

Restraint and Seclusion

Student Data Collection Manual
2022-2023 School Year

Division of Assessment, Accountability and Performance Reporting

Version 2.0 | June 2023



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Document Control Information

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DOCUMENT HISTORY

Document Version	Date	Summary of Change
1.0	July 2022	Initial Document
2.0	June 2023	<ol style="list-style-type: none"> In accordance with Annotated Code of Maryland Education Article § 7-1102 the use of seclusion is prohibited in Maryland in all schools except nonpublic schools. Nonpublic schools are required to report any use of seclusion. Drop-down selections specific to Extended IFSP have been added to the Grade, Eligibility, and Placement categories to capture incidents that may occur with children on Extended IFSP attending a public or nonpublic special education school. Added "ITP – Infants and Toddlers" and "PS - Preschool" to grade field. Added "25% Delay (ITP Only)", "Atypical Development (ITP Only)", and "Diagnosed Condition (ITP Only)" special education eligibility codes. Added ten special education placement types. Added feature to the data collection tool highlighting errors for remediation before submission. Combined 'LEA Number' and 'Public Agency Name or Nonpublic School' columns on the data collection tool. Combined 'School Number' and 'School Name' columns on the data collection tool. New electronic survey link.

Purpose

The Annotated Code of Maryland Education Article §7-1104 requires the Maryland State Department of Education (MSDE) to report to the General Assembly annually (on or before December 1 each year) on the findings and recommendations reported to MSDE by public agencies (e.g., local education agencies, the Maryland School for the Deaf, the Maryland School for the Blind) and nonpublic schools on physical restraint and seclusion incidents for the prior school year.

The legislation specifically requires the collection of the following data:

1. Number of physical restraint and seclusion incidents, disaggregated by the student's jurisdiction, disability, race, gender, age, and type of placement; and
2. Professional development provided to designated school personnel related to positive behavioral interventions, strategies, and supports and trauma-informed interventions.

To obtain the required Physical Restraint and Seclusion data for the 2022-2023 school year, MSDE is utilizing a data collection tool and an electronic survey. MSDE requires that each public agency and nonpublic school submit physical restraint and seclusion student-specific incident-level data using the data collection tool, provided by MSDE. In accordance with [Annotated Code of Maryland Education Article § 7-1102](#), the use of seclusion is prohibited in Maryland in all schools except nonpublic schools. A nonpublic school may not use seclusion as a behavioral health intervention unless seclusion is necessary to protect the student or another individual from imminent serious physical harm or other less intrusive interventions have failed or been determined inappropriate for the student.

All data required for the data collection tool is incident-level information outlined in this manual's Data Definitions and Instructions section. The data collection tool utilizes a dropdown menu for each incident of physical restraint and/or seclusion to provide quick and easy responses from public agencies and nonpublic schools. After the data collection tool is complete, it must be uploaded to MSDE's secure server, MOVEit. Data quality checks are conducted and once the data is finalized, each public agency and nonpublic school must sign the verification of student physical restraint and seclusion form, provided by MSDE. The data is aggregated, included in a report to the State Board of Education and the Maryland legislature, and published on MSDE's website (<https://www.marylandpublicschools.org>).

The [Annotated Code of Maryland Education Article § 7-1101](#) defines physical restraint as “a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely [during school hours].” Physical restraint does not include:

1. Briefly holding a student to calm or comfort the student;
2. A physical escort, which is the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purposes of inducing a student who is acting out to walk to a safe location;
3. Moving a disruptive student who is unwilling to leave the area if other methods such as counseling have been unsuccessful; or
4. Intervening in a fight in accordance with Education Article §7-307, Annotated Code of Maryland.

Except as provided in §A(1)(b) Under COMAR [13A.08.04.05](#), “the use of physical restraint is prohibited in public agencies and nonpublic schools until there is an emergency situation and physical restraint is

necessary to protect a student or other person from imminent, serious, physical harm after other less intrusive, nonphysical interventions have failed or been determined inappropriate.”

COMAR [13A.08.04.02](#) defines seclusion as “the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving [during school hours]. Seclusion does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.”

This document is used in coordination with the Restraint and Seclusion Implementation Guide released by MSDE in January 2023.

Timeline and Due Date

Reporting Period 2022-2023	July 1, 2022 through June 30, 2023
Data Collection Tool & Electronic Survey Window	Open: July 3, 2023
	Close: August 11, 2023
Verification of Student Physical Restraint and Seclusion Data (Sign-off form) Due Date	August 18, 2023

CONTACT INFORMATION

For assistance completing the data collection tool or questions related to submission procedures to the MSDE secure server, MOVEit, please contact:

Michael Lape

Education Program Specialist

Division of Assessment, Accountability and Performance Reporting

(410) 767-0087

michael.lape@maryland.gov

For assistance completing the physical restraint and seclusion survey or policy questions please contact:

April D. Turner, Ph.D.

School Psychological Services Supervisor

Division of Student Support, Academic Enrichment, and Educational Policy

(410) 767-0359

aprild.turner@maryland.gov

Relevant State Requirements

Data submitted through this data collection are authorized by:

ANNOTATED CODE OF MARYLAND

Education Article

§ 7-307 [Principals, teachers, and school security guards intervening in fights](#)

§ 7-1101 [Definitions](#)

§ 7-1102 [Seclusion not to be used as a behavioral health intervention](#)

§ 7-1104 [Reports and guidance](#)

Code of Maryland Regulations (COMAR)

13A.08.04.02 [Definitions](#)

13A.08.04.05 [General Requirements for the Use of Restraint or Seclusion](#)

SUBSEQUENT REPORTING

Physical Restraint and Seclusion Reports

Data submitted through this data collection are compiled for a report to the State Board of Education, a report to the Maryland legislature, and published on MSDE's website (<https://www.marylandpublicschools.org>) [Physical Restraint and Seclusion Reports](#).

Guidance for Submitting the Physical Restraint and Seclusion Data

CHANGES FROM THE PRIOR YEAR

1. In accordance with Annotated Code of Maryland Education Article § 7-1102, the use of seclusion is prohibited in Maryland in all schools except nonpublic schools. Nonpublic schools are required to report any use of seclusion.
2. Drop-down selections specific to Extended IFSP have been added to the Grade, Eligibility, and Placement categories to capture incidents that may occur with children on Extended IFSP attending a public or nonpublic special education school.
3. Added "ITP – Infants and Toddlers" and "PS - Preschool" to grade field.
4. Added "25% Delay (ITP Only)", "Atypical Development (ITP Only)", and "Diagnosed Condition (ITP Only)" special education eligibility codes.
5. Added ten special education placement types.
6. Added feature to data collection tool that highlights errors for remediation before submission.
7. Combined 'LEA Number' and 'Public Agency Name or Nonpublic School' columns on the data collection tool.
8. Combined 'School Number' and 'School Name' columns on the data collection tool.
9. New electronic survey link.

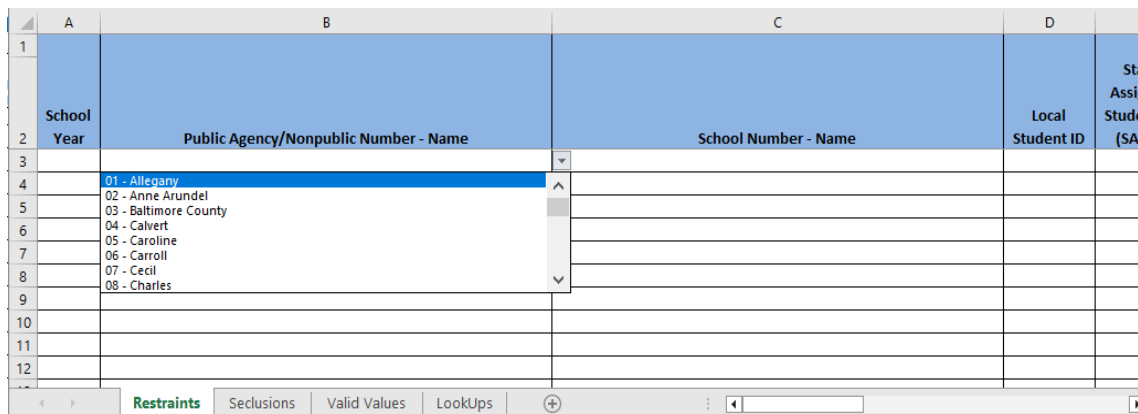
REQUIREMENTS FOR REPORTING

All public agencies and nonpublic schools **MUST** submit their data **on the data collection tool provided**. If the data is exported from a database, please copy and paste (text/values only) the information on the data collection tool provided. The data collection tool will highlight errors that need to be corrected before the data collection tool is submitted to MSDE.

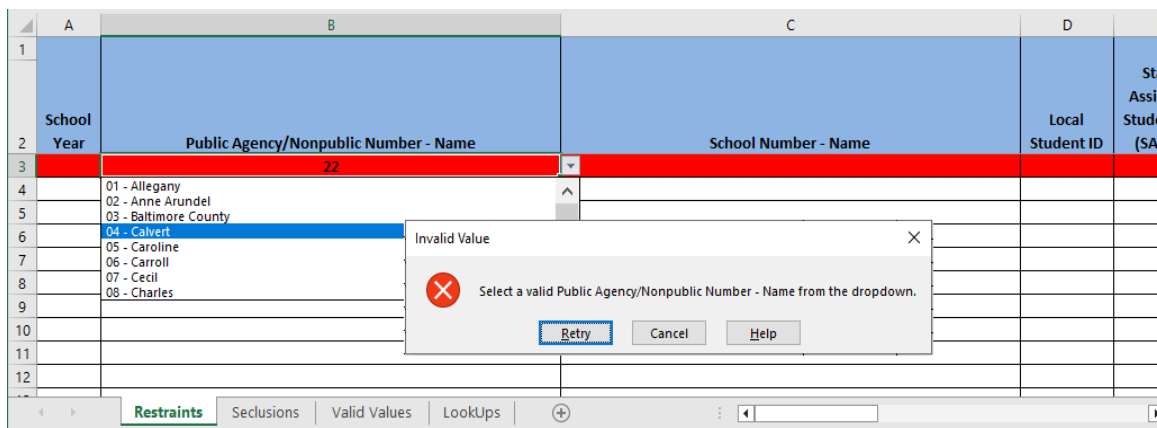
GUIDANCE FOR DATA COLLECTION TOOL (REQUIREMENT 1)

1. Report **each individual incident** of physical restraint and/or seclusion that occurred from July 1, 2022 through June 30, 2023 at your school.

- Use the dropdowns to select responses (see below).



- Entering values that are not listed in the dropdowns will trigger edit errors (see below). Responses must be reported exactly as they appear on the data collection tool and in the reporting manual. See Error Codes and Requirements, page 17.



- Blank and/or invalid fields will be highlighted in red, indicating that data is missing or invalid (see above). Please correct all errors prior to data collection tool submission. Pasting multiple fields simultaneously will not trigger a dialog describing each error; but each field with invalid data will still be highlighted in red.
- Once completed, upload the file in your LEA/School's Restraint and Seclusion Folder (e.g. "PHYSICAL_RESTRAINT_SECLUSION-LEA[LEA#]" or "PHYSICAL_RESTRAINT_SECLUSION-LEA24[SCHOOL#]") on MSDE's secure server (MOVEit) at <https://msde.sftp.md.gov> (see Appendix A). Please use the following naming convention for your file **2023_Physical_Restraint_Seclusion_LEA###** or **2023_Physical_Restraint_Seclusion_Nonpublic school number**.

After data is finalized, the public agency or nonpublic school contact will receive the sign-off form and the summary reports for verification. The sign-off form needs to be signed by the director of special education, the director of student services and the local superintendent of schools/chief executive officer. The sign-off form will then be returned to MSDE by **August 18, 2023**.

GUIDANCE FOR SURVEY (REQUIREMENT 2)

Information related to (1) Professional Development; (2) Observation of Seclusion Rooms; and (3) Review of Training Plans for the Use of Seclusion is being collected using a survey. Please complete the survey below based upon information that has been collected for the 2022-2023 school year, from July 1, 2022 through June 30, 2023. The survey opens July 3, 2023 and closes on August 11, 2023.

All public agencies and nonpublic schools should use the link below to complete the survey.

<https://www.surveymonkey.com/r/AnnualCollection23>

Data Definitions and Instructions

Data Element	Definition
School Year	The four-digit school year in which the restraint or seclusion occurred. 2023 (SY 2022-2023)
Public Agency/Nonpublic Number - Name	The numeric state designation and name of the public agency or nonpublic school. 01 - Allegany 02 - Anne Arundel 03 - Baltimore County 04 - Calvert 05 - Caroline 06 - Carroll 07 - Cecil 08 - Charles 09 - Dorchester 10 - Frederick 11 - Garrett 12 - Harford 13 - Howard 14 - Kent 15 - Montgomery 16 - Prince George's 17 - Queen Anne's 18 - Saint Mary's 19 - Somerset 20 - Talbot 21 - Washington

Data Element	Definition
	22 - Wicomico 23 - Worcester 30 - Baltimore City 32 - SEED School 24 - Nonpublic School 240301 - RICA - Catonsville Education Center 240304 - Maryland School for the Blind, The 241000 - Maryland School for the Deaf, Frederick Campus 241306 - Maryland School for the Deaf, Columbia Campus
School Number - Name	The four-digit code and name of the school the student attended when the restraint or seclusion incident occurred. Select from dropdown after selecting a valid value for 'Public Agency/Nonpublic Number - Name'.
Local Student ID	The number assigned by the public agency or nonpublic school - any combination of numbers (not more than ten digits). If fewer than ten digits are used, zero fill remaining positions to the left.
State Assigned Student ID (SASID)	The ten-digit State Assigned Student ID number assigned through the USIS system. May not contain pseudo numbers, zero filling or BLANK.
Date of Birth	Four-digit year, two-digit month, and two-digit day (YYYYMMDD) to indicate the student's birth date. (Example: September 7, 2008 is 20080907).
Gender	Gender of the student. <ul style="list-style-type: none"> • Male • Female • Non-Binary
Hispanic/Latino Ethnicity	An indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race: <ul style="list-style-type: none"> • Yes - Yes, student is of Hispanic/Latino origin • No - No, student is not of Hispanic/Latino origin

Data Element	Definition
<p>Race</p>	<p>Indicate student’s race.</p> <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Two or More Races
<p>Grade</p>	<p>The grade the student was in at the time the incident occurred.</p> <ul style="list-style-type: none"> • ITP – Infants and Toddlers • PS - Preschool • PK – Prekindergarten • K – Kindergarten • 01 through 12 – Grades 1-12
<p>Special Education Indicator</p>	<p>The status of a student with a disability, who, by reason thereof, receives special education and/or early intervention and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or service plan. This does not include a student receiving services through a 504 plan. A student’s status should be determined at the time the incident occurred.</p> <ul style="list-style-type: none"> • Yes – Yes, student was receiving special education services at the time of the incident. • No – No, student is not receiving special education services.

Data Element	Definition
<p>Special Education Disability Code</p>	<p>Major category of disability under which the student needs special education services, as defined by the U.S. Department of Education and COMAR. Report the student’s disability status at the time the incident occurred.</p> <p>01 - Intellectual Disability</p> <p>02 - Hearing Impairment</p> <p>03 - Deaf</p> <p>04 - Speech or Language Impairment</p> <p>05 - Visual Impairment</p> <p>06 - Emotional Disability</p> <p>07 - Orthopedic Impairment</p> <p>08 - Other Health Impairment</p> <p>09 - Specific Learning Disability</p> <p>10 - Multiple Disabilities</p> <p>12 - Deaf-Blindness</p> <p>13 - Traumatic Brain Injury</p> <p>14 - Autism</p> <p>15 - Developmental Delay</p> <p>25% Delay (ITP Only)</p> <p>Atypical Development (ITP Only)</p> <p>Diagnosed Condition (ITP Only)</p>

Data Element	Definition
<p>Special Education Placement Type/Least Restrictive Environment (LRE)</p>	<p>If the student was receiving special education services, select one of the special education placement types/LRE based on the student's IEP at the time the incident occurred.</p> <ul style="list-style-type: none"> • LRE A: Inside General Education (80% or more) • LRE B: Inside General Education (40% - 79%) • LRE C: Inside General Education (less than 40%) • LRE E: Hospital Placement – services in a medical facility on an in-patient basis • LRE F: Public Separate Day School • LRE G: Private Separate Day School • LRE H: Public Residential Facility • LRE I: Private Residential Facility • LRE J: Home – all services delivered in this setting • LRE S: Separate Class – services are provided in a class with less than 50% nondisabled children • LRE T: Service Provider Location • LRE U: Correctional Facilities • LRE W: Regular 10+ hours/week EC program and receives majority of services in this setting • LRE X: Regular 10+ hours/week EC program and receives services in some other location • LRE Y: Regular EC program <10 hours/week and receives services in this setting • LRE Z: Regular EC program <10 hours/week and receives the majority of services in some other location • Community (ITP Only) • Other (ITP Only)
<p>Section 504 Plan</p>	<p>Indicator of section 504 status. Students should be classified based on the student's status as of the time the incident occurred.</p> <ul style="list-style-type: none"> • Yes – Yes, had a Section 504 Plan • No – No, did not have a Section 504 Plan

Data Element	Definition
<p>English Learner (EL)</p>	<p>Indicate the student’s English Learner (EL) status at the time the incident occurred.</p> <p>A student who has a primary or home language other than English and who has been identified as qualifying for EL services based on the English language proficiency screener.</p> <ul style="list-style-type: none"> • Yes – Yes, was receiving EL services; includes students who refused EL services, and English Learners who moved out of the county while still receiving EL services. • No – No, was not receiving EL services.
<p>Date of Physical Restraint Incident</p>	<p>The eight-digit number indicating the date on which the physical restraint incident occurred. (Example: March 2, 2023 should be reported as 20230302.)</p>
<p>Was the period of physical restraint 30 minutes or less?</p>	<p>Indicate if the period of physical restraint was 30 minutes or less.</p> <ul style="list-style-type: none"> • Yes, the period of physical restraint was 30 minutes or less. • No, the period of physical restraint was more than 30 minutes.
<p>Date of Seclusion Incident (Nonpublic Schools ONLY)</p>	<p>The eight-digit number indicating the date on which the seclusion incident occurred. (Example: March 2, 2023 should be reported as 20230302.)</p>
<p>Was the period of seclusion 30 minutes or less? (Nonpublic Schools ONLY)</p>	<p>Indicate if the period of seclusion was 30 minutes or less.</p> <ul style="list-style-type: none"> • Yes, the period of seclusion was 30 minutes or less. • No, the period of seclusion was more than 30 minutes.

Error Codes and Requirements

Edit Code	Error Message	Requirement
E01	Invalid/Missing School Year	Four-digit school year. Valid value: 2023
E02	Invalid/Missing public agency/Nonpublic Number - Name	Valid values: 01 - Allegany 02 - Anne Arundel 03 - Baltimore County 04 - Calvert 05 - Caroline 06 - Carroll 07 - Cecil 08 - Charles 09 - Dorchester 10 - Frederick 11 - Garrett 12 - Harford 13 - Howard 14 - Kent 15 - Montgomery 16 - Prince George's 17 - Queen Anne's 18 - Saint Mary's 19 - Somerset 20 - Talbot 21 - Washington 22 - Wicomico

Edit Code	Error Message	Requirement
		23 - Worcester 30 - Baltimore City 32 - SEED School 24 - Nonpublic School 240301 - RICA - Catonsville Education Center 240304 - Maryland School for the Blind, The 241000 - Maryland School for the Deaf, Frederick Campus 241306 - Maryland School for the Deaf, Columbia Campus
E04	Invalid/Missing School Number - Name	School number and name must be selected from dropdown list.
E05	Invalid/Missing Local Student ID	Local Student ID must be ten digits.
E06	Invalid/Missing SASID	SASID must be ten digits.
E07	Invalid/Missing DOB	Date of Birth must be populated. Format must be YYYYMMDD.
E08	Invalid/Missing Gender	Valid values: <ul style="list-style-type: none"> • Male • Female • Non-Binary
E09	Invalid/Missing Ethnicity	Valid values: <ul style="list-style-type: none"> • Yes • No

Edit Code	Error Message	Requirement
E10	Invalid/Missing Race	Valid values: <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Two or More Races
E11	Invalid/Missing Grade	Valid values: <ul style="list-style-type: none"> • ITP - Infants and Toddlers • PS - Preschool • PK • K • 01-12
E12	Invalid/Missing Special Education Indicator	Valid values: <ul style="list-style-type: none"> • Yes • No

Edit Code	Error Message	Requirement
E13	Invalid/Missing Special Education Disability Code	<p>Must be populated for students that were receiving special education services at the time the incident occurred. Valid values:</p> <ul style="list-style-type: none"> 01 - Intellectual Disability 02 - Hearing Impairment 03 - Deaf 04 - Speech or Language Impairment 05 - Visual Impairment 06 - Emotional Disability 07 - Orthopedic Impairment 08 - Other Health Impairment 09 - Specific Learning Disability 10 - Multiple Disabilities 12 - Deaf - Blindness 13 - Traumatic Brain Injury 14 - Autism 15 - Developmental Delay <p>25% Delay (ITP Only)</p> <p>Atypical Development (ITP Only)</p> <p>Diagnosed Condition (ITP Only)</p>

Edit Code	Error Message	Requirement
E14	Invalid/Missing Special Education Placement Type/LRE	<p>Must be populated for students that were receiving special education services at the time the incident occurred. Valid values:</p> <ul style="list-style-type: none"> • LRE A: Inside General Education (80% or more) • LRE B: Inside General Education (40% - 79%) • LRE C: Inside General Education (less than 40%) • LRE E: Hospital Placement – services in a medical facility on an in-patient basis • LRE F: Public Separate Day School • LRE G: Private Separate Day School • LRE H: Public Residential Facility • LRE I: Private Residential Facility • LRE J: Home – all services delivered in this setting • LRE S: Separate Class – services are provided in a class with less than 50% nondisabled children • LRE T: Service Provider Location • LRE U: Correctional Facilities • LRE W: Regular 10+ hours/week EC program and receives majority of services in this setting • LRE X: Regular 10+ hours/week EC program and receives services in some other location • LRE Y: Regular EC program <10 hours/week and receives services in this setting • LRE Z: Regular EC program <10 hours/week and receives the majority of services in some other location • Community (ITP Only) • Other (ITP Only)
E15	Invalid/Missing Section 504 Plan	<p>Valid values:</p> <ul style="list-style-type: none"> • Yes • No

Edit Code	Error Message	Requirement
E16	Invalid/Missing EL	Valid values: <ul style="list-style-type: none"> • Yes • No
E17	Invalid/Missing Date of Restraint Incident	Date must be between 20220701 and 20230630. Format must be YYYYMMDD.
E18	Invalid/Missing Period of Physical Restraint	Valid values: <ul style="list-style-type: none"> • Yes, the period of physical restraint was 30 minutes or less. • No, the period of physical restraint was more than 30 minutes.
E19	Invalid/Missing Date of Seclusion	Date must be between 20220701 and 20230630. Format must be YYYYMMDD.
E20	Invalid/Missing Period of Seclusion	Valid values: <ul style="list-style-type: none"> • Yes, the period of seclusion was 30 minutes or less. • No, the period of seclusion was more than 30 minutes.
E21	Special Ed Indicator=No, Special Ed Disability Code must be blank.	If student was not receiving special education services, must be blank.
E22	Special Ed Indicator=No, Special Ed Placement Type must be blank.	If student was not receiving special education services, must be blank.



Division of Student Support, Academic Enrichment, and Educational Policy
 Division of Assessment, Accountability and Performance Reporting

2022-2023 STUDENT PHYSICAL RESTRAINT AND SECLUSION SIGN-OFF FORM

2022-2023 VERIFICATION OF STUDENT PHYSICAL RESTRAINT AND SECLUSION DATA

I certify that the requirements of COMAR 13A.08.04 for physical restraint and seclusion are being implemented in the public agency or nonpublic school and that the data submitted for this report are complete and accurate. The 2022-2023 data reported to the Maryland State Department of Education (MSDE) includes student physical restraints and/or seclusions that occurred from July 1, 2022 through June 30, 2023. I understand the data will be compiled for a report published by MSDE, a report to the Maryland legislature, and will be posted on MSDE’s website.

Public Agency or Nonpublic School: _____

Physical Restraint and Seclusion Data Contact Person: _____

Telephone: _____ Email: _____

Signature of Director of Special Education _____ Date _____

Signature of Director of Student Services _____ Date _____

Signature of Local Superintendent/Chief Executive Officer _____ Date _____

Return this form by August 18, 2023 to:

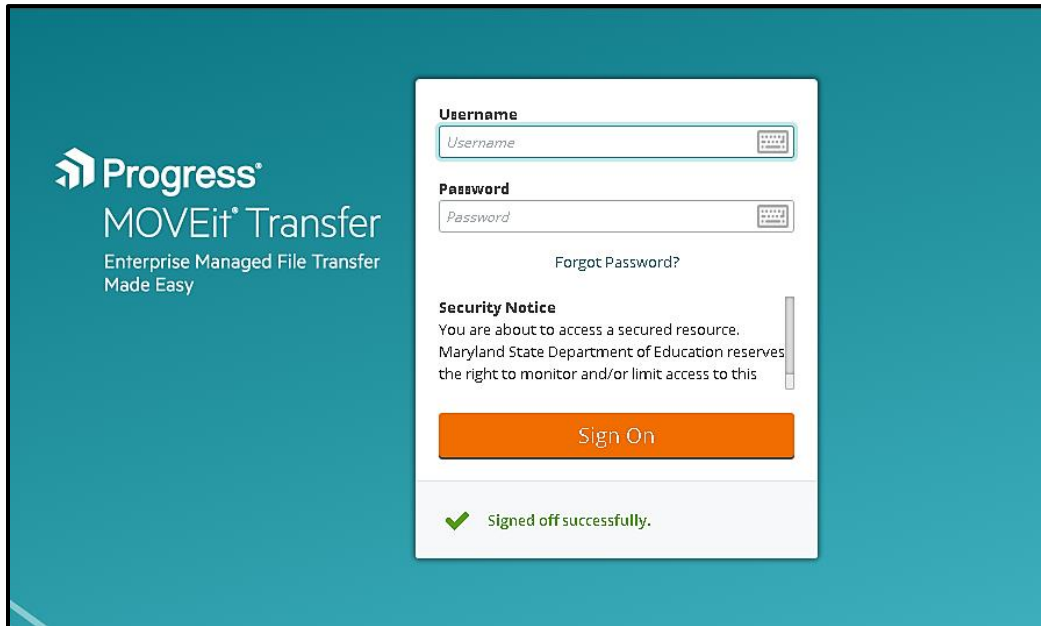
restraintandseclusion.MSDE@maryland.gov

Appendix A: MOVEit User Guide

This document is a “MOVEit User quick guide” which you can use as a resource tool to guide you through the MOVEit transition. This guide provides instructions on account set up, uploading and downloading files and password management.

LOGIN INSTRUCTIONS

STEP 1 - Go to <https://msde.sftp.md.gov> you will see the following screen. Enter credentials provided and click **Sign On**.



Progress
MOVEit Transfer
Enterprise Managed File Transfer
Made Easy

Username
Username

Password
Password

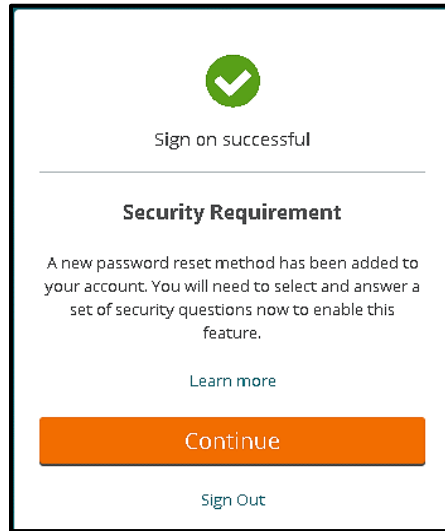
Forgot Password?

Security Notice
You are about to access a secured resource.
Maryland State Department of Education reserves
the right to monitor and/or limit access to this

Sign On

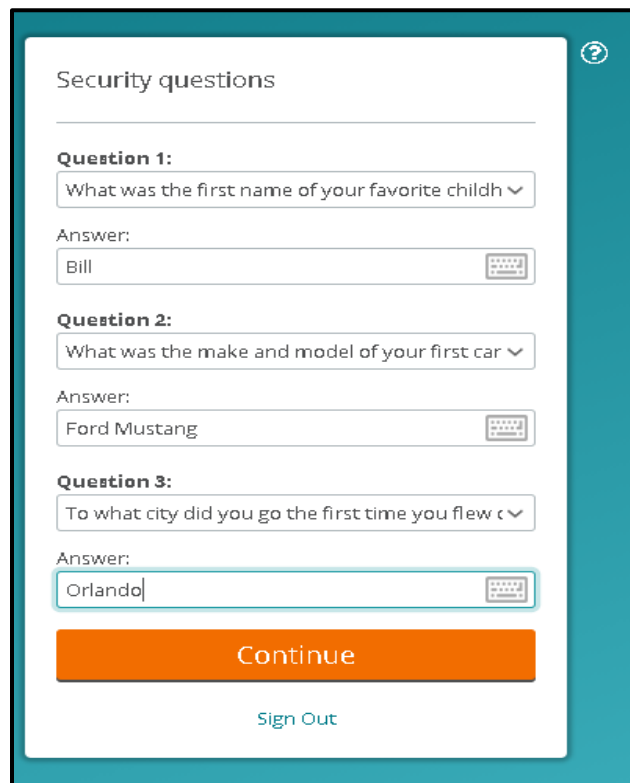
✓ Signed off successfully.

STEP 2 - Skip to step 6 if this is not your first time logging in. Click Continue to be prompted to enter your security questions for first time login.



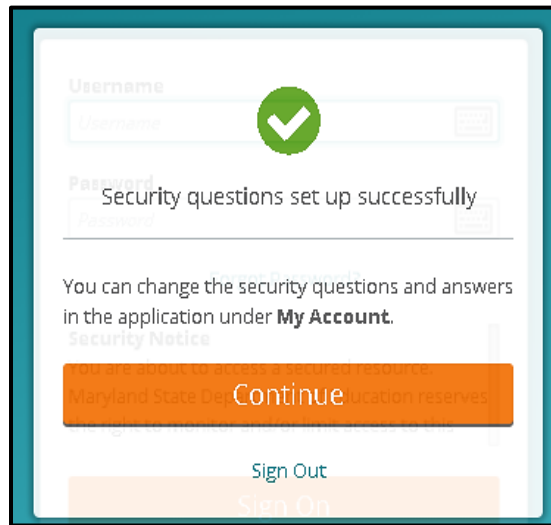
A screenshot of a web interface showing a successful sign-on. At the top, there is a green checkmark icon in a circle. Below it, the text "Sign on successful" is displayed. A horizontal line separates this from the "Security Requirement" section. The requirement text states: "A new password reset method has been added to your account. You will need to select and answer a set of security questions now to enable this feature." Below the text is a blue link "Learn more". At the bottom, there is a large orange "Continue" button and a smaller blue "Sign Out" link.

STEP 3 - You must select 3 security questions from the ones listed and enter answers. Your responses are case sensitive. Click Continue.

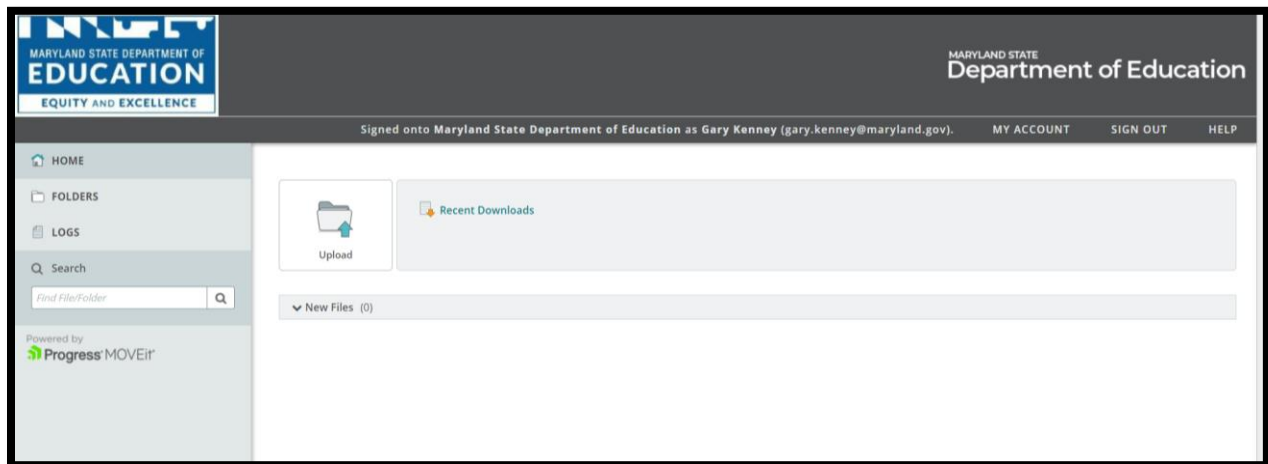


A screenshot of a "Security questions" form. The form has a teal header with a question mark icon. It contains three questions, each with a dropdown menu for selection and a text input field for the answer. The first question is "What was the first name of your favorite childh" with the answer "Bill". The second question is "What was the make and model of your first car" with the answer "Ford Mustang". The third question is "To what city did you go the first time you flew c" with the answer "Orlando". At the bottom, there is a large orange "Continue" button and a smaller blue "Sign Out" link.

STEP 4 - The following is displayed and click Continue.

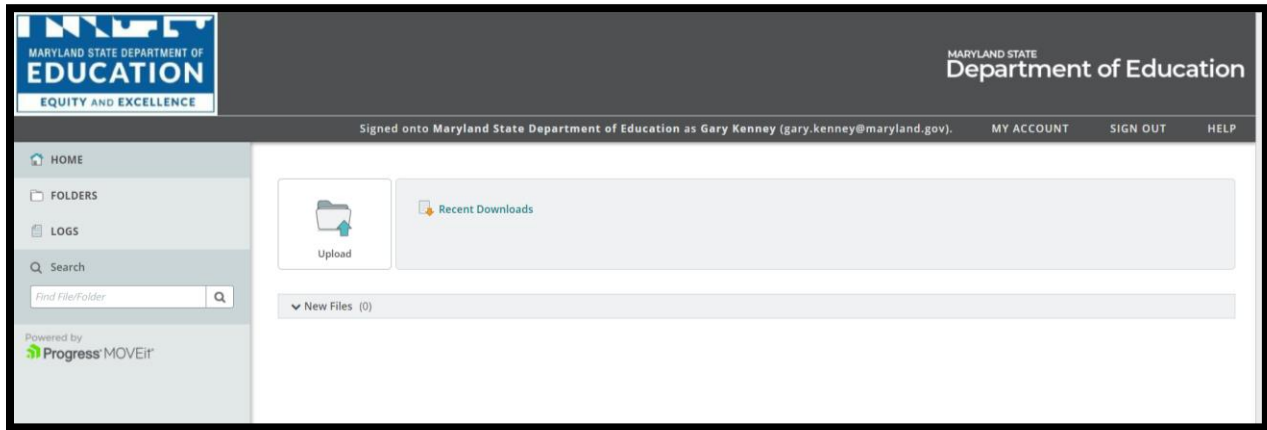


STEP 5 - Once you are successfully logged in you will see the following screen. You are now able to select files to upload or download.

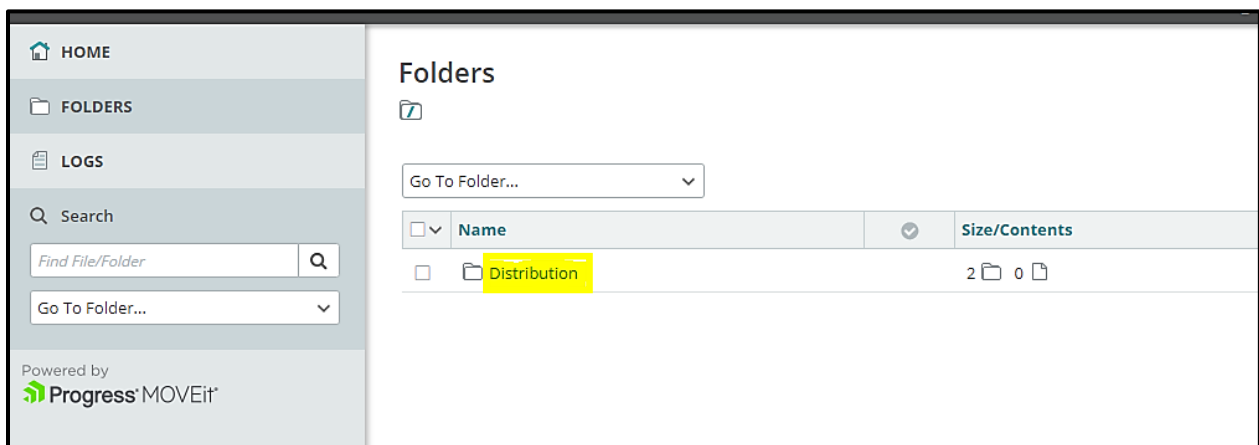


UPLOAD INSTRUCTIONS

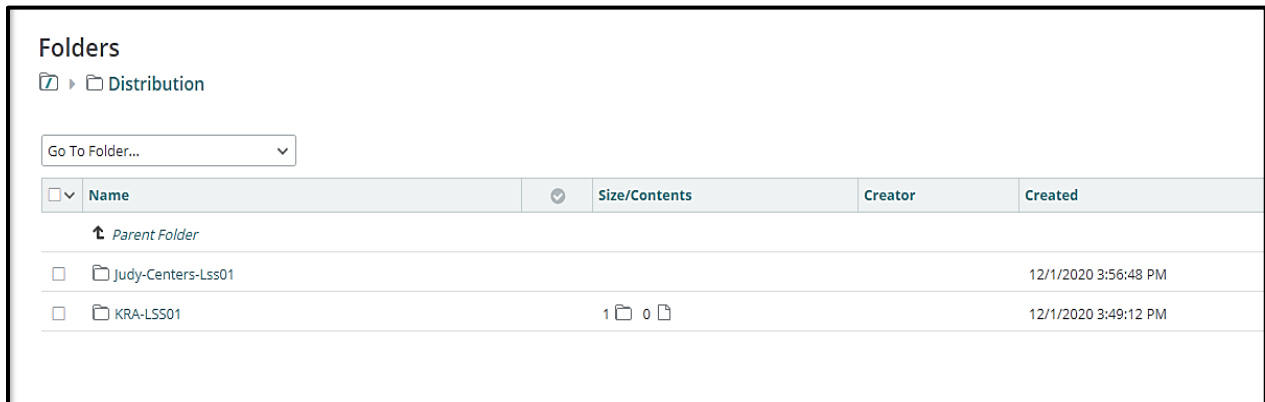
STEP 1 – After a successful login, your home screen will be displayed. If your account only has one folder you can access that folder by clicking on “Home” folder. If you have multiple folders, click on “Folders” on the left to display all folders you have access to.



Step 2 - It will first display the root folder which is Distribution, click on it and it will display the sub-folders you have access to.



STEP 3 – Select the folder you would like to upload to by clicking on it.

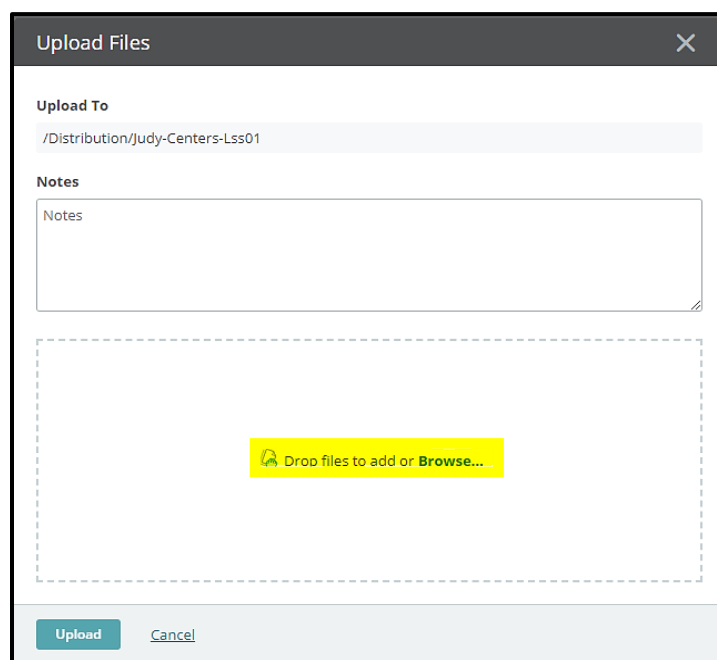


STEP 4 – Once you are in the folder there are two options to upload:

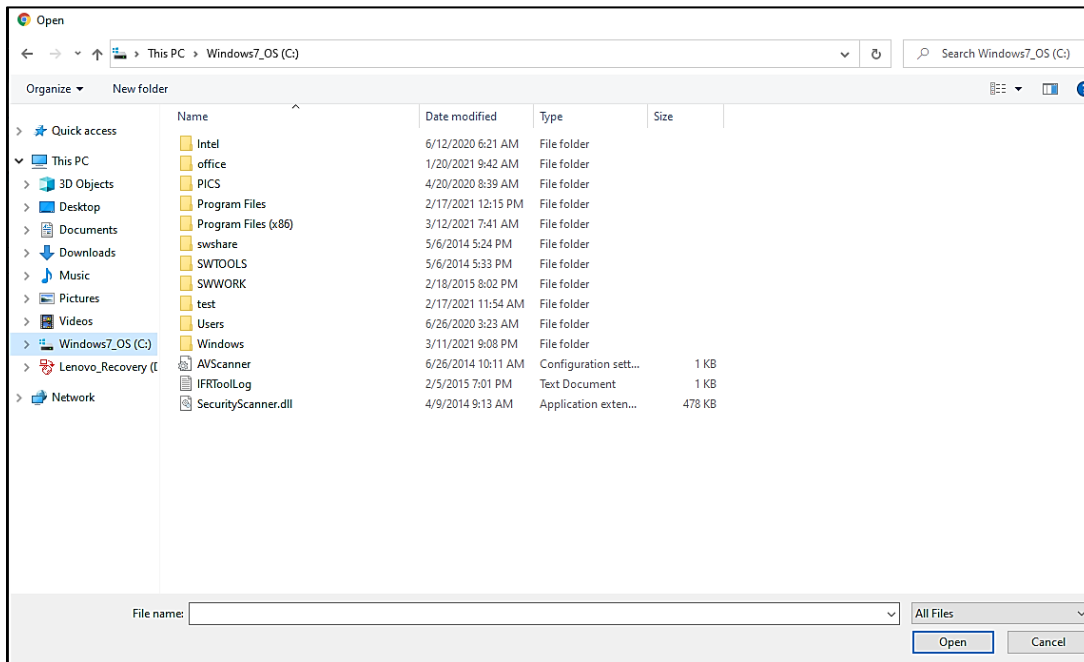
Option 1 - There are two options to upload. The first option is to drag and drop the file into the area that says Drop files to upload. You will then see a popup with the upload progress. Once completed, the file will appear in the folder.



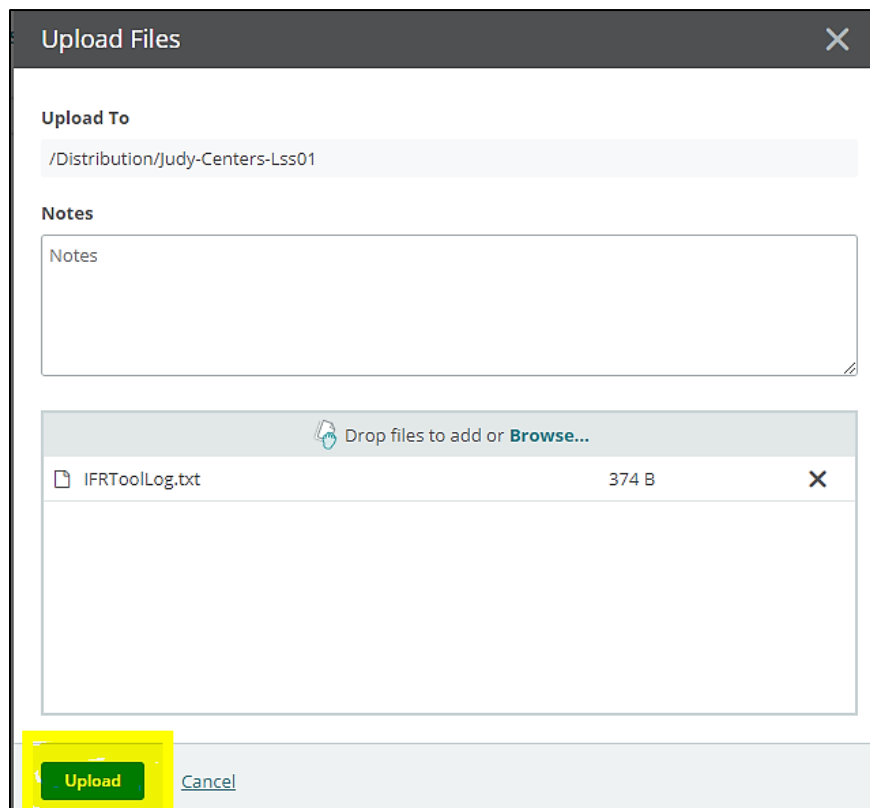
Option 2 - The second option is to Click on the green Upload button to the right. You will then have a dialog box to select a file from your local computer. You can then drag and drop the file into the window or select Browse.



When you click on browse this is the dialog you will see and can navigate through your local machine to find the file to upload. Select file and right click Open.

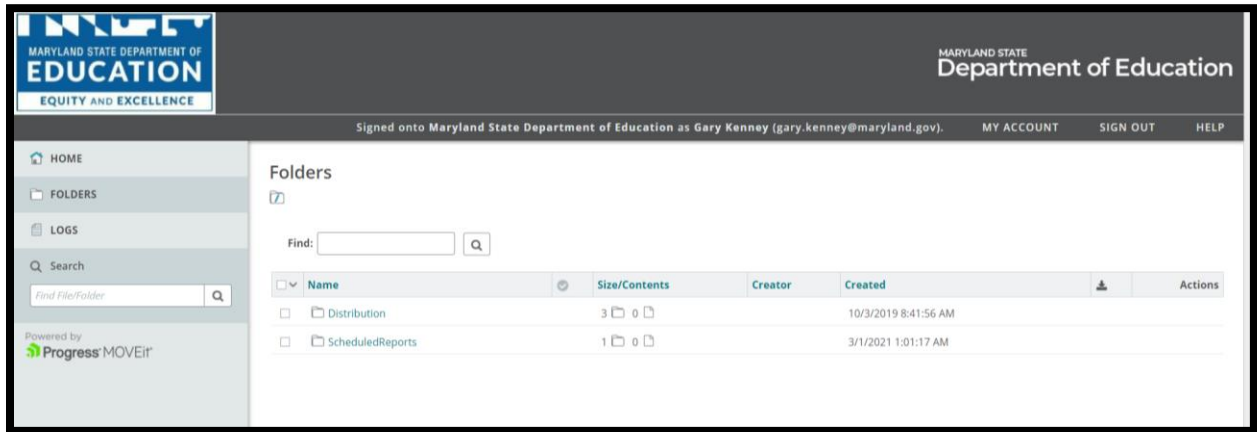


Another dialog box will be displayed which will show the file to be uploaded. Click Upload in the lower left corner. File will upload and a progress bar is displayed. Click Close in the dialog and the file is now uploaded.

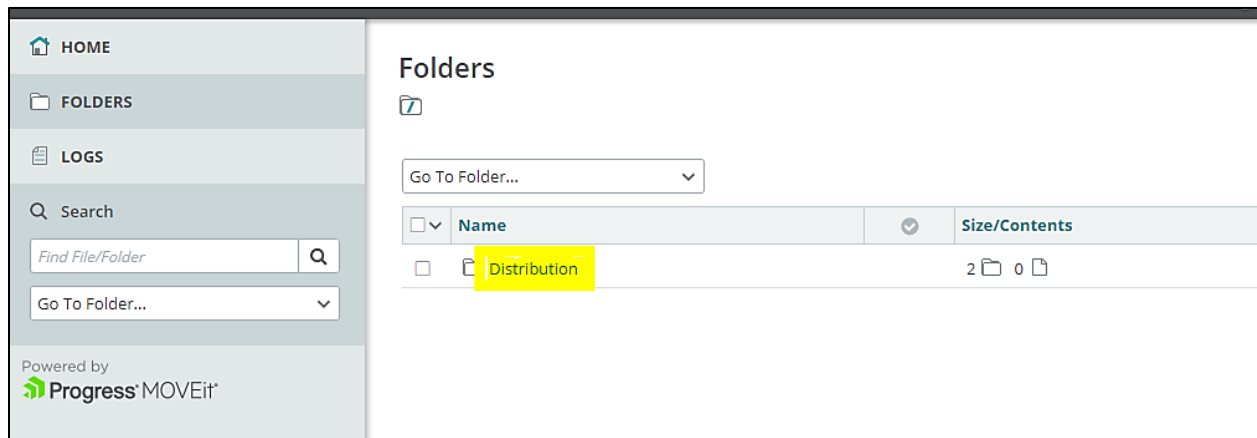


DOWNLOAD INSTRUCTIONS

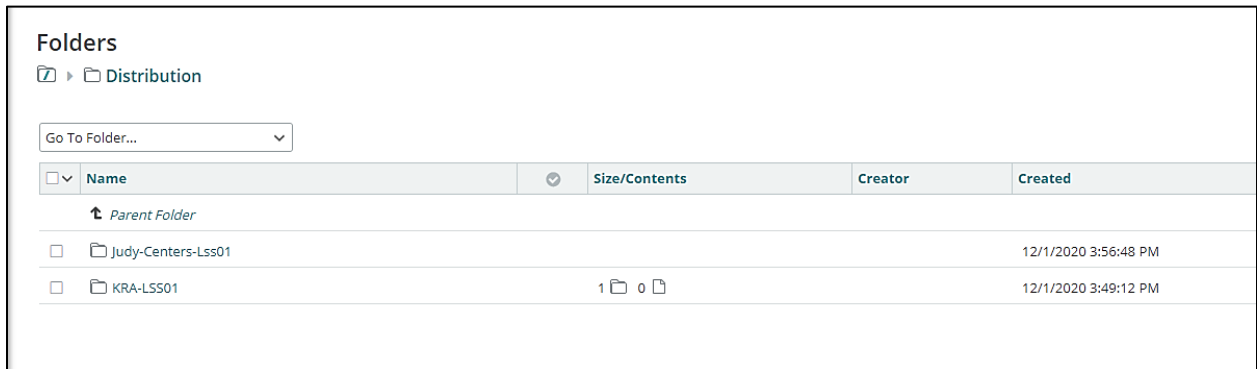
STEP 1 – After a successful login, your home screen will be displayed. If your account only has one folder, you can access that folder by clicking on your Folders. If you have multiple folders, click on “Folders” on the left to display all folders you have access to.



Step 2 - It will first display the root folder which is Distribution, click on it and it will display the sub folders you have access to.



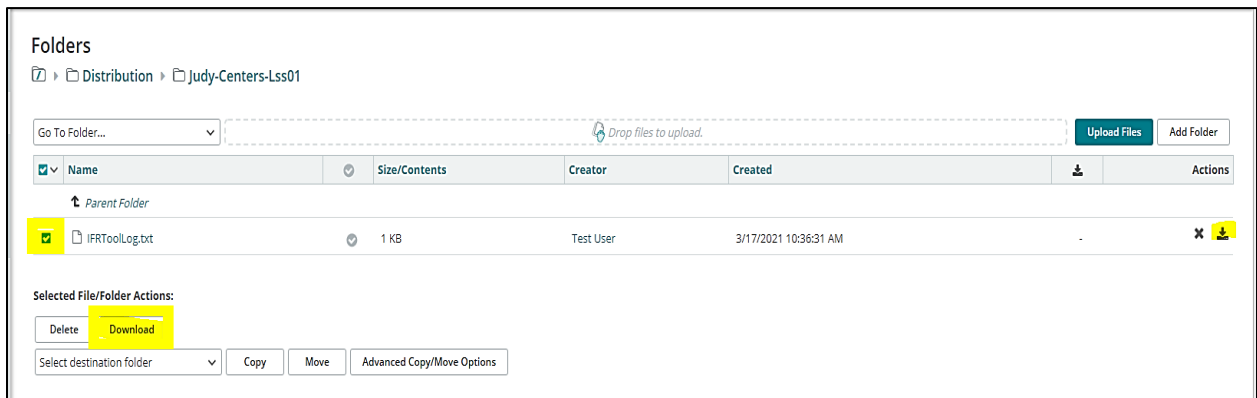
Step 3 – Select the folder you would like to download from by clicking on it.



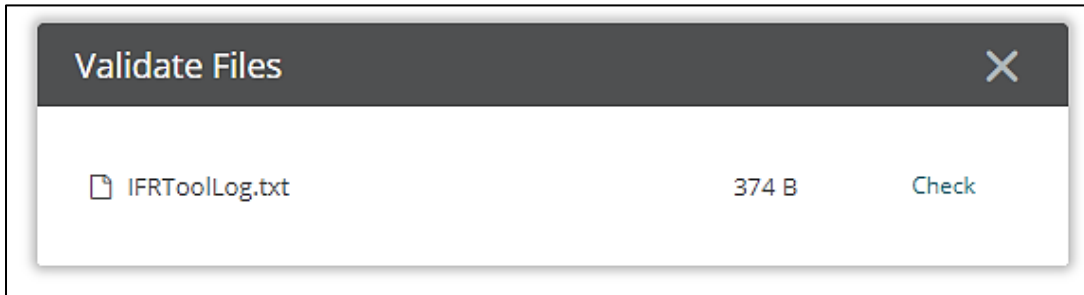
STEP 4 – Once you are in the folder you would like to download from, there are two options to download:

Option 1 - Select files(s) by checking the box to the left of each of the file(s) to be downloaded. Then click the Download button below the file list.

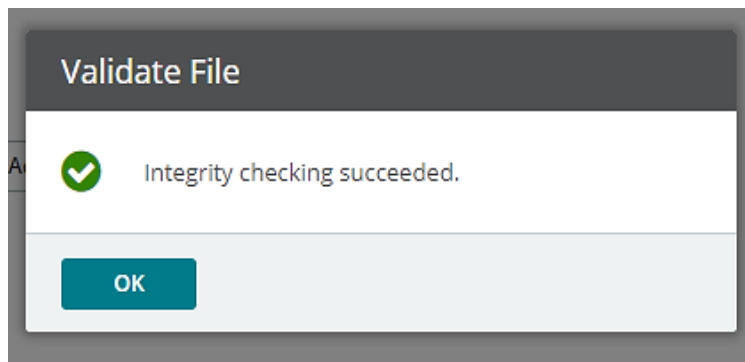
Option 2 - Download an individual file. Click the icon that looks like a down arrow with a line on the bottom located on the right-hand side of the file to be downloaded.



STEP 5 - Once you click the download icon you will see a popup with the option to validate files in the lower right of your screen.

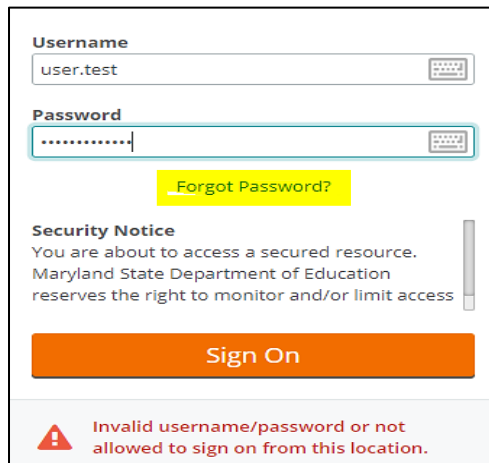


STEP 6 - You can click on the X to close or click on Check to validate the file. If you choose to validate the file a dialog box will appear where the file was downloaded. You can then click on the downloaded file and click on Open. Another dialog box will pop up with the results of the validation. Click OK to close.



FORGOT PASSWORD

STEP 1 - From the login screen click Forgot Password



Username
user.test

Password
.....

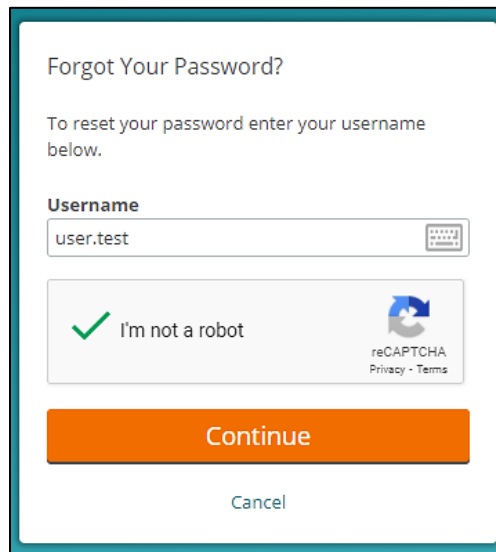
[Forgot Password?](#)

Security Notice
You are about to access a secured resource. Maryland State Department of Education reserves the right to monitor and/or limit access

Sign On

Invalid username/password or not allowed to sign on from this location.

STEP 2 - You are now prompted to enter your username and click in the " I'm Not a Robot" to confirm that you are, in fact, human. Click Continue.



Forgot Your Password?

To reset your password enter your username below.

Username
user.test

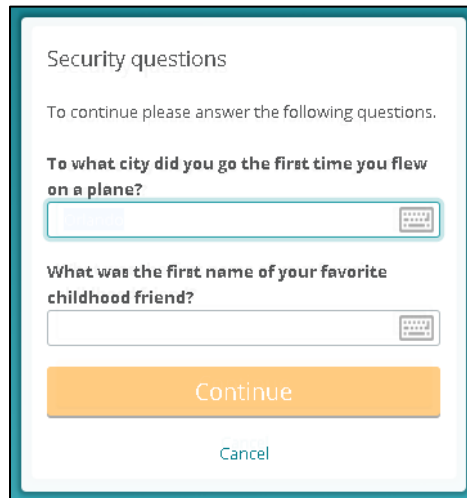
I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

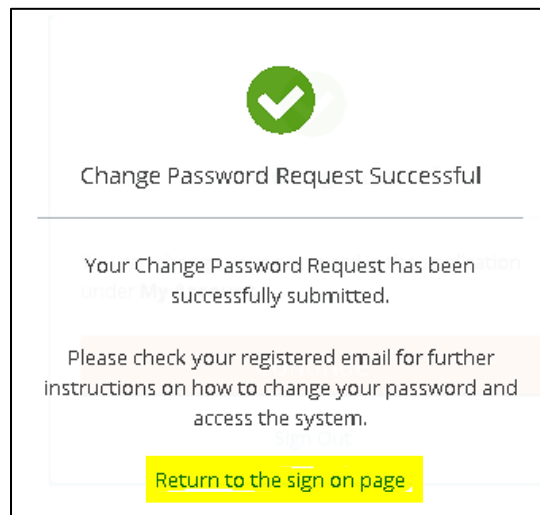
Cancel

STEP 3 – Answer your security questions. (Answers are case sensitive.) Click continue.



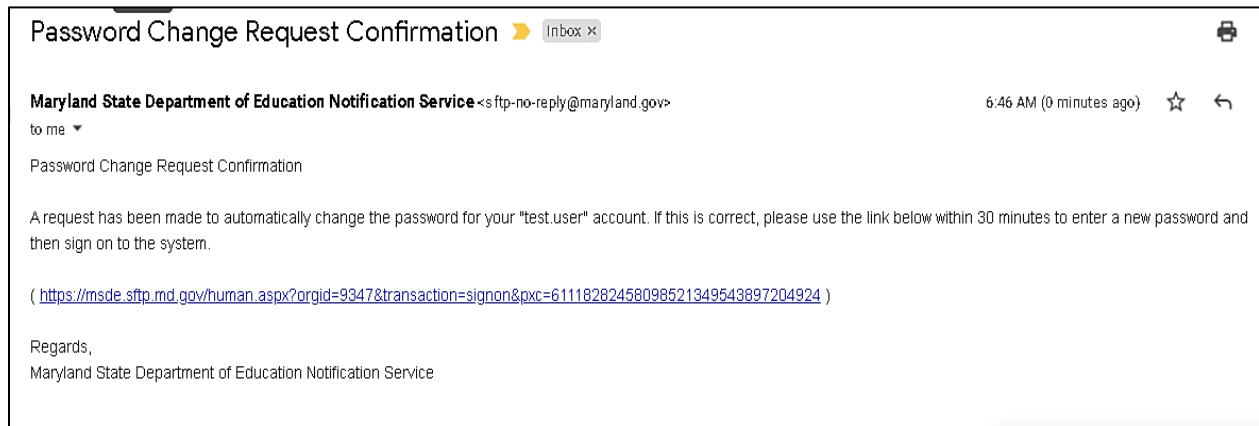
The screenshot shows a 'Security questions' form. At the top, it says 'Security questions' and 'To continue please answer the following questions.' There are two questions: 'To what city did you go the first time you flew on a plane?' and 'What was the first name of your favorite childhood friend?'. Each question has a text input field with a password strength indicator on the right. Below the questions are two buttons: 'Continue' (orange) and 'Cancel' (blue).

STEP 4 – You will see a message that reads “Change Password Request Successful”. Click Return to sign on page.



The screenshot shows a success message. At the top is a green checkmark icon. Below it is the text 'Change Password Request Successful'. A horizontal line separates this from the main message: 'Your Change Password Request has been successfully submitted.' Below this is a light orange box with the text: 'Please check your registered email for further instructions on how to change your password and access the system.' At the bottom is a yellow button that says 'Return to the sign on page'.

STEP 5 – You must now check your email for a message with a link to reset your password. Once you have located the email Click on the link. (this link will expire after 30 minutes)



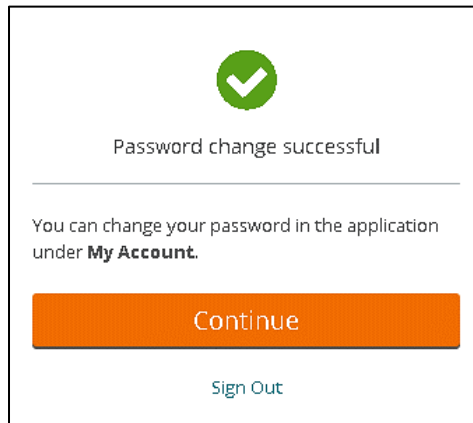
STEP 6 – Enter a new password that meets the requirements listed. Reenter the password to verify.

The screenshot shows a web interface for password change. At the top, there is a green checkmark icon and the text "Sign on successful". Below this is a section titled "Password Change Required" with a list of requirements:

- Must be at least 12 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not match any of the previous 6 passwords.

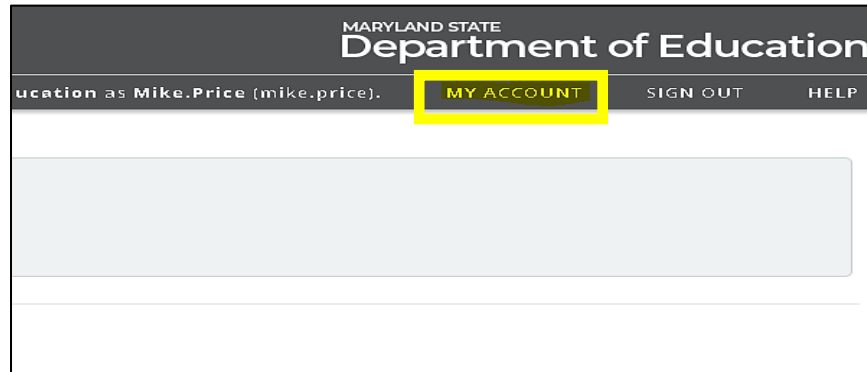
 Below the list are two input fields: "New Password" and "Re-type Password", both with masked characters and a strength indicator icon. At the bottom, there is an orange "Change Password" button and a "Sign Out" link.

STEP 7 - You should see a message that your password change was successful. Click continue.



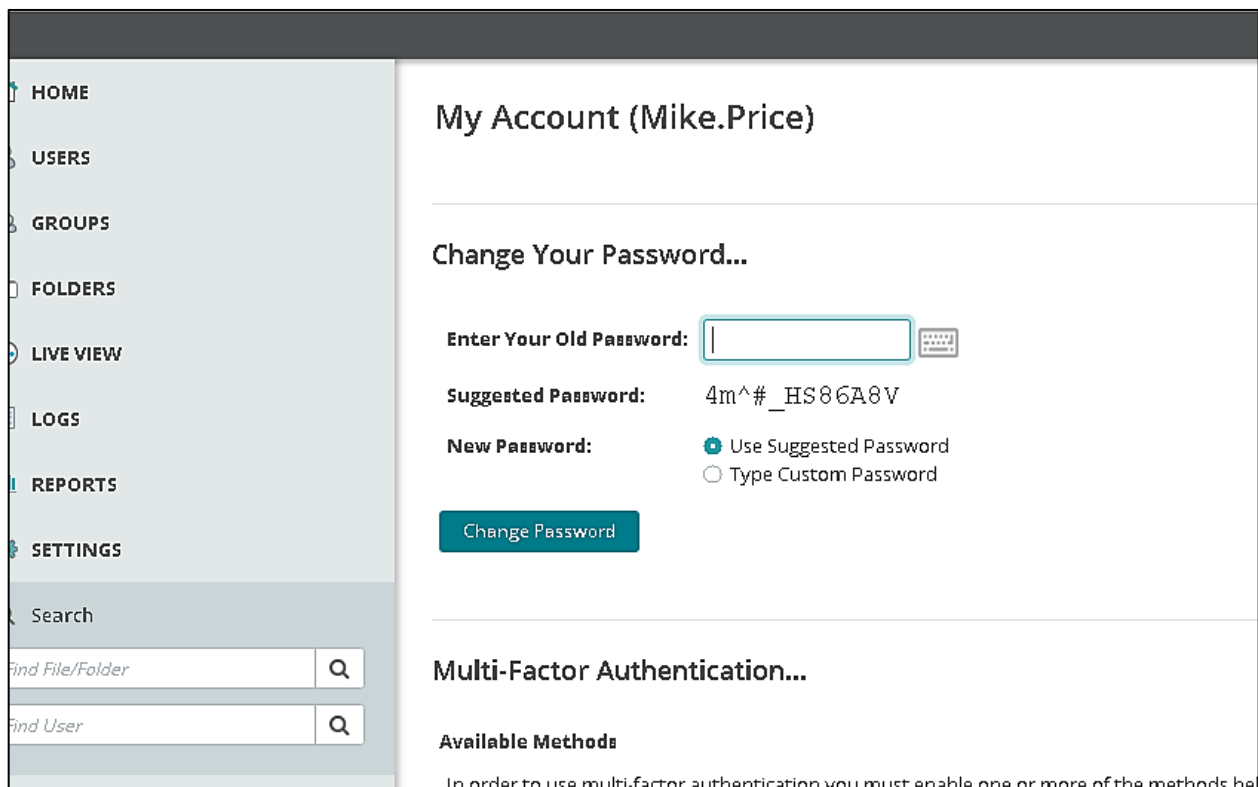
CHANGE PASSWORD

STEP 1 - Select My Account in the upper right corner.




STEP 2 - You will now be prompted to enter your old password. You then can choose to use the MoveIT suggested password or select "Type Custom Password". Once complete click on Change Password.

*If selecting a custom password it must meet the requirement displayed on the screen.



*If selecting a custom password you must enter a password that meets the requirements displayed.

Change Your Password...


Enter Your Old Password: 

Suggested Password: K^ha^Dv^;19v

New Password: Use Suggested Password
 Type Custom Password

Requirements:

- Must be at least 12 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not match any of the previous 6 passwords.

Enter Your New Password: 

Enter Your New Password Again: 