

OAAPS Tips & Tricks!



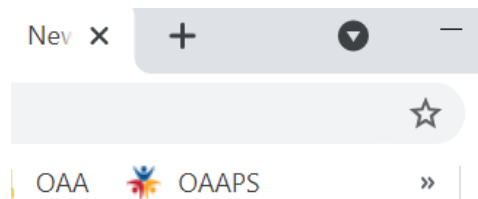
Type of Browser

You must use Google Chrome or Mozilla Firefox to access OAAPS.



Come here often? Bookmark OAAPS on your browser!

Go to <https://oaaps.acl.gov/app/welcome>. Bookmark it you click the star at the end of your browser window. Here's how:



Click me and I turn solid and save the page on your bookmark so you can always find me!

This is how I might appear as a bookmark after you star OAAPS 🤪



How Do I Log in for the First Time?

Before you can get into OAAPS the first time you need to activate your account through a link that will come from an email from noreply@okta.com. Look in your inbox, spam, junk folder, make sure your IT Department marks it as a "safe sender" so it doesn't get stuck in a firewall. You need this email to click the "Activate" button and set up your password and security question.



What's My Username Again?

OAAPS assigns you a username. It is generally your firstname.lastname@portal.acl.gov.



How Complicated Does My Password Have to Be?

Passwords need to be 8 characters long. They should also have:

- A Lower Case Letter
- An Upper Case Letter
- A Number (0-9)
- A Symbol

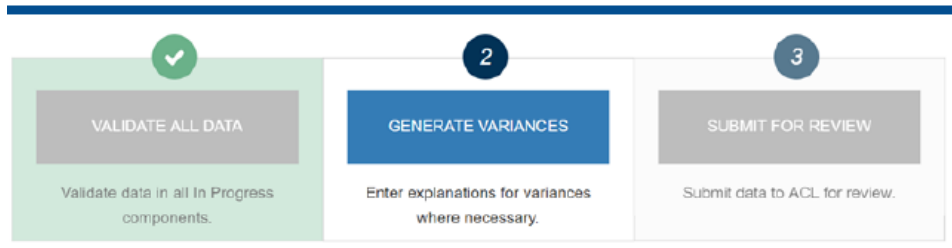
Passwords should **NOT** contain part of username. They should **NOT** include your first name. If you need to change a password, your new password has to be **different from your last 5 passwords**.

IF YOU FORGET YOUR PASSWORD USE [THE HOW-TO GUIDE ON PASSWORD RESET](#). The reset process is not as straightforward as it should be and you will need the How-To Guide.



After I Enter My Data, Am I Finished Reporting?

No, not quite...but almost! Remember, when you're using OAAPS, you need to: **1)** enter your data, **2)** check your data (just eyeball it), **3)** validate your data, **4)** do your variances, and **5)** submit.

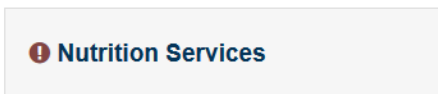


If you enter and validate your data, complete your variance explanations, *and then* realize that you need to update your data, you **WILL** have to validate your data again and it will ask you to revisit your variances. This is annoying, but the system does remember your variance explanations from before so you won't have to reenter them again.

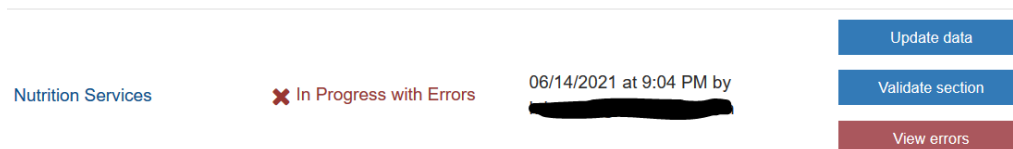


What Are Errors? What Are Warnings?

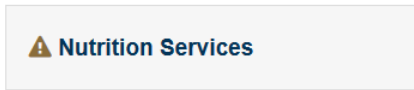
There is a difference between **ERRORS** and **WARNINGS**. Errors will not let you proceed; warnings will. **Errors** look like this:





or this:



Warnings look like this:



or this:

Nutrition Services  Validated with Warnings 06/14/2021 at 9:09 PM by 

Update data
Validate section
View warnings

Just remember: **Errors** won't let you move forward to do Variance Explanations, but **Warnings** will 😊

And last but not least...



COVID Services During 4/1/20-3/31/21

Please don't forget your COVID Supplemental Spending Reporting. Use [the COVID Supplemental Spending Reporting How-To Guide](#), and we strongly recommend using either the [COVID Supplemental Excel Template](#) or the [COVID Supplemental Fillable PDF Template](#).

Although you have until 9/30/22 to spend your COVID dollars down, we are asking you to tell us what you spent from your COVID dollars on between 4/1/20 to 3/31/21 for Title VI. If you know the proportion of people and service "units" (hours or meals or sessions) you spent it on, great! If you just have the total numbers from your PPR, also great! 😊