing professional development, trainings, and events across a district (or multiple districts) is more complex than most systems account for.

You're dealing with:

- Multiple buildings and staff roles
- Regional collaboration across ESCs and districts
- CEU tracking and certification requirements for IPDP
- Communication challenges and attendance tracking
- A mix of in-person and virtual sessions

Most tools treat these as edge cases. For us, they're the starting point and, since this is developed internally, we're not waiting on a vendor roadmap. We're building based on your feedback and evolving needs.

WHAT DOES THIS MEAN FOR YOU?

NEOnet Events brings a modern, streamlined approach to event and PD management:

- **Simple Event Creation & Management**
 - Create, edit, and manage events with a clean, intuitive interface designed for busy admins.
- **Professional Development Certificates**
 - Manage registrations, attendance, and CEUs in one place, including automated certificate workflows.
- **QR Code Check-In for Attendance**
 - Replace paper sign-ins with fast, accurate digital tracking.

- **Integrated Virtual Meetings**
 - Seamlessly connect Zoom, Webex, Google Meet, and Microsoft Teams directly into your events.
- **Automated Notifications & Reminders**
 - Keep staff informed and improve attendance without manual follow-ups.
- **Waitlists & Capacity Management**
 - Automatically fill open seats and manage high-demand sessions.
- **Real-Time Analytics & Insights**
 - Understand participation trends, engagement, and utilization across your district or ESC.

READY FOR ALL TYPES OF ORGANIZATIONS

One of the biggest advantages of NEOnet Events is its ability to support multi-district collaboration.

ESCs can:

- Coordinate regional professional development offerings
- Share events across multiple districts
- Standardize processes while still allowing local flexibility

Districts can:

- Manage all internal PD in one system
- Give staff a consistent, easy-to-use experience
- Reduce administrative overhead

WHY IT'S DIFFERENT

We didn't purchase and configure a system; we built one alongside the people who use it.

That means:

- Faster improvements based on real feedback
- Features designed around actual district workflows
- Flexibility to adapt to changing requirements
- A platform that grows with you, not around vendor limitations

THE RESULT?

A smarter, more connected way to manage events and professional development across your district or ESC. Less time spent managing logistics. More time focused on meaningful learning and collaboration.

We're continuing to enhance NEOnet Events and expand its capabilities.

If you're interested in using this with your district or ESC, reach out to events@neonet.org.

SECURE SERVER HOSTING

ENTERPRISE-GRADE PERFORMANCE. BUILT-IN SECURITY. EDUCATION FOCUSED.



OVERVIEW

Our Secure Server Hosting solution delivers enterprise-grade performance, security, and reliability for mission-critical workloads. Built on cutting-edge infrastructure and designed for educational clients, this service ensures optimal compute, storage, and network capabilities with built-in data protection.

KEY FEATURES



ENTERPRISE COMPUTE
Modular, composable infrastructure offering scalable performance and simplified management.



SSD-BACKED STORAGE
High-performance, low-latency storage architecture optimized for demanding applications and rapid data access.



HIGH-PERFORMANCE NETWORKING
High speed network infrastructure enables ultra-fast traffic with ultra-low latency.



VIRTUALIZATION
Industry-leading hypervisor platform supporting secure, efficient, and flexible VM deployment.



SECURITY & SEGMENTATION
Advanced microsegmentation and distributed firewall capabilities to secure east-west traffic and enforce granular security policies.



INTEGRATED BACKUP AS A SERVICE
Includes three-tiered backup: primary, DR location copy, and immutable air-gapped cloud copy—ensuring data resilience and compliance.

IDEAL FOR

Educational institutions seeking secure, high-performance hosting with built-in data protection and simplified infrastructure management.



POWER YOUR MISSION WITH **SECURE, RELIABLE HOSTING.**

neonet.org/hosting



Questions? Contact NEOnet Support
help@neonet.org

Your Password Is Likely the Weakest Link: Here's How to Fix It

JACOB PETTAY

Passwords are the first line of defense for your accounts, your students' data, and your school's systems. Yet most people still rely on weak, reused passwords that can be cracked or stolen in seconds. Here's what you need to know and what to do about it.

WHAT MAKES A PASSWORD WEAK?

Short passwords, common words, and anything personal (names, birthdays, school mascots) are easy targets. But the biggest risk isn't a weak single password; it's reusing the same password across multiple accounts. When one site is breached, attackers try those same credentials everywhere. This is called credential stuffing, and it works far too often.

WHAT MAKES A STRONG PASSWORD?

Length matters more than complexity. A random 16-character passphrase like correct-horse-battery-staple is far stronger than P@ssw0rd!. Aim for at least 12–16 characters, avoid predictable patterns, and never reuse passwords across accounts.

YOU DON'T HAVE TO MEMORIZE ALL OF THEM

That's where a password manager comes in. Tools like Bitwarden, 1Password, or similar apps store all your passwords in an encrypted vault. You only need to remember one strong master password. They can also automatically generate strong, unique passwords for every account, so you never have to think about it.

Most are free or low-cost for personal use and work across your phone, browser, and computer.

ONE MORE LAYER: TURN ON MFA

Wherever possible, enable multi-factor authentication (MFA). Even if your password is compromised, MFA prevents attackers from accessing your account. Most school platforms and Google/Microsoft accounts support it.

QUICK WINS

- Stop reusing passwords
- Use a password manager
- Enable MFA on your email and key accounts

Your accounts are only as secure as your weakest password. Take 15 minutes this week to get started.

Technology Integration

JULIA TILTON & DAN NIESSEN

NEONET LEARN IS NOW LIVE

We are thrilled to announce that NEOnet Learn, our brand-new Learning Management System, is officially available at learn.neonet.org. This platform features a robust catalog of over 80 courses, covering essential topics such as Artificial Intelligence, Google Workspace tools, and high-impact tech-enhanced pedagogy. Best of all, access is completely free for all users from NEOnet member districts. Educators can earn CEU certificates upon completion, and for those looking for graduate credit, there is a course entitled "Exploring AI in Education" where educators can earn 1 graduate credit hour.

JOIN US FOR "TECH-MAS IN JULY"

Join us for our summertime professional development event, "Tech-mas in July," taking place on July 15 and 16. The first day is dedicated to intensive preparation for the Google Certified Educator exams, while the morning of July 16 focuses on the new Google Gemini Certified Educator credential. The afternoon of the 16th is packed with more great sessions, including a Magic School beginner and deep-dive class, Dan's session on "Vibe Coding" for education, and Julia's exploration of Knowt and Wayground as powerful Quizlet alternatives. This entire two-day event is free for our members. Visit events.neonet.org to reserve your spot.

GOOGLE INNOVATOR PROGRAM

Julia has been selected to be part of the Google Innovator Program in the Atlanta Academy this summer. The Google Innovator Program is a prestigious, year-long mentorship program that empowers top educators and EdTech professionals to lead digital transformation, tackle educational challenges, and innovate education. This is a global program with thousands of people applying. Congrats, Julia!

BOOK YOUR SUMMER AND FALL PD NOW

As you finalize your calendars for the upcoming months, we want to remind all curriculum directors, technology directors, and building administrators to secure Dan and Julia for facilitating EdTech sessions. We are available to lead customized, on-site or virtual training sessions tailored specifically to your district's unique needs. This remains a free service for all NEOnet member schools. Please reach out to us via email today to get your preferred dates on our schedule!

Dan Niessen, Senior Technology Integration Specialist, dniessen@neonet.org
Julia Tilton, Technology Integration Specialist, jtilton@neonet.org



2025-26 Sora Review

TOP DISTRICT USAGE

1. Cuyahoga Falls- 24,304 checkouts
2. Copley-Fairlawn- 19,703 checkouts
3. Mentor- 13,590 checkouts
4. Parma- 13,526 checkouts
5. Twinsburg- 11,085 checkouts
6. Manchester- 10,949 checkouts
7. Tallmadge- 10,738 checkouts
8. Chagrin Falls- 10,505 checkouts
9. West Geauga- 8,529 checkouts
10. Cloverleaf- 8,332 checkouts

DOES YOUR DISTRICT HAVE SORA EBOOKS?

Visit soraapp.com and search for NEOnet to see participating districts

MOST POPULAR TITLES



COLLECTION STATS

174,145 total checkouts '25-26

12,055 users

54,639 ebooks available

4,203 audiobooks available

708 magazines available

MORE INFORMATION

Contact Ryan McLaughlin (rmclaughlin@neonet.org) to take advantage of our low \$1/student membership fees or with other questions

Using Secure Tools to Transfer and Store Student and EMIS Data

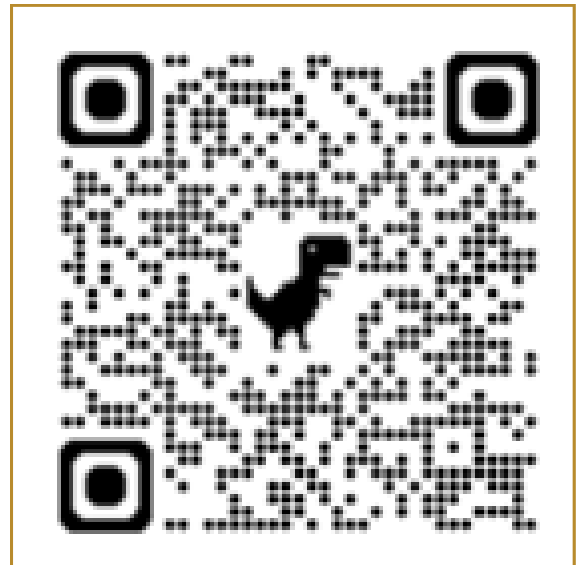
STUDENT AND EMIS SERVICES

As we wrap up the school year and eagerly start working on the future school year, collaborations between school districts and district EMIS Coordinators increase. Just a reminder: when sharing students' Personally Identifiable Information (PII) with a trusted party, it is best practice to use NEOnet's Secure File Transfer system. Whether you are sharing data with another district or a NEOnet employee to help you troubleshoot an issue, protecting student information must remain a top priority.

The Secure File Transfer App can be found under "Applications" on the NEOnet website.

Users with a NEOnet account are considered "authenticated users" and have the ability to both send and request files through the Secure File Transfer system. When sending files, it is recommended that you notify the recipient in advance so they are aware of the transfer and do not mistake the automated email notification for a phishing attempt.

Secure File Transfer User Guide



USING SIS TO TRANSFER STUDENTS TO CAREER CENTERS AND CAREER COMPACTS

Frontline SIS includes a Student Transfer tool that allows districts to transfer student demographic data in bulk. This is especially useful when a large group of students is enrolling in a career center or compact program at another district.

This process eliminates the need to share student PII manually by securely transferring data between districts in just a few simple steps. If both districts use Frontline SIS, the sending district can create an ad hoc membership of the students to be

transferred. Then navigate to **Management > School Administration > Student Transfer > Bulk Student Transfer** to select and send the group.

The receiving district can access these records under **Management > School Administration > Student Transfer > Pending Students**.

For a list of fields that can be transferred, refer to the Learning Center. If you need assistance or clarification, contact studenthelp@neonet.org.

WHY VAULTING YOUR END OF YEAR STUDENT REPORT CARDS IS SO IMPORTANT

Vaulting end-of-year report cards—also known as archiving—is the process of finalizing report cards to generate a printable PDF version that will be accessible to students, parents, and district staff via Frontline ParentAccess or StudentInformation.

Vaulting Report Cards is a highly recommended practice for all districts. Once report cards are vaulted, they are retained from year to year creating a convenient historical archive. Parents and students will then be able to retrieve a past report card on their own at any time by logging into ParentAccess.

Even if your district does not post a .pdf version of student report cards, vaulting still ensures easy access for district staff—such as secretaries, counselors, and principals—and eliminates the need to store them elsewhere, search through files, or request copies from teachers.

The steps to vault and access end of year report cards are simple and can be done for both elementary standards based report cards as well as secondary report cards (R700). Below we have put together a brief overview of how to do this for both types of report cards.

If you need more detailed instructions, please feel free to reach out to us at studenthelp@neonet.org and we would be happy to help you with the process.

HOW TO VAULT ELEMENTARY STANDARDS BASED REPORT CARDS

1. Choose report card and select final - Points to the 'Grade 2 Standards Based' dropdown and the 'Final' radio button.

2. Choose other desired settings - Points to the 'Select a School' dropdown.

3. Click Submit - Points to the 'Submit' button.

4. After submitting - click "View Saved Reports" to move on to the next screen - Points to the 'View Saved Reports' link.

Completed Successfully

Select a Report Card: Grade 2 Standards Based Preliminary Final

Select a reporting period to use for current period comments & marks

Select Reporting Period for Marks (For Interims, the latest period will be set to the current period.) (Required): Q4

Enter student selection criteria

Select a School: NEOnet Elementary School (Required)

Select a Grade Level: (Optional)

Select a Homeroom: (Optional)

Enter the ProgressBook Student ID (Optional): Search

Enter a description for your saved reports list (Optional): Final Grade 2 Report Card

Submit

Once "Pending Conversion" turns into "Finalize" - Click Finalize to complete the process of vaulting the report cards - Points to the 'Finalize' button in the 'Pending Conversion' row.

Return To Run Report Card

Preliminary Final

Final Report Cards

Actions: Run Delete Show Finalized Report Cards

Click on a Report Card name to view individual student report cards

	Name	Description	Run Date	Process	
<input type="checkbox"/>	Grade 2 Standards Based	Final Grade 2 Report Card	4/30/2026 11:38:16 AM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Pending Conversion
<input type="checkbox"/>	Grade 3-4 hr		4/10/2026 1:33:12 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
<input type="checkbox"/>	Grade 2-4 kp	sch admin run student 823	10/6/2025 2:31:58 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
<input type="checkbox"/>	Grade 2-4 kp	2nd grade Adkins	10/6/2025 1:28:30 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize

HOW TO VAULT SECONDARY R700 REPORT CARDS

ProgressBook StudentInformation | NEOnet District | Search for Students | Elizabeth Pfeiffer User

NAVIGATION: SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, Advanced Search, Analytics Hub, Settings

Go To: StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) | NEOnet High School | 2025-2026

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | **Load Settings**

Name	Term	Archive Date	Private	Creator	Date Created	Status
25/26 End of Year Report Cards			<input type="checkbox"/>	Tupps, Jacqueline (jtupps@neonet.org)	Apr 27, 2026	
2020-21 NEHS	Qtr2	Dec 04, 2025	<input type="checkbox"/>	Cottrill, Jennifer (cottrill@neonet.org)	Dec 03, 2025	Complete
		2022	<input type="checkbox"/>	Cottrill, Jennifer (cottrill@neonet.org)	Dec 27, 2022	Complete
		2022	<input type="checkbox"/>	Cottrill, Jennifer (cottrill@neonet.org)	Oct 13, 2022	Complete
NEO High School 4QTR 20-21	Qtr4	Jun 10, 2021	<input type="checkbox"/>	Hayes, Janet (hayes@neonet.org)	Jun 10, 2021	Complete
20/21 Qtr2 Report Card	Qtr2	Oct 24, 2020	<input type="checkbox"/>	Hayes, Janet (hayes@neonet.org)	Oct 22, 2020	Complete
20/21 Qtr1 Report Card	Qtr1	Oct 22, 2020	<input type="checkbox"/>	Hayes, Janet (hayes@neonet.org)	Oct 21, 2020	Complete
2019-20 Quarter 1 NEOnet HS	Qtr1	Oct 25, 2019	<input type="checkbox"/>	Baker, Michele (baker)	Oct 25, 2019	Complete

ProgressBook StudentInformation | NEOnet District | Search for Students | Elizabeth Pfeiffer User

NAVIGATION: SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, Advanced Search, Analytics Hub, Settings

Go To: StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) | NEOnet High School | 2025-2026

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | **Load Settings**

Creator	Date Created	Scheduled By	Date Scheduled
Tupps, Jacqueline (jtupps@neonet.org)	Apr 27, 2026		

Name: 25/26 End of Year Report Cards

Private:

Schedule Report Card:

Term: Qtr4

Archive Date: 06/30/2026

Buttons: Cancel, Run Ready Jobs, Save

HOW TO VIEW VAULTED REPORT CARDS FOR AN INDIVIDUAL STUDENT

Both elementary standards base report cards and secondary SIS report cards can be accessed in Student Information via the View Latest Report Card option. When in StudentInformation put a student up in context and select the I Want To... View Latest Report Card option.

Duck, Donald (Donny)
123456791 / A

GRADE	BIRTHDATE	GENDER
10	8/17/2003	M

- Edit This Student's Profile
- View/Edit Full Schedule
- View/Apply Fees
- View The Medical Health Log
- View This Student's Memberships
- View Today's Schedule
- View Contacts
- View Lockers
- View A Student's Family Group
- View A Student's Discipline Incidents
- View A Student's Address History
- View Latest Report Card**

District staff, parents, and students can access the archived report cards via ParentAccess as well, shown below:

Report Card

Report Cards: Not Available

[View Paper Report Card](#) [View Paper History](#)

Not Available
Student: Donald Duck
Grade Level: 10

School Year: 25/26
Paper As Of: Dec 4

No report card information is available at this time.

1. View Paper Report Card - Takes you to the PDF version of the latest report card

2. View Paper History - Takes you to all vaulted/archived report cards

Approvals From Your Phone with Advanced Workflow - New in 25.7

EFINANCEPLUS

With the move to eFinancePlus version 25.7, districts now have access to Advanced Workflow, a new feature that expands how approval processes can be managed within eFP.

While there are several enhancements behind the scenes, one of the most noticeable benefits is simple and practical:

Approvers can complete approvals directly from their phone.

WHY THIS MATTERS

Approvals no longer have to wait until someone is back at their desk.

Whether it's a requisition, invoice, or other item needing approval, users can review and approve directly from their mobile device. This can help:

- Keep items moving through the system without delays
- Reduce bottlenecks when approvers are out of the office
- Improve turnaround time for purchasing and payments

For many districts, this alone can make a meaningful difference in day-to-day operations.

WHAT ADVANCED WORKFLOW ADDS

Beyond mobile approvals, Advanced Workflow provides more flexibility in how approval paths are built. Instead of relying on a single approval structure, districts can begin to design workflows that better match how decisions are made.

This can include:

- More defined approval paths
- Additional approval steps for certain transactions
- Routing based on things like dollar amounts, budget units, or other criteria
- Clearer visibility into who is responsible for each step

This allows districts to move away from broad, one-size-fits-all approval groups and toward a more structured and intentional process.

WHY THIS MATTERS FOR TREASURERS

From a treasurer's perspective, this is not just about convenience. It's about control and clarity.

Advanced Workflow can help:

- Ensure the right people are approving the right transactions
- Support stronger internal controls
- Provide clearer audit trails
- Reduce confusion around who is responsible for approvals

It also gives districts the opportunity to revisit approval practices that may have evolved over time and bring them back in line with current expectations.

IMPORTANT TO KNOW

Advanced Workflow is not a simple toggle and requires thoughtful planning.

Before enabling it, districts should:

- Review their current approval process
- Identify how they want approvals to flow moving forward
- Consider any special scenarios, such as high-dollar purchases or department-specific approvals

Because setup decisions directly impact how transactions route through the system, we strongly recommend working with us to ensure everything is configured correctly.

GETTING STARTED

If your district is interested in improving approval efficiency or taking advantage of mobile approvals, this is a great opportunity to explore what Advanced Workflow can offer.

Please reach out to fiscalhelp@neonet.org to schedule time to review your current process and work through setup together.

Streamline Your Accounting: Importing Account Change Requests

STATE SOFTWARE

Maintaining an accurate chart of accounts is essential, but manually updating individual codes can be time-consuming. To simplify this, USAS-R offers a powerful Import Account Change utility, allowing you to process bulk changes efficiently using a simple spreadsheet.

HOW IT WORKS

The import tool allows users to upload a CSV file containing multiple account change requests at once. This is particularly useful for fiscal year-end cleanup or when reorganizing specific funds.

KEY REQUIREMENTS FOR YOUR IMPORT FILE:

- **From Account:** The existing account code you are moving funds/data from. This account must already exist in the system.
- **To Account:** The new account code. If this account doesn't exist yet, USAS-R will automatically create it during the import.
- **Account Type:** You can include both Expenditure and Revenue changes in the same file.
- **Format:** Ensure all account codes include the proper hyphens and that the file is saved in CSV format. A template can be found in Documentation.

THE 3-STEP PROCESS

1. **Access:** Navigate to the **Utilities** menu and select **Account Changes**.
2. **Upload:** Click the **Import** button, choose your prepared CSV file, and click **Load**.
3. **Verify:** Once processed, the system provides a summary of "Records Loaded" and any "Errors." If errors occur, an output file named USASLOADERR.CSV is generated to help you identify and fix the specific lines.

PRO-TIP: REVIEW YOUR RESULTS

After a successful import, the "From Account" will automatically be set to **Inactive**, and all corresponding transactions will now point to the "To Account." You can always track these updates by running the **Account Change Report** found under the SSdT Template Reports.

CONTACT US: 330-926-3900

* Press 0 for
the HelpDesk

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Ext. 601137

Cyrus Elder
Ext. 601116

Justice Jones
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Andrew Klich
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Ext. 601242

Alexis Collins
Ext. 571261

Sarah Burkett
Ext. 601227

Matthew Olah
Ext. 601235

Matthew Wakeley
Ext. 601246

Thomas Haddad
Ext. 601247

Joshua Cramer
Ext. 705440

Hailey Sheppard
Ext. 601248

Steven Hammond
Ext. 602013

Cody Crano
Ext. 601228

Anthony Priola
Ext. 601224

Martin Schuster
Ext. 601249

William Schneider
Ext. 601236

Brandon Farley
Ext. 601245

Ethan Avers
Ext. 601225

Jacob Seiler
Ext. 601240

Anthony Dipane
Ext. 601191

Harold Murphy
Ext. 601250

Owen Niedermier
Ext. 602760

Donald Bracci
Ext. 601132