

## eMeeting Login Instructions

**Login:** Each user is assigned a unique login and password. When the meeting is ready, you will be notified and may log in and view the meeting from any location with Internet access.

1. Go to the KSBA web site ([www.ksba.org](http://www.ksba.org)).
2. Click on **Login** tab at the top right side of KSBA home page. **OR**
3. Go directly to the main portal screen (<https://portal.ksba.org>)
4. For *Email*, type in your e-mail address.
5. For *Password*, type in your assigned password.
6. Then click on “login.”
7. Click on the desired meeting listed under “Meetings.”

The screenshot shows the top navigation bar of the Kentucky School Boards Association website. Below the navigation bar is a 'Please Log In' form with fields for Email and Password, a Log In button, and a 'Forgot your Password?' link. To the right is a box titled 'For assistance click on the appropriate link:' containing links for eMeeting, Event Registrations, Medicaid, School Law Resources, and Unemployment. A red callout box points to the 'Forgot your Password?' link with the text: 'If you forget your password, click here and it will be emailed to you.'

eMeeting users have the capability to login to more than one organization in the Portal, if your login is associated with more than one agency. Choose the organization you wish to view and click on login.

**Your Email Address and Password is associated with multiple Organizations in KSBA's Portal.**

Please Login to one of the following Organizations:

| Organization                   | Organization Type        | Your Name  | Your Position |       |
|--------------------------------|--------------------------|------------|---------------|-------|
| Ajax County Board of Education | School District          | Kim Barker | Administrator | Login |
| Ajax County Schools            | School                   | Kim Barker | Staff Member  | Login |
| KSBA                           | School Board Association | Kim Barker | Administrator | Login |
| KSBA Staff Meetings            | School District          | Kim Barker | Administrator | Login |
| KSBA Training                  | School District          | Kim Barker | Administrator | Login |

Choose the organization you wish to view and click Login.

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From the portal screen it's easy to get more information about or register for upcoming training events offered by KSBA by clicking on the link and following the directions on the screen.

The screenshot shows the KSBA Online portal interface. At the top, the header includes the Kentucky School Boards Association logo and the tagline "A brighter future through better public schools". Navigation tabs for "Services" and "KSBA Online" are visible. The main content area is divided into several sections:

- KSBA Events:** Lists upcoming events with dates and titles, such as "April 9, 2014 - Emergency Management Training". A callout bubble points to these links, stating: "Find more information about KSBA upcoming events."
- Ajax County Board of Education Meetings:** Lists specific meetings with dates, times, and locations. A callout bubble points to these links, stating: "Open the meetings by clicking on the meeting date located under the Meeting link or on the Calendar."
- Services:** A menu with links for "eMeeting", "Policy", "School Law Resources", and "Unemployment Secure Upload". A callout bubble points to the "eMeeting" link, stating: "Click to access your KSBA subscribed services."
- Manage My Account:** A section for user management with a callout bubble stating: "Manage your information."
- Links:** A section with links to "AASPS", "KDE", "KOSAA", and "KSBA". A callout bubble points to these links, stating: "Links to important websites."

Below the main content is the "Ajax County Board of Education Calendar". It features a navigation bar with "View list of Events" and "Manage Events" links. The calendar itself shows the month of March 2014, with a "Regular Meeting" scheduled for Friday, March 27th.

Access to eMeeting is available under the Services tab, or from the Services link. Links to websites of interest may be added to the portal screen for quick and easy access. These links will open in their own window and may be accessed from within the meeting for quick reference to important information.

The calendar may be used to record important events. Once the agenda is complete and has been made available to authorized users, a link to that meeting will appear on the calendar.

You may open a meeting by clicking on the link in the calendar or from the list of meetings located on the left side of the screen.

The meeting screen will open. Notice the banner at the top of the screen. The agency name, meeting date and time, and name of the meeting appears on the left side of the banner. This banner is a link that will take you back to your meeting screen from anywhere within the meeting.

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## The Meeting Screen

Ajax County Board of Education  
March 17, 2014 6:00 PM  
Regular Meeting

Tools eMeeting Services KSBA Online

Autopilot

Attachments (1) Notes (0)

IV.A. Approval of Prior Minutes

Chairperson

Rationale

The minutes of the February 28, 2014 regular meeting are presented for your review and approval.

Attachments

February 28, 2014 minutes

Notes

Meeting Agenda area.

Agenda content area. You will see important information related to this agenda item in this area.

Click to open attachment.

Add note by clicking on the the yellow note icon.

Links to attachments and individual notes.

Navigational arrows.

Check Autopilot to follow the Leader of the meeting.

**Navigate:** You may navigate the agenda by using the scroll bars located on the right side and bottom of the meeting agenda area, or by clicking the navigational arrows located at the top and bottom of the agenda. You may also open an agenda item by clicking on the agenda item. In the center of the screen, called the Agenda Content area, you will see the agenda item name, the rationale for the item, if any, and other information about the agenda item. Recommended motions for action items will also appear in this area. Once the meeting is completed, actions taken will appear in this area.

**Autopilot:** If autopilot is checked the user's screen will change automatically to follow the leader of the meeting as s/he progresses through the agenda. Autopilot only changes the screen. Each user must open attachments individually. Users can turn on/off Autopilot at any time during the meeting.

**Preferences:** Each user may personalize the way the meeting screen appears on their computer. By changing Preferences under the eMeeting tab, users may change the font size of the agenda content and the font size of the agenda individually. For easier access, users may also choose to display links to attachments and notes in their own panel on the right side of the screen. After making your choices, be sure to click *Update Preferences* to activate your changes.

Kentucky School Boards Association  
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eMeeting Services KSBA Online

Cancel

Agenda content font size 14pt

Select the size of the font for the agenda item. This is the area that includes Recommendation, Speaker, etc.

Agenda font size 12pt

Select the size of the agenda.

Enable the attachment and note panel  Check to enable

Check this option if you would like for your attachments and notes to be displayed in their own panel.

Update preferences

This changes the font size of the agenda on the left side of the screen.

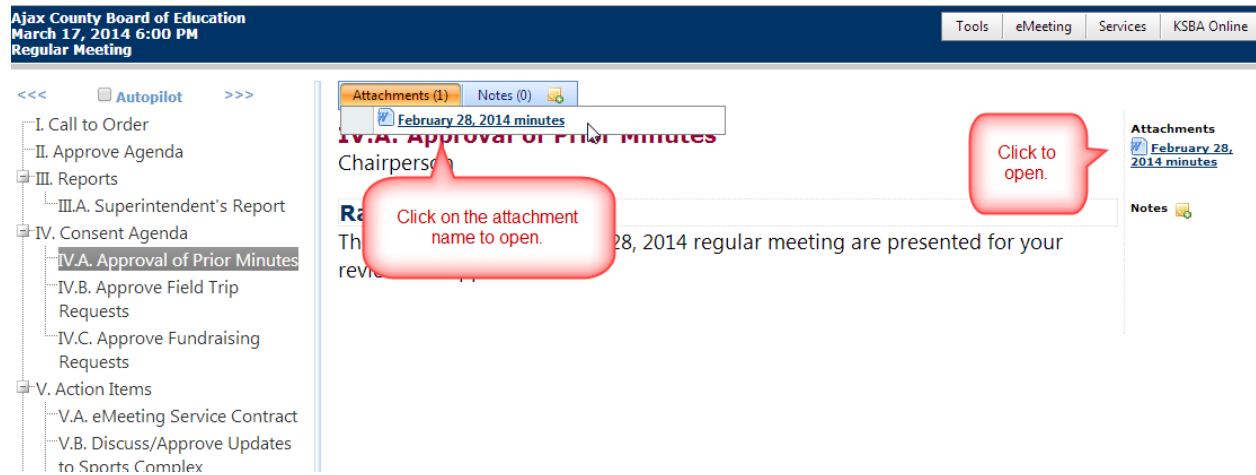
This changes the size of the font in the middle of the screen.

Check to enable the attachment panel on the right side of the screen.


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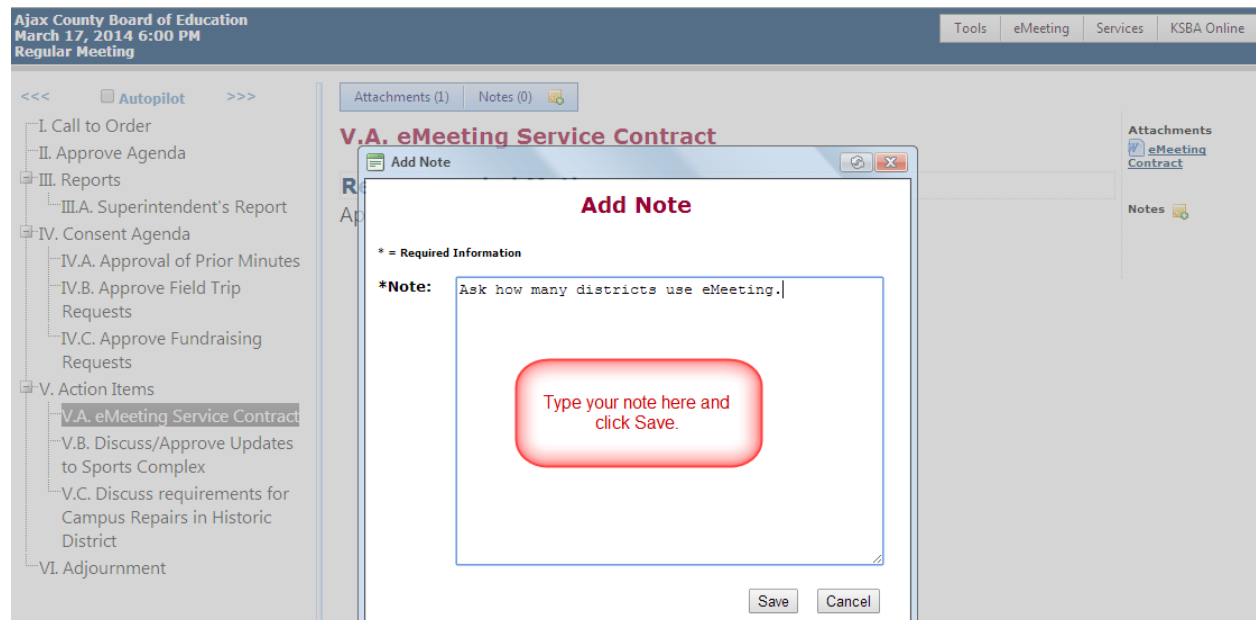
**Attachments:** Notice the links at the top of the meeting screen for Attachments and Notes. If the meeting manager has attached documents to the agenda item you will see a number in parentheses beside the Attachment link. Hover your pointer over the link and you'll see a dropdown list of the attachments.

To open an attachment, click on the document name. You may be asked if you want to open or save the file. Click open. The document will open, ready for reviewing or printing. When finished reviewing the document, close the document and to return to the meeting.



The screenshot shows the eMeeting interface for the Ajax County Board of Education. The header includes the meeting title "March 17, 2014 6:00 PM Regular Meeting" and navigation tabs for "Tools", "eMeeting", "Services", and "KSBA Online". On the left, a tree view shows the agenda items, with "IV.A. Approval of Prior Minutes" selected. The main content area displays the agenda item details, including a link for "February 28, 2014 minutes" under the "Attachments (1)" tab. A red callout bubble points to this link with the text "Click on the attachment name to open." Another red callout bubble points to the "Attachments (1)" tab with the text "Click to open." The right sidebar shows "Attachments" and "Notes" sections.

**Notes:** eMeeting allows users to write personal notes during the meeting. To create a note, click the yellow note icon  located at the top or side of your screen.



The screenshot shows the eMeeting interface with the "Add Note" dialog box open. The dialog box has a title bar "Add Note" and a text area containing the text "Ask how many districts use eMeeting." A red callout bubble points to the text area with the text "Type your note here and click Save." The dialog box has "Save" and "Cancel" buttons at the bottom. The background shows the agenda item "V.A. eMeeting Service Contract" selected in the tree view.

You may add notes to multiple agenda items by selecting *Manage Notes* from the Tools dropdown menu and repeating the steps above.

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Once you have added a note, it can be viewed from the meeting screen. Notes may also be edited or deleted from your screen from the *Manage Notes* area under the *Tools* tab. You will see the agenda with current notes listed beneath each agenda item. Click on the note you want to edit or delete. You will be prompted for confirmation that you want to delete the note. Click *Yes* and the note will be deleted from your screen.

The screenshot shows the eMeeting interface for the Ajax County Board of Education meeting on March 17, 2014. The agenda on the left includes items like 'I. Call to Order', 'II. Approve Agenda', 'III. Reports', and 'IV. Consent Agenda'. The main content area displays a 'Recommended Motion' to 'Approve eMeeting service contract'. A red callout bubble points to a note icon, stating: 'Your note appears here. You can edit or delete by clicking on the appropriate icon.' The right sidebar shows 'Attachments' and 'Notes' sections.

Users may print notes by clicking the *Tools* Tab, scroll to *Reports* and click *Notes*. Your notes will open in a Word document and can be printed or saved.

Notes are private and cannot be accessed by other users. However, eMeeting notes may be subject to Open Records requests in certain instances. Do not include any information in Notes you would not want read by others.

**Search:** eMeeting makes it easy for users to access legal documents such as Kentucky Administrative Regulations, Kentucky Revised Statutes or online Opinions of the Attorney General from within a meeting.

Using eMeeting search features, users can locate information from previous board meetings in a flash. To access the search feature, click the **eMeeting Tab** and scroll to *Search*. Searches will cover all published and archived meetings. Users can search using the exact date or using keywords or “phrases.” eMeeting will generate a list of selected items. Click on the item to go to the meeting and view the item.

The screenshot shows the eMeeting interface with the 'Tools' menu open. The 'Search' option is highlighted, and a sub-menu is visible with the option 'Search eMeeting'. A red callout bubble points to the search menu, stating: 'All Published and Archived meetings will be searched.' The main content area shows the 'IV. Consent Agenda' section with a 'Recommended Motion' for approval.

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**Public Link:** Agencies may choose to post a link through eMeeting on their website to allow public access to meeting agendas and minutes.

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### Ajax County Board of Education Board Meetings

|  |                                |                                 |
|--|--------------------------------|---------------------------------|
| <a href="#">03/17/2014</a><br><a href="#">6:00 PM</a>  | <a href="#">Central Office</a> | <a href="#">Regular Meeting</a> |
| <a href="#">02/28/2014</a><br><a href="#">10:00 AM</a> | <a href="#">Central Office</a> | <a href="#">Regular Meeting</a> |

## Emergency Assistance

eMeeting assistance is always available during working hours by calling **1-800-372-2962** and asking for Kim Barker or Garnett Thurman. You may also reach us by email at [kim.barker@ksba.org](mailto:kim.barker@ksba.org), or [garnett.thurman@ksba.org](mailto:garnett.thurman@ksba.org).

After working hours, eMeeting emergency assistance is available by calling **(502) 783-2727**. If we don't answer immediately, leave your name and number and we'll promptly call you back.

