

Module 8 – Assessment - Agency Self-Assessment

Handout 1 –EAGLE Website Instructions



EAGLE Website Log-in Instructions:

1. In order to log-in, a person must be listed as a User on the EAGLE website.
2. The designated ICO is currently the only one with access for your agency. The user name for the ICO is eagle\ and his/her first initial and last name. Ex. John Smith will have the user name eagle\jsmith. OSC will provide each ICO his or her password.
3. The following is the link to the EAGLE homepage- <https://eagle.ncosc.net>. There will also be a link on the OSC homepage.
4. Some Internet Browsers will prompt EAGLE users to install a security certificate before logging into the EAGLE site. The instructions to install the security certificate are the following:
 - Click "**Continue to this website not recommended.**"
 - Log in with your user name and password as provided above. **Note:** Your user name contains **eagle** (*backslash not forward slash*)
 - Click "**Certification Error**" on the top bar next to URL
 - Click "**View Certificate**"
 - Click "**Install Certificate**"
 - Click "**Next**"
 - Click "**Next**" again
 - Click "**Finish**"
 - Click "**Yes**"
 - Click "**Ok**"
5. Now Type in your "**User Name**" Ex. eagle\jsmith.
6. Enter your password and "**Click OK**"
7. Now that you have entered the website, please change your password with the link in the top right.
8. The links on the left and the top will guide you to important information and materials.
9. Use the folder labeled, "**Templates to download**" located on the left, to gather the necessary templates to start with the assessment. Directions for downloading and uploading documents are located on the left and in the announcements folder.

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Downloading a document:

1. From the EAGLE Homepage “**Click the link**” Guidance Manual and Assessment Tools Templates to download.
2. Place cursor on the document you want to download and “**click on the down arrow.**”
3. Scroll down “**to send to**” and click “**download a copy**” located to the right. Click “**Open.**”
4. This document is now free to be modified and saved on your hard drive/network drive.
5. When saving this document remember the location of the file to help with the uploading process.

Uploading a document:

1. From the EAGLE Homepage, “**Click the link**” that represents your entity type. This is located on the “**Top link Bar**” and will be “**Agencies**” or “**Universities**” depending on your entity type.
2. Click your entity’s name under sites.
3. Click on your entity’s document folder. For example: OSC’s documents.
4. Click on the arrow for upload document. There are 2 options, Upload document or Upload multiple documents. The user can use either option.
5. Click “**Browse**” to find the file that you want to upload. Select the file, click “**Open**” and then click “**OK.**”
6. The file is now uploaded to your entity’s folder. (Note to user: the **Overwrite existing files** is clicked by default) When this option is clicked, the new uploaded file will save over any previous files in your document folder that have the same file name as the new uploaded file.