STATE LEADERSHIP ACCOUNTABILITY ACT

WEB PORTAL BASICS

California Department of Finance
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1. Go to https://SLAA.dof.ca.gov.
2. Enter your username in the Username field.
   a. Username is the username assigned to you by e-mail when you were added as a contact for the SLAA portal.
3. Enter your password in the Password field.
   a. The password is a minimum of 8 characters and must include 1 number. (e.g. password1)
4. Click **Sign In** to access your entity’s SLAA web portal.

If you are experiencing difficulties signing in, contact the SLAAhotline@dof.ca.gov.
Reset Password

1. Go to https://SLAA.dof.ca.gov.
2. Click Reset Password.

3. Enter your username.
4. Enter your current or temporary password in the Current Password field.
5. Enter a new password in the New Password field.
   a. Passwords are case sensitive and at least 8 characters with one number.
   b. Each requirement must be met to change password.

6. Retype your new password in the Confirm Password field.
7. Click Save.

8. A message will appear stating your password has been changed. Click Ok.
9. You will be directed to the Sign In page.
10. Sign in using your username and your new password.

If you are experiencing difficulties resetting your password, please contact the SLAAhotline@dof.ca.gov.
See legend at next page.
SLAA Home Screen Legend

A. **Current SLAA Cycle**
B. **SLAA Status of Entity**
C. **SLAA Reports, Corrective Action Plans, and Fraud and Loss Reports**—this section shows:
   a. Due dates of the corresponding reports.
   b. When your entity has submitted the corresponding report.
   c. When Finance has accepted the corresponding report.
D. **Current Report and Current Corrective Action Plan Buttons**—directs you to the beginning page of the current corresponding report, including reports in process.
E. **SLAA Home Tab**—directs you to the home page from anywhere in the portal.
F. **Contact Information Tab**—directs you to the Contact page.
   a. See **Contact Information** for further instruction.
G. **SLAA Reports, Corrective Action Plans Tabs**—directs you to the corresponding reports.
H. **Emerging Risks Tab**—directs you to the Emerging Risks homepage.
   a. See **Emerging Risks** for further instruction.
   i. *Emerging Risks will be available in the future.*
I. **Fraud and Loss Tab**—directs you to the Fraud and Loss homepage.
   a. See **Fraud and Loss** for further instruction.
   i. *Fraud and Loss Reporting will be available in the future.*
J. **Entity Name**
K. **SLAA Banner**—features the State Leadership Accountability Act (SLAA) title and the Sign Out icon, this banner will appear on every window in the portal.
   a. Click the State Leadership Accountability Act (SLAA) title on any window within the portal to be brought back to the home screen.
   b. Click **Sign Out** to sign out of the portal.
L. **SLAA Hotline**—Send e-mail to the SLAA hotline.
   a. See **Contact SLAA Team** for further instruction.
Add Contact or Additional Resource with Portal Access

1. Go to [https://SLAA.dof.ca.gov](https://SLAA.dof.ca.gov) and sign in to the SLAA web portal.
2. Click the **Contact Information** tab on your entity’s home screen.
3. Scroll to the bottom of the page and click on **Add Contact** to access the **Add New Contact or Resource** form.

For steps 4-10, see **Add New Contact or Resource form below. All fields must be completed.**

4. Select appropriate **Title** (Mr., Ms., Mrs., Dr.) from the drop down menu.
5. Enter contact’s first and last name in the **Name** field.
6. Enter contact’s current **Job Title**, e.g. Grants Manager, Enterprise Risk Manager.
7. Enter contact’s **Work Phone Number** and **Work E-mail** in the corresponding fields.
8. Select contact’s **Level of Authorization** from the drop down menu.
9. Check the box, if the contact has been selected by the Agency head as a **Designated Agency Monitor**.
10. Click **Save** after all information has been entered correctly.
    a. A message will appear stating “New Contact is successfully added.”

The new contact will need to reset their password once sign in information is received. See **Reset Password** for further instructions.

If the contact does not appear, contact the **SLAAhotline@dof.ca.gov**.
SLAA Report Access

1. Go to https://SLAA.dof.ca.gov and sign in to the SLAA web portal.
2. Click SLAA Reports or Current Report.
   a. Either button will direct you to the Introduction page of the SLAA report.

*Note: You can view a submitted report, but you cannot make changes to a submitted report.*
Navigating Within the SLAA Web Portal

Navigate Away from Reporting Components

1. Click **Save Progress** to save the information you have entered.
2. Click **SLAA Home** or the **SLAA Banner** to be directed back to your entity's SLAA home screen.
   Or
3. Click **Sign Out** to log out of the SLAA web portal.

*Note: Information will be lost if you do not save progress before navigating away from the SLAA report component.*

Navigate to a Different Section of Reporting Components

1. Click **Next >** to view the next section of the report.
2. Click **< Back** to view the prior section of the report.
   Or
3. To proceed to a different section within the report, scroll to the top of the page and select the corresponding section link.
   a. The link will highlight **BLUE** when the cursor hovers over it.
   b. Once the link is selected, it will be **BLACK** and underlined.
Text Box Formatting Tool

Each component of the State Leadership Accountability Act (SLAA) web portal includes fill in text boxes. These boxes have a tool that allows formatting for **bold** or *italic* fonts and bulleting options. The formatting options appear when you click in the text box.

The diagram below identifies each feature of the formatting tool.

![Diagram of Text Box Formatting Tool]

A. **Bold or Italic Font Choices**
B. **Bulleting Options**—There is an option to use a numbers or bullets.
   a. *To the right of the bulleting options are indent buttons, these buttons allow you to adjust the indentations in your text boxes only when using the bulleting options.*
   i. *If a bulleting option is not selected, the indentation buttons will be unavailable.*
C. **Character Count**—the character count varies per text box. If you’ve used all of the allotted characters, the count turns red and you will be unable to add more characters.

*The image demonstrates the formatting tool in a text box.*
Saving or Printing PDF reports

If your entity’s report **has not been submitted** by your Agency Head or Primary contact, a draft version of the report can be saved or printed. The draft copy is identified by a DRAFT watermark in the heading of each page.

If your entity’s report **has been submitted** by your Agency Head or Primary Contact, a final version of the report can be saved or printed. The final version is identified by **not** having a DRAFT watermark in the heading of each page.

1. Click **Print Report** at the bottom of any page within the reporting component.

2. Continue to follow your browser directions to either Save or Print the PDF version of the report.
Contact Information

Suggested Contact Positions

Below is a list of suggested job titles for each contact position featured in the web portal. These are subjective based on your entity’s organizational structure. Please see the Level of Authorization section for the access granted to each contact position within the web portal.

**Agency Head**—one Agency Head per entity allowed. Examples of position title: Executive Director, Executive Officer, Director, Secretary, Chief Executive Officer, President, Chancellor.

**Primary Contact**—one Primary Contact per entity allowed. Examples of position title: Chief Deputy Director, Chief Operating Officer, Chief of Staff, Undersecretary, Deputy Executive Director, Deputy Executive Officer, Deputy Director, Deputy Secretary, Assistant Secretary, Assistant Director.

**SLAA Administrator**—one SLAA Administrator per entity allowed. Performs administrative responsibilities for the SLAA web portal and may be considered the secondary contact person. This person may be a member of the executive management team or an individual who facilitates the SLAA process for your entity.

**Additional Resources with Portal Access**—any person(s) involved with the SLAA reporting process or that has been selected as Designated Agency Monitor. This person is not listed as an Agency Head, Primary Contact, or the SLAA Administrator.

A Designated Agency Monitor cannot be in the internal audit unit.
Contact Information

Level of Authorization

Level of authorization refers to the accessibility that a contact has within the web portal. The level of authorization is selected when a contact or resource is added or updated in the web portal by the Agency Head, Primary Contact, or the SLAA Administrator.

**Head**—Agency Head
- Complete functionality of web portal
- Add, edit, or delete contacts other than the Agency Head
- Enter information regarding Designated Agency Monitor(s)
- Add or modify report contents
- Sign and submit SLAA reports and Corrective Action Plans

**Primary**—Primary Contact
- Complete functionality of web portal
- Add, edit, or delete contacts other than the Primary Contact
- Enter information regarding Designated Agency Monitor(s)
- Add or modify report contents
- Sign and submit SLAA reports and Corrective Action Plans

**Admin**—SLAA Administrator
- Limited functionality of the web portal
- Add, edit, or delete contacts other than SLAA Administrator
- Enter information regarding Designated Agency Monitor(s)
- Add or modify report contents

**Resource**—Additional Resources with Portal Access
- Limited functionality of the web portal
- Add or modify report contents

*Note:* There can only be one each of the **Agency Head**, **Primary Contact** and **SLAA Administrator** per entity. The **Head**, **Primary**, or **Admin** selection from the drop down menu will no longer be available once you have added this contact.
The homepage of your entity’s web portal shows a SLAA status. The SLAA status tells you if your entity is currently compliant with Government Code 13400-13407. Below is an explanation of each status.

**Compliant**—your entity is in full compliance with Government Code 13400-13407. To be fully compliant your entity has:
- Submitted the SLAA report
- Submitted required corrective action plans as of the current date—if applicable
- Department of Finance has accepted the report

**Non-Compliant**—your entity is not in full compliance with Government Code 13400-13407 due to:
- Failure to submit the SLAA report
- Failure to submit the current corrective action plan—if applicable
- Submitted a SLAA report and/or corrective action plans but failed to submit the most current corrective action plan—if applicable
- Department of Finance has not accepted the report

**SLAA Report Due**—Your entity’s SLAA report is due by December 31 of the current odd year.
SLAA Reporting Status

Certain reporting sections require a control status update. The status selected will determine if your entity is required to submit a Corrective Action Plan. Below is a list of each status and a brief explanation.

**Evaluation of Risks and Controls—Control Implementation Status**

**Fully Implemented**—the control is in place and mitigating the risk.
- Your entity is not required to submit a Corrective Action Plan for this control.

**Partially Implemented**—the control is partly in place.
- Your entity is required to submit a Corrective Action Plan providing updates on the progress of this control until the control is fully implemented.

**Not Implemented**—the control does not exist, is not in place, or is in the planning stages.
- Your entity is required to submit a Corrective Action Plan providing updates on the progress of this control until the control is fully implemented.

**Ongoing Monitoring—Compliance Status**

**Comply**—your entity has implemented ongoing monitoring that satisfies the requirements set by Government Code section 13400-13407.
- Your entity is not required to submit a Corrective Action Plan providing updates on your entity’s progress with Ongoing Monitoring.

**Partially Comply**—your entity is in the process of designing and implementing ongoing monitoring as required by Government Code section 13400-13407.
- Your entity is required to submit a Corrective Action Plan providing updates on your entity’s progress with Ongoing Monitoring until your entity is in full compliance with the requirements.

**Do Not Comply**—your entity is not performing ongoing monitoring as required by Government Code sections 13400-13407.
- Your entity is required to submit a Corrective Action Plan providing updates on your entity’s progress with Ongoing Monitoring until your entity is in full compliance with the requirements.
The risk funnel shown below was developed as a tool to use when identifying the risks that affect your entity. The risk drop down menus used for the Evaluation of Risks and Controls component of the SLAA report are designed the same way as the risk funnel shown below.
Contacting the SLAA Team

The Department of Finance SLAA team is available if you experience difficulties while using the SLAA Web Portal. Tools are provided for your convenience on the SLAA website located at www.dof.ca.gov/osae/lisma.

If you need to contact the SLAA team directly, please send an e-mail to the SLAA hotline at SLAAHotline@dof.ca.gov.