TECHNICAL REQUIREMENTS

PC

Apple

Windows Internet Explorer

Google Chrome

Firefox

Silverlight
DOES NOT WORK ON THESE TECHNOLOGIES

MOBILE DEVICES

Apple Safari
Obtain username and password with the school district(s) you’re working for
https://eds.ospi.k12.wa.us/Login.aspx
This section allows you to manage your account information.

What would you like to do?
- View my applications
- View my application permissions
- Edit my personal information
- Change password
- Search Education Directory
- Search EDS Directory
- View Security Managers
## ICOS

### APPLICATION LIST

Contact, if you need to access or need ICOS added to your applications.

Contact, if you have problems logging in, or have questions about school codes.

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<table>
<thead>
<tr>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Data System</td>
</tr>
<tr>
<td>Events Manager</td>
</tr>
<tr>
<td>ICOS</td>
</tr>
<tr>
<td>NBPTS Scholarship</td>
</tr>
</tbody>
</table>
Welcome to the Information and Condition of Schools (ICOS) System

ICOS News
3/4/2015

ICOS has been updated. This update includes bug fixes and the following functionality changes:

1) Site Details, Site Inventory and Site Condition have been consolidated into a single page, Site Information. Clicking on the facility name will now expand the tree view and display the new option listed as 'Site Information'.

2) The Map tab showing the location of the facility has been moved from the building screen to the new 'site Information' screen. The files tab has been moved out to its own link under the Facility called 'Files'. Click on this link to view only the files that have been uploaded for a single facility.

3) A new document type 'Building Floor plan & Area Analysis' is now available. Use this file type if your uploaded document contains both of these study and survey requirements. Selecting this document type will satisfy the study and survey requirements for these two building uploaded files.

4) The Uploaded Files and Files page now show the uploaded month and year next to the file name.

5) Tooltips have been added to various pages. Hover over the text titles to view them.

6) District Summary view (accessed by clicking on the district name) now loads significantly faster. It was also updated with the new tabbed format.

7) Flagging a building or facility as 'Inactive' now requires an explanation to be entered. A popup dialog confirmation box will be displayed.

We are continuously trying to make improvements to ICOS so that we can more easily receive and share information about school facilities. We welcome your suggestions and feedback by contacting our staff.

Thank you.
Can be used for district map
ICOS

GIS MAP

Can be used for facility site plan

Change imagery
Inventory and Condition is where data is entered

Every district will have the same options:
- **APP**: list of buildings in the Asset Preservation Program
- **Uploaded files**: district-level files that have been uploaded
- **List of facilities**

Click arrow to expand menu for each facility
Every facility will have the same options:
- **Files**: files that have been uploaded for this facility and its buildings
- **Site Information**: facility and site inventory & condition
- **Building Information**: individual building inventory & condition
ICOS

BASIC NAVIGATION

Windows can be expanded and collapsed by clicking vertical bar

Up to 5 windows
Click the district name to open the District Summary window.
ADD A FACILITY TO A DISTRICT

Enter a facility name
Select a profile that best describes the facility/site
Zoom in the map to provide a location, or use a street address

Can also be used to add undeveloped properties to district’s facility list
ADD A FACILITY TO A DISTRICT

Choose profile from drop-down list

Description of profile

FYI – associated components

Rural: an adequately sized site with room to add parking, buildings, etc.

Urban: a constricted-sized site with little to no room for flexibility
ADD A BUILDING TO A FACILITY

Click Building Information under the facility you want
Enter a building name
Select the construction type as permanent or as a portable
Select a profile that best describes the building
Enter year originally built (if more than one, use the earliest year)
Enter number of floors, including occupied basements
Indicate if building is occupied or not, and if leased to/from others
Indicate if there are direct-instructional spaces
ADD A BUILDING TO A FACILITY

Choose profile from drop-down list

Description of profile

FYI – associated components
ICOS

ENTERING DATA

More details in the next module!
STAY IN TOUCH WITH US AND FEEL FREE TO ASK ANY QUESTIONS!

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