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LOG IN INSTRUCTIONS

EFINANCE HELP

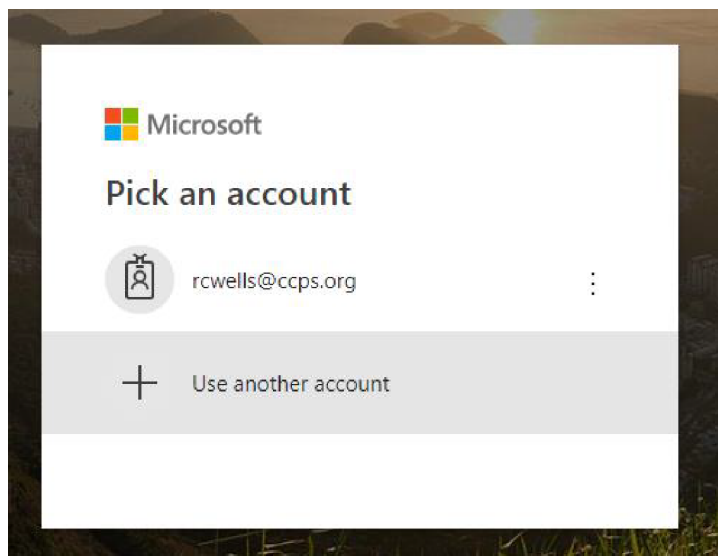
Email eFinanceHelp@ccps.org anytime you need help.

TO LOG INTO EFINANCE

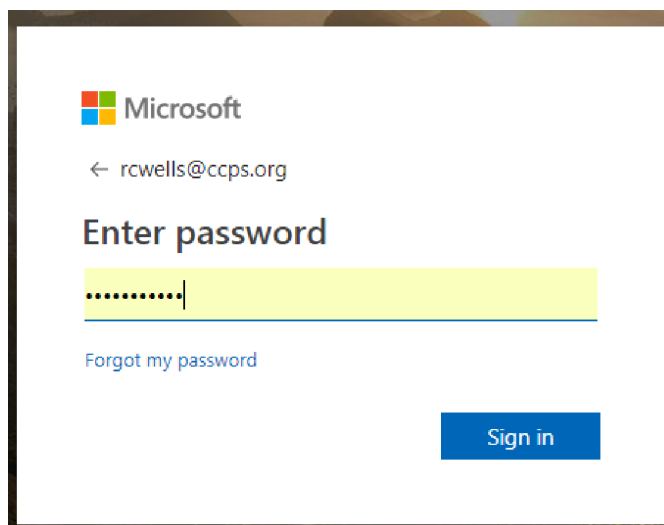
Open Chrome or Firefox and copy or type the url below:

<https://efp2011.efinanceplus.powerschool.com/eFP20.11/eFinancePlus/SunGard.eFinancePlus.Web/Account/ExternalLogin?districtid=95e12586-c8ff-4618-a199-6f8cbb60a451>

A Microsoft window will appear. Click on your account, or if your account does not appear, click on Use another account and type in your email address.

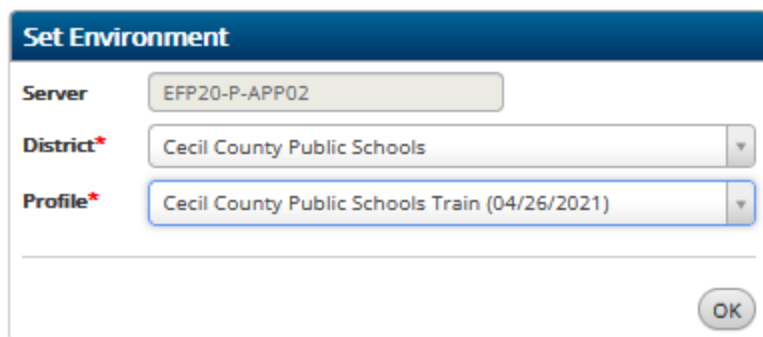


Enter your CCPS network password then click Sign in:



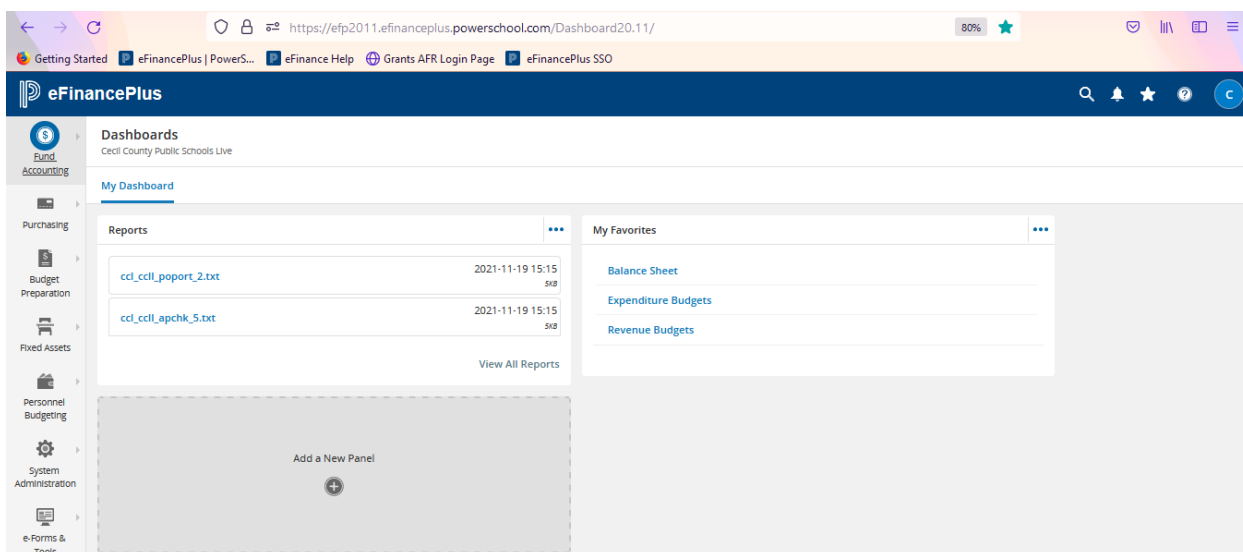
LOG IN INSTRUCTIONS

At this screen, be sure to choose Train from the drop down box. Once we are live, you will need to open Live.




The 'Set Environment' dialog box has a blue header. It contains three fields: 'Server' with the value 'EFP20-P-APP02', 'District*' with a dropdown menu showing 'Cecil County Public Schools', and 'Profile*' with a dropdown menu showing 'Cecil County Public Schools Train (04/26/2021)'. An 'OK' button is located at the bottom right.

Your eFinancePlus Dashboard will load.



ADD FAVORITES PANEL

Click on Fund Accounting, Entry & Processing, then Expenditure Ledger (If program does not open, look for the pop up blocker message in the url bar).

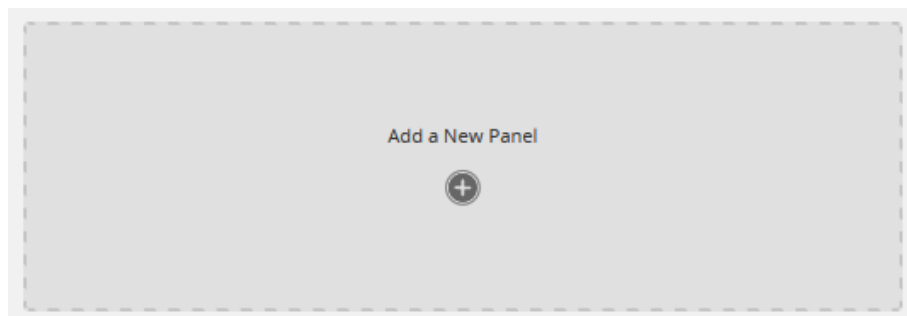
Click on the  symbol in the ribbon to add a program as a Favorite.


The first time you set up a favorite you will be asked to create a group. In the pop up window, click Create Group (if drop down box is empty). Name the Group 'My Favorites' or something similar and click Create.

Click the back arrow to return to the main menu.

LOG IN INSTRUCTIONS

Click Add a New Panel, choose the Panel Type and click Next, and the Favorites panel will be added



When you open a new program that you want to add as a favorite, click the  symbol, choose the My Favorites group and click OK

TO OPEN LINK IN NEW TAB (CHROME)

Open the Chrome store and search, “Open link in same tab” and hit enter. The first option should be called TheOne by sergiy.net. Click on it and then click on Add to Chrome (see below).



Open link in same tab, pop-up as tab [Free]

Add to Chrome

Offered by: sergiy.net

★★★★★ 476 | Productivity | 90,000+ users

Then click Add extension. A window will pop up confirming the add on.

TO OPEN LINK IN NEW TAB (FIREFOX)

Open a new tab and in the url bar type about:config

This will show a warning in the middle of your screen asking if you wish to continue. Click Accept the Risk and Continue.

Type new window in the search box. You will get multiple results. You are looking for the option labeled browser.link.open_newwindow.restriction.

On my system, the default value is 2. Change the value to 0. (Use pencil icon to edit).

Click the check mark to save.

Close tab and you are finished. Now eFinance will open links in new tabs.

TO CHANGE ENVIRONMENTS



Click on the  in the upper right corner of the screen.

Click Set Environment.

For Profile, choose the appropriate option (Live or Train), and click OK.