



Strategic Planning and Operations  
401 McIntire Road  
Charlottesville, Virginia 22902  
(434) 296-5877

November 5, 2013

Good Afternoon School Division Staff:

We are a school community.

In fact, one of our core values as a school division is “Community.” We believe in our collective responsibility to work together in a cooperative effort to achieve common goals by—among other actions—building communities of practice and establishing a high quality learning community. In order to do this, it is very important that we all share the same core knowledge regarding important policies and procedures adopted and designed to foster the well-being of each and every student and employee.

It’s time once again for Albemarle County’s Online Annual Training (OATs), your yearly review of policies, procedures, and other important information for all Albemarle County Public Schools employees. Please complete this required training by Wednesday, November 20, 2013. This will take about twenty minutes to complete. Below is a quick review of how the process works:

- Step 1: Read the OATs presentation online using the link below.
- Step 2: Successfully complete a short online quiz measuring your knowledge of all things OATs.
- Step 3: Sign into a secure site to certify that you have completed this year’s OATs. The sign-in process is similar to that used for Open Enrollment:
- Enter your last name
  - Enter the last **FIVE** digits of your Social Security Number
  - Click on the **Login** button, and then create a password.
  - From there you’ll be asked to verify your work phone and email address, and then you will certify that you have completed this year’s Online Annual Training.

Each step of the process is linked; once you finish reading the presentation you will find a link to the quiz; once you complete the quiz, you will get a link to the sign-in site.

Ready to get started?

[Click here to open the 2013-14 Albemarle County Online Annual Training.](#)

Having problems? Below is a quick list of the most common issues people have encountered in prior years:

**The starting link doesn't open**

- Make sure you're using Internet Explorer for your browser.
- If you don't have Internet Explorer as a browser option, copy and paste the link below into the address bar of your browser:  
[http://www.albemarle.org/upload/images/Forms\\_Center/Departments/Human\\_Resources/Forms/misc/OATSACPS1314.pdf](http://www.albemarle.org/upload/images/Forms_Center/Departments/Human_Resources/Forms/misc/OATSACPS1314.pdf)

**You are stuck on one of the quiz questions**

The quiz is designed to advance to the next question once you have answered the current question correctly. Try selecting another answer and see if that works.

**You receive an "employee not found" error on the sign-in screen for the certification site**

- Make sure you spell your last name correctly
- Enter the last **FIVE** digits of your social security number, not just the last four.

If these suggestions don't work, or you're encountering other issues, please email [oats@albemarle.org](mailto:oats@albemarle.org). We'll be tracking the types of issues through this centralized account to better manage and improve the OATS process.

I thank you in advance for your participation in this training. While some items do not change significantly from year to year, there is always something new to learn. I sincerely hope you will find the information beneficial for you and the students under your care.

Sincerely,

Matthew S. Haas, Ed.D.

Assistant Superintendent for Organizational & Human Resource Leadership