



# TRAINING GUIDE

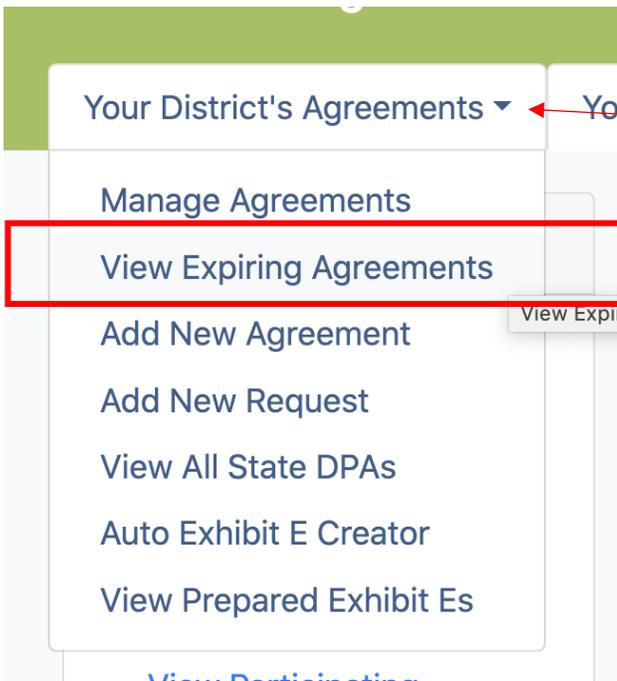
Welcome | Login

## How to process Agreement Renewals

### OPTION 1:



**Don't** change the dates of the agreement expiring to the new DPA dates. Instead, follow these instructions to make a copy of the expiring agreement to serve as a template for the new renewal entry.



Click on **Your District's Agreements** and then select **View Expiring Agreements**



Locate the resource you want to renew and click on the **Copy** link.

Green Fields = Publicly Shown Information

**Agreement Info**

Agreement Type

For Legal Drafted Parent Release's only enter the year:

Date Approved: 04/20/2020

Date Expires: 04/20/2023

Date Contract was Sent to Vendor: mm/dd/yyyy

Status:  Active

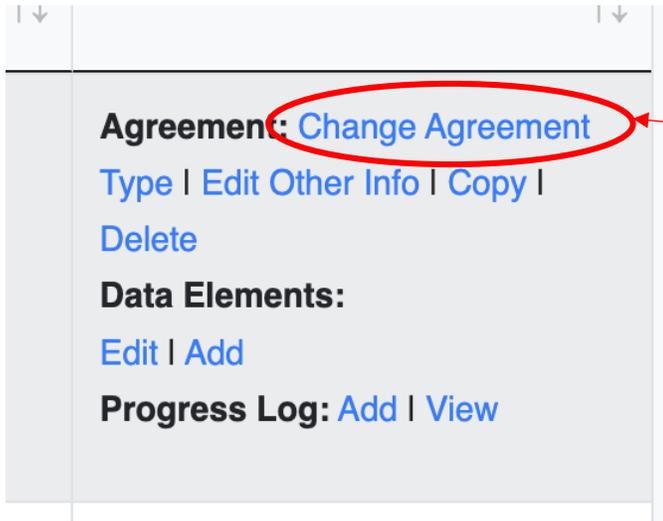
- Approved (No Data Collected)
- Declined
- Declined: Not Public
- Did Not Pursue
- Inactive
- New Request
- Not in Use: Part of Agreement
- Prepared Exhibit E
- Renewal: Pending (Not Public)**
- Renewal: Pending (Public)
- Vendor Unresponsive

Fill out the form and under **Status**, select:

- **Renewal: Pending (Not Public)** if you don't want it to show publicly, or
- **Renewal: Pending (Public)** if you want it to show publicly.

Most fields will be blank until the new DPA is signed.

Once the new DPA is signed, go to **Your District's Agreements** and select **Manage Agreements** from the drop-down menu.



Locate the **Renewal: Pending** resource.

Click on **Change Agreement Type** and follow prompts to add the new signed DPA.

**!** **DON'T FORGET** to set the old agreement to an inactive status.

## OPTION 2:

TECHNICAL GUIDE

### Renewal Email Notifications

**REQUIREMENTS**

Alliance Admin must do the following:

- Enable the renewal functionality for the alliance by visiting **Edit Alliance Info** and answering "Yes" to this question: *Do you want to enable the Renewal Email Notifications for your alliance?*

District Admins must do the following:

- Ensure a valid email is entered for their user account.

**Let's Get Started!**

**AUTHENTICATION**

Visit [sdpc.a4t.org](http://sdpc.a4t.org) and login with your credentials.

**VIEW LISTING OF EXPIRING AGREEMENTS**

Visit **Your District's Agreements** drop-down menu and select **View Expiring Agreements**. This listing will include active agreements that will be expiring within 90 days.

**ACTIVE BECOMES INACTIVE**

Automatically each day, all active agreements that have expired will automatically change to an inactive status.

**ORIGINATORS/SUBSCRIBERS ARE NOTIFIED VIA EMAIL**

- Each day the SDPC site will automatically send an email to all district admins that have an originating agreement expiring within 90 days. There will be a unique url provided that will allow them to choose if they choose to renew or not to renew.
- If they **choose to renew**, all subscribers's district admins will receive an email notifying them and inviting them to subscribe to the progress of the renewal. If they choose **not to renew** then all subscribers will receive an email asking if they would like to become the originator.
- If a subscriber **agrees to renew** as the originator then, all subscribers will be notified and again invited to subscribe to the progress of the renewal. If a subscriber attempts to become the originator after another subscriber accepts the role then, they will be notified that there is already a pending originator.
- If no one agrees to become the originator then another email will be sent to repeat this process thirty days later.
- In all cases, when there is a pending originator, the vendor will be notified and sent a blank copy of the agreement to review.

**SUPPORT**

For assistance, please visit the SDPC Registry and select **Help > Contact Support**. Search the listing for your Alliance's Administrator.

If you need technical assistance, please contact the SDPC webmaster.

For Alliances' with the Agreement Renewal functionality turned on, please review [\*\*TECHNICAL GUIDE: Renewal Email Notifications\*\*](#)