Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

SOI District User Access

District User Management System

User Guide for School District Users

Massachusetts School Building Authority
Application User Guide

MSBA © January 2024

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Introduction

This User Guide is intended to assist cities, towns, and regional school districts to request access for filing a Statement of Interest ("SOI") with the Massachusetts School Building Authority (the "MSBA").

The SOI is the first step for districts in expressing interest in the MSBA's grant program for school construction, renovation, and repair projects. All districts are welcome to submit an SOI which identifies the perceived deficiencies in their school facilities. All SOIs must be transmitted to the MSBA with electronic signatures using the online SOI System. The required vote documentation must be uploaded to the SOI system in order to submit an SOI. Any additional supporting documentation must be submitted in hard copy format. Please reference the Statement of Interest System User Guide for additional information.

Disclaimer

Information gathered through the SOI System is not an application for funding. Submission of this information in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation or requirement upon the MSBA.

Only authorized users should have access to this system. All users must ensure the security of their user ID and password and should not share their user ID and/or password with others. All data entered using an MSBA-authorized user ID will be the responsibility of the user to whom the user ID was originally assigned. Unauthorized access to the MSBA SOI System may result in processing delays or other issues.

The MSBA reserves the right to modify this Statement of Interest User Guide and the Statement of Interest System, in part or in its entirety, and to request and obtain additional, follow-up information from the city, town, or regional school district.

Getting Help

Please direct any questions that you might have about the Statement of Interest process or system to the MSBA by calling 617.720.4466 or via email at SOI@MassSchoolBuildings.org.

Images in this User Guide

The images in this User Guide were created by visiting the MSBA website using the Internet Explorer web browser. There may be some slight visual differences for users of Google Chrome, Firefox, or other browsers.

Getting Started

District users should follow the procedures in this section to gain access to the SOI Application.

Accessing the System

The MSBA District User Management Application streamlines the district user access process and allows the Superintendent to provide access to and manage their access as well as access for other district users for the SOI Application. It is also where the Superintendent can create users, review and submit access requests entered directly by District Users for the SOI Application.

Superintendents should request access to the MSBA District User Management System by completing the online District Access request process which can be accessed by the link provided on the MSBA's website.

District Users can request access to the SOI Application directly by completing the online request, which can also be accessed by a link provided on the MSBA's website.

Please note: all access requests submitted directly by the District User require electronic review and submission from the Superintendent. The request will be pending until electronic review and submission from the Superintendent has been provided.

Superintendent Access Request

STEP ONE: Enter your information and click the "Review, Sign and Submit Request" button when you are finished providing the required information.

Sample shown below.

MSBA Systems

Request Access to District User Management

*Fields marked with an asterisk * are required.*

Step 1/4 - Enter Superintendent Details

District Name *

- Avon
- Ayer
- Ayer-Shirley
- Barnstable
- Bedford
- Belchertown
- Bellingham
- Belmont
- Berkley

Title *	Superintendent
First Name *	first name
Middle Initial	middle initial
Last Name *	last name
Email Address *	email
Confirm Email Address *	confirm email
Address 1 *	address 1
Address 2	address 2
City *	city
State	MA
Zip *	zip code
Phone *	phone number
Extension	extension
Fax	fax number

Review, Sign, and Submit Request

STEP TWO: Verify the information you provided and make any edits by selecting the “Edit Superintendent Details” button.

Sample shown below

Request Access to District User Management

Step 2/4 - Review Superintendent Details

Field	Details
District Name	Sample
Title	Superintendent
Name	Sample Name
Email Address	Sample@Sample.com
Address	123 test test, MA 23232-3232
Phone	(223) 232-3233 Ext. 23232
Fax	(232) 323-2323

Edit Superintendent Details

STEP THREE: Click the check box(s) below if you want access to the SOI Application and intend to be the primary contact for the SOI application.

Sample shown below

Step 3/4 - SOI Application Access

Is SOI Application Access also needed? ☑

Is SOI Application Primary contact? ☐

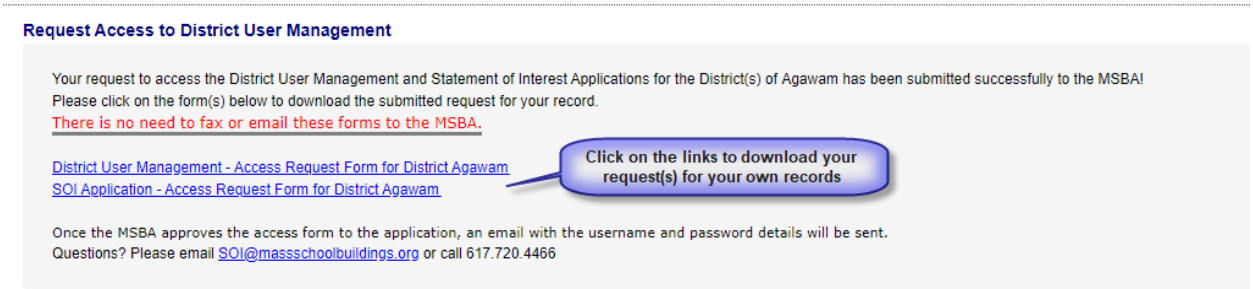
If you do not request access to the SOI application at this point, you can still request access for yourself once you get access to District User Management.

STEP FOUR: Once the information has been verified, print your name and provide an electronic signature in the box below using your mouse (or finger/stylus if using a touch screen), and then select the "Submit for MSBA Approval" button.

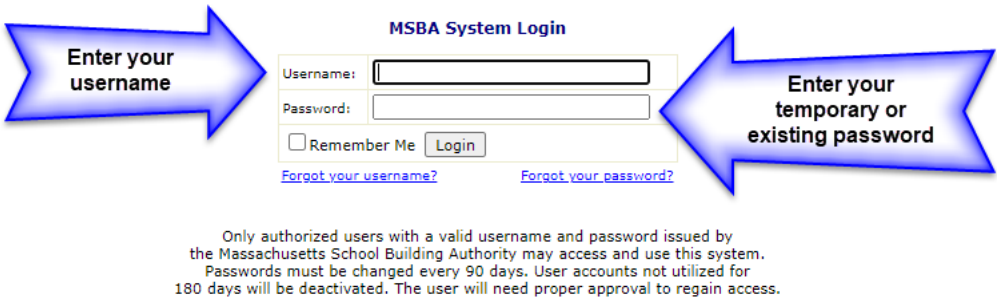
Sample shown below.

Sample signature below:

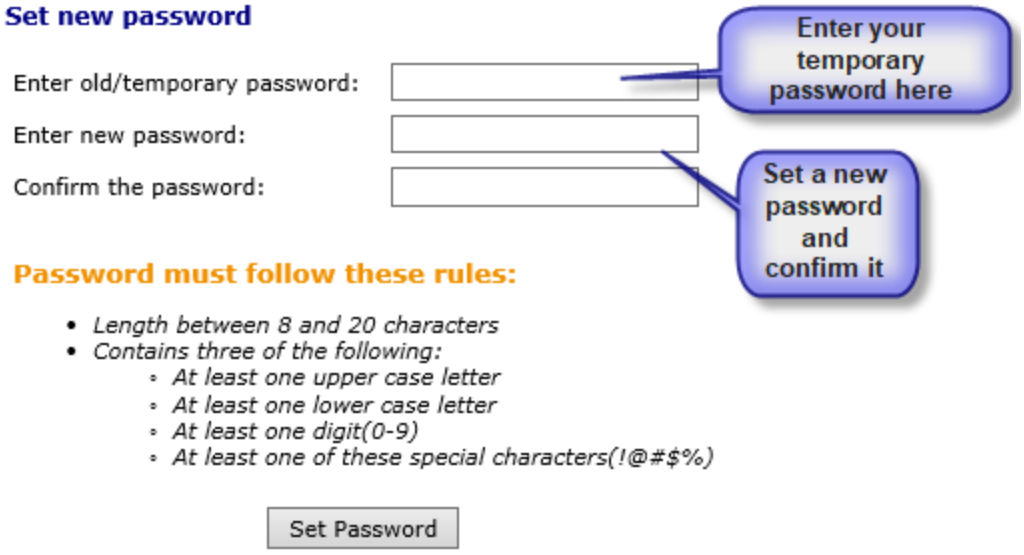
Once the request has been submitted, you will receive a confirmation of the request. Please note, at this point your request has been submitted to the MSBA. There is **no need** to print or fax your request. You can view your request by clicking on the link to the form.



System access will be granted upon the MSBA's receipt and review of your request. The login information, username and temporary password, will be sent in an email also containing a link to access the **MSBA Applications.** Enter those credentials as shown below:



After logging in the first time with a temporary password, you will be prompted to create a password to be used going forward.



After creating your password, you will be required to re-login using your newly created password.

To access the "District User Management" Application, which allows you to create and manage user requests, please select the "District User Management" Application from the Applications list.

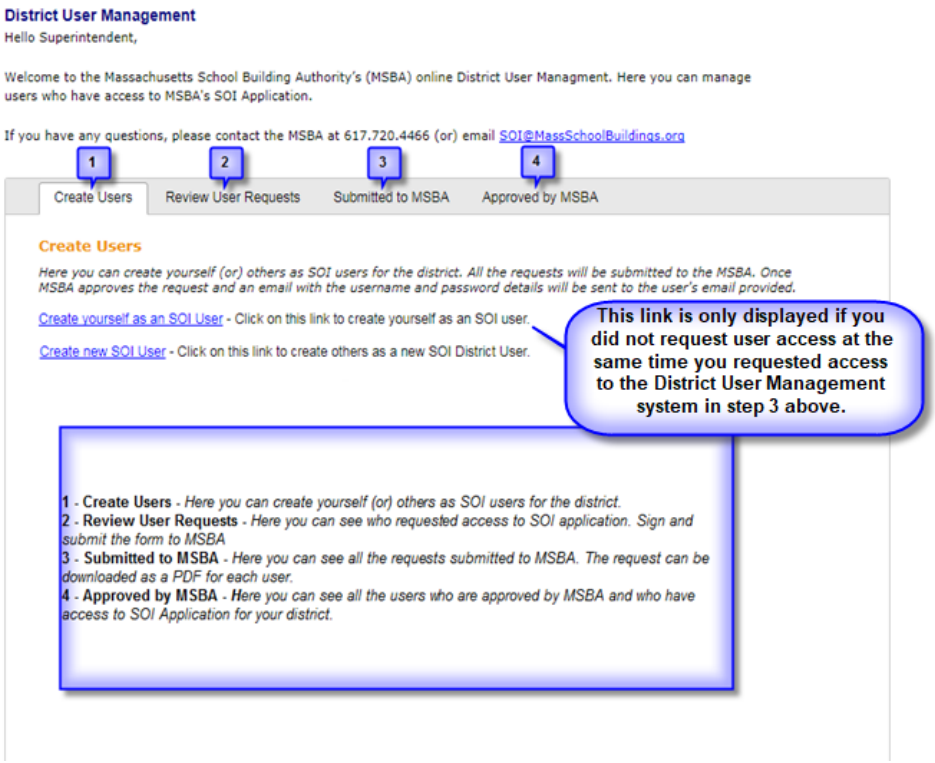
Once in this system, the Superintendent can create his/her own user account in addition to other District user accounts.

Please make sure that your mail system does not block or filter out the MSBA system generated mail messages as spam.

District User Management (Superintendents) and District User Access Request

Once the Superintendent logs in with their username and password, the default page will appear. Superintendents then can create new users and submit user access requests to the MSBA for approval. There are four tabs available in this application.

Sample screenshot shown below.



1. **Create Users** - The Superintendent can create a new user by clicking on the “Create New User” link and completing the information requested on the form.

There are two options:

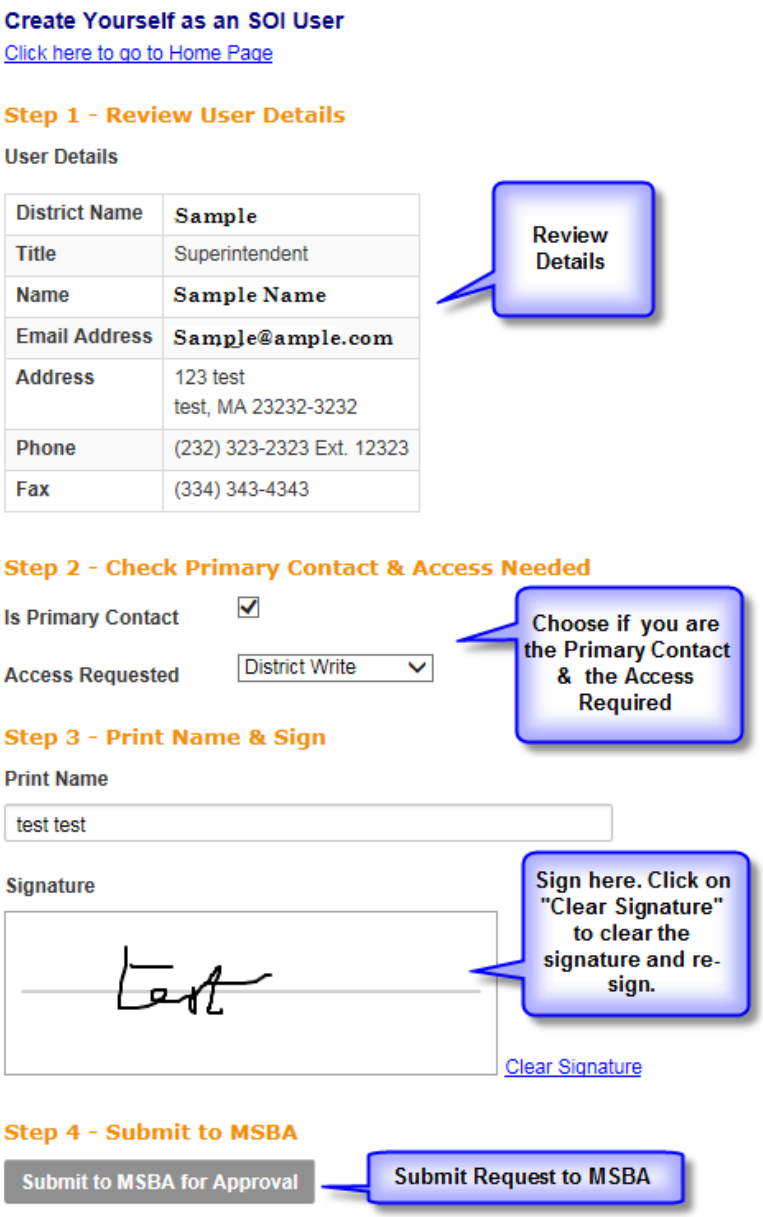
- Create yourself as an SOI User; or,
- Create a new SOI User

Create yourself as an SOI User

Allows the Superintendent the ability to request access to the SOI Application. After completing the request, it will electronically be sent to MSBA for approval. This option will no longer appear once access is provided.

Note: The Create Users link is only displayed if you did not request access to the SOI at the same time you requested District User Management in “Step 3” above.

Samples shown below



Once the MSBA has approved the request, you will receive an email that indicates the approval for access to the SOI Application and when entering MSBA Applications, you will now see “Statement of Interest” available in the list of Applications.

Applications
District User Management
Statement of Interest

District User Access Request / Create a New SOI User

District Users can either request access to the SOI Application directly using the link provided on the MSBA's website, or the Superintendent can create a new District User request for access to the SOI Application.

Please note: all access requests submitted directly by the District User require electronic review and submission from the Superintendent. The request will be pending until electronic review and submission from the Superintendent has been provided.

After completing the request using either of the methods above, the request will be electronically sent to the MSBA for approval.

Samples shown below

Request Access to the Statement of Interest Application

*Fields marked with an asterisk * are required.*

Step 1/3 - Enter User Details

District Name *

- ☐ Abington
- ☐ Acton-Boxborough
- ☐ Acushnet
- ☐ Adams-Cheshire
- ☐ Agawam
- ☐ Amesbury
- ☐ Amherst
- ☐ Amherst-Pelham

Title *	--Please select--
First Name *	first name
Middle Initial	middle initial
Last Name *	last name
Email Address *	email
Confirm Email Address *	confirm email
Address 1 *	address 1
Address 2	address 2
City *	city
State	MA
Zip *	zip code
Phone *	phone number
Extension	extension
Fax	fax number
Primary Contact	☐

Review User Details and Submit Request

After completing the above information, select the “Review User Detail and Submit Request “button to review user details. If no changes are needed print your name and electronically sign the form and click on the “Submit for MSBA Approval” button

MSBA Systems

Request Access to the Statement of Interest Application

Click here to go to Home Page

Step 2/3 - Review User Details

User Details

District Name	Acton-Boxborough
Title	Accountant
Name	Sample Name
Email Address	sample@sample.com
Address	test test, MA 12345-6789
Phone	(123) 456-7890
Fax	
Is Primary Contact	No

Access Requested To:

DistName	SchoolName	RoleName
Acton-Boxborough	All Schools	District Write

Edit User Details

Step 3/3 - Sign & Submit to MSBA for Approval

Print Name

type your name

Signature

Clear Signature

Submit for MSBA Approval

After selecting “Submit for MSBA Approval”, you will receive the confirmation message below. At this point the request is pending with the MSBA. Once reviewed by the MSBA, an email will be sent to the user with the assigned login credentials.

Request Access to the Statement of Interest Application

Click here to go to Home Page

Your request to access the Statement of Interest Application for the District(s) of Abington has been successfully submitted to the MSBA.

Next Step - MSBA approves the request and an email with the user ID and password details will be provided.

You will find the Submitted Users in the "Submitted to MSBA" tab on your home page. You can download the User Access PDFs from there for your reference.

Questions? Please email SOI@massschoolbuildings.org

Click here to go back to Home Page

If a District User is requesting access directly, Step 3 will be slightly different as Superintendent review is also required. If there is **not** a Superintendent on file for the district elected with access in District User Management, an option will appear to enter the Superintendent’s email address.

Step 3/3 - Submit to Superintendent for Approval

Enter Your Superintendent's Email Address * email

Confirm Superintendent's Email Address * confirm email

Submit for Superintendent Approval

When “Submit for Superintendent Approval” is selected, the user will see the below confirmation, and an email will be sent to the entered email address notifying the Superintendent an access request is pending for review. The Superintendent will need to request access, if they do not already have it, to be able to proceed and review the access request.

MSBA Systems

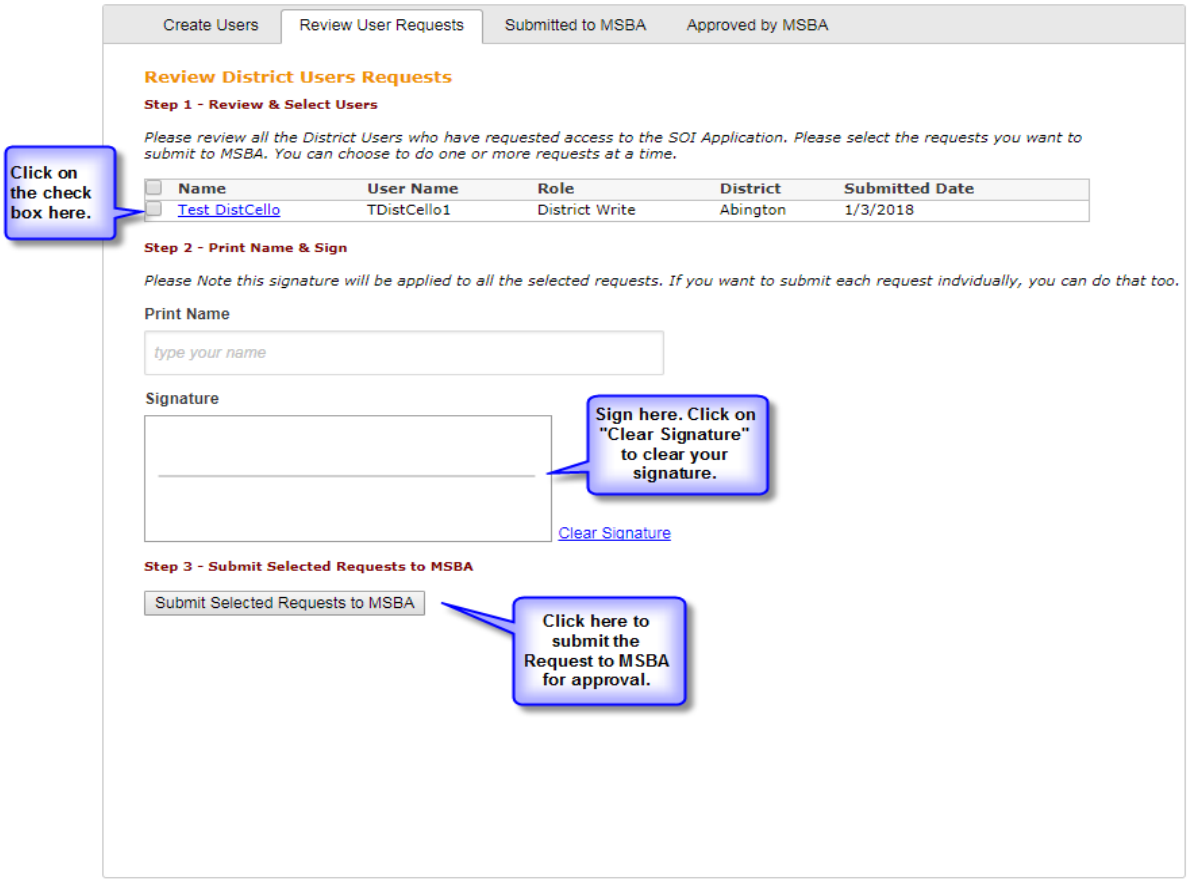
Request Access to the Statement of Interest Application

Your request to access the Statement of Interest Application for the District(s) of Barnstable has been successfully submitted to the Superintendent.
This request will be pending approval from Superintendent until they have access to MSBA's District User Management.
Next Steps
Superintendent reviews and signs the request and submits to MSBA.
MSBA approves the request and an email with the username and password details will be provided.
At any point, please contact the Superintendent for the status of the request.
Please click on the district name(s) below to download the submitted request for your record. There is no need to fax or email these forms to the Superintendent or MSBA.

Once the Superintendent and MSBA approves the District user's access to the application, an email with the username and password details will be sent.
Questions? Please email SOI@massschoolbuildings.org

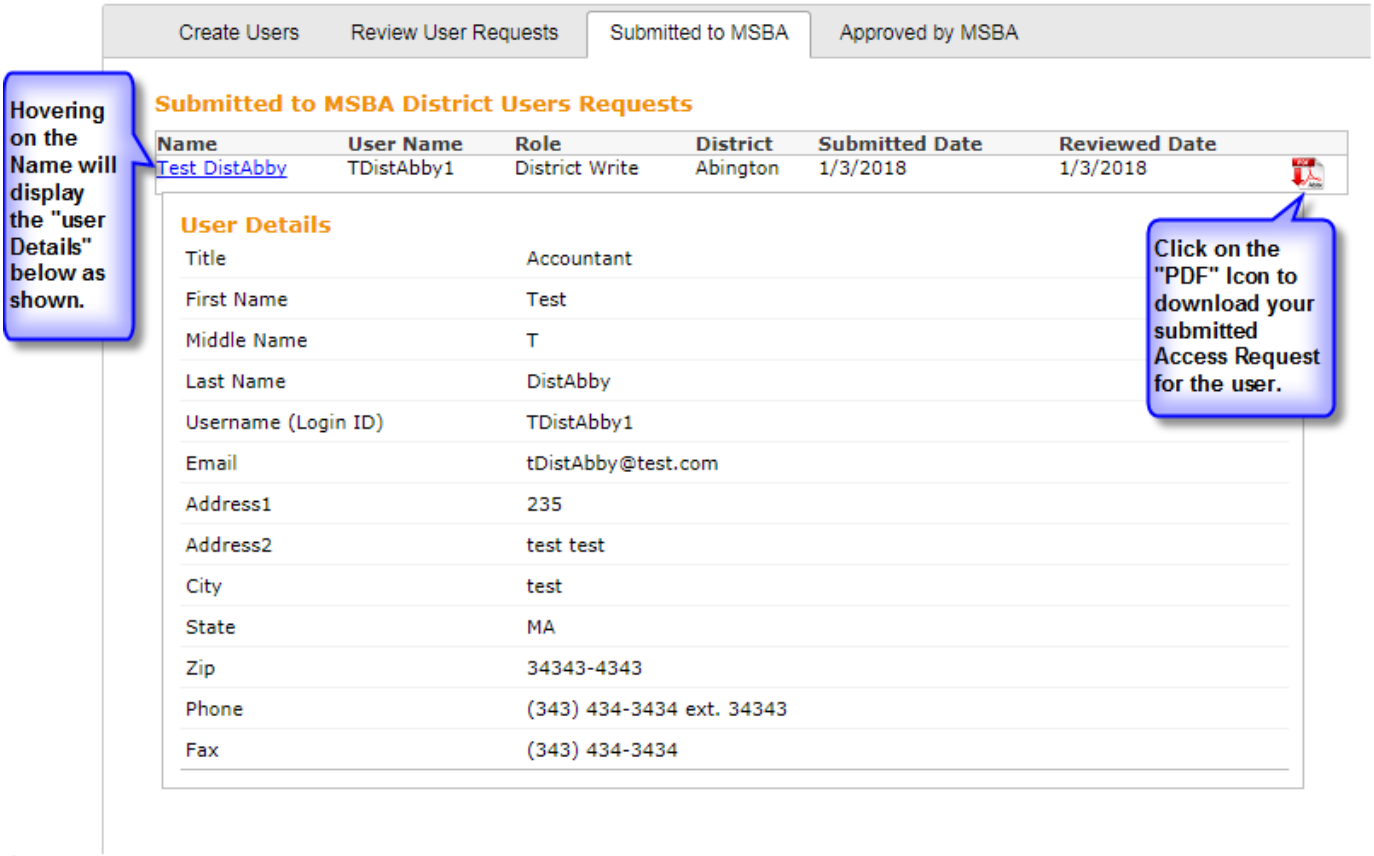
1.
2. **Review User Requests** – Superintendents can create a District user or District Users can create a request for access. If the user creates and submits the request, it will be seen below by the Superintendent to review and submit to the MSBA for approval.

Sample shown below.

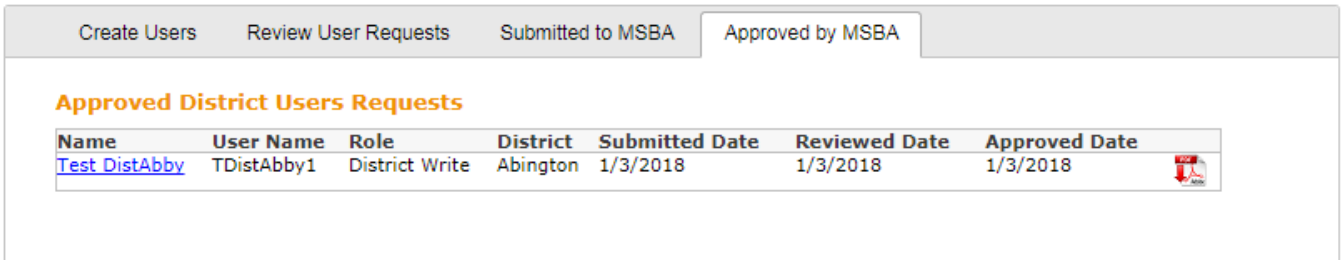


3. **<u>Submitted to MSBA</u>**- Here you can see all the requests submitted to the MSBA. The requests can be downloaded as a PDF for each user if needed.

Sample shown below.



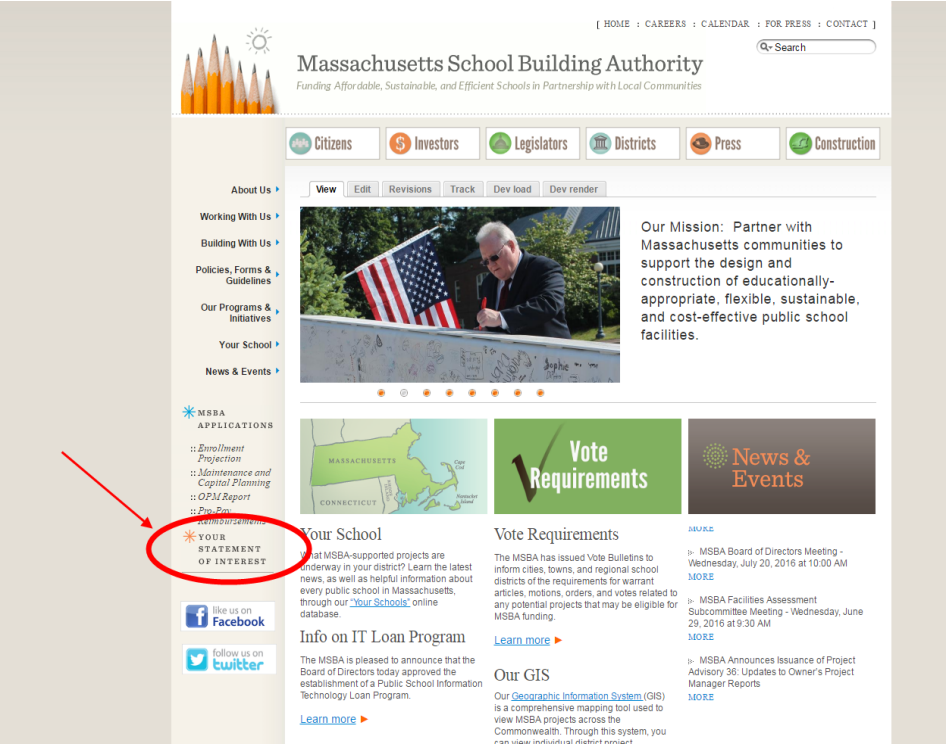
4. **<u>Approved by MSBA</u>**- Here you can see all the users who are approved by the MSBA and who have access to the SOI Application from the district. The PDF of the request is available on this tab as well.



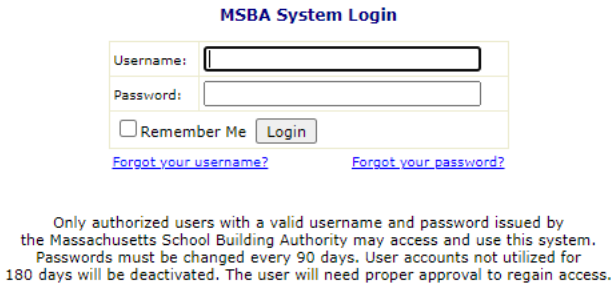
Logging on to the Statement of Interest Application

To log on to the SOI Application, click on the following link: : https://www.massschoolbuildings.org/

Click the “Your Statement of Interest” button on the left-hand column of the MSBA website home page to take you to the login screen. You can save the MSBA homepage as a favorite to avoid having to retype the address each time access to the system is required.

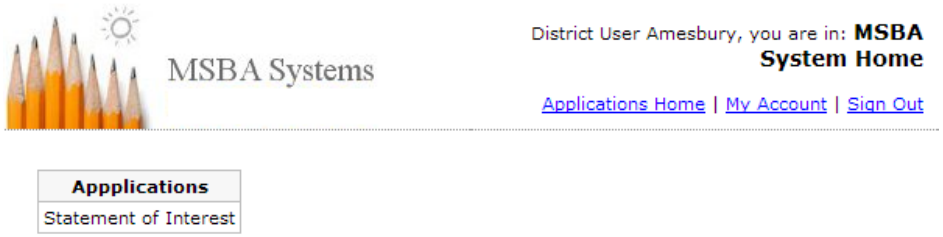


Sample of the login page shown below.



If you forget either your username or your password, you can click on the links on this page to have them emailed to you.

Once you have logged on, you will see the list of the MSBA Systems to which you have access on your left.



Select **Statement of Interest** from the list on the left to begin.

For additional details on using the SOI Application, please refer to the **SOI page** for the User Guide.