

**PCPS & Johns Eastern - New Entry Guide**

**The instructions below will guide you through the process of adding a new SVAR.** [https://johnseasternenterprise.jw-filehandler.com](https://johnseasternenterprise.jw-filehandler.com/)

* **NOTE:** Chrome is the preferred web browser to use while using any JE services within the AIM 3.0 system. If using Internet Explorer, please ensure that this site is not among those listed in the compatibility view settings.

|  |  |
| --- | --- |
| **Accessing SVAR Entry -**  1. Go to: https://johnseasternenterprise.jw- filehandler.com |  |
| 2. **Login with the supplied username and password.**  If logging into the Johns Eastern system for the first time you will be required to reset your password.  **Initial first-time logins are generally:**  Username: PCSXXXX (PCS and your SAP#)  Password: Jeco1234 (Note the ‘J’ is capital). |  |
| 3. **Click on the menu link “Student or Visitor Accident Report” to enter a new report for an accident or illness.** |  |

|  |  |
| --- | --- |
| **Adding a New SVAR –**   1. At the SVAR main screen, by default, your company name will be populated.  * Click New Claim  1. **Click “Add New Accident Report”.** 2. **Complete Demographic** **Information**. The areas that have a \* are required fields.   **Continue to Section ‘A’ – Student Accident Only**   * This section is only required if the report is for a student accident. * **If this is for a student illness only, please skip section ‘A’ and continue to section ‘B’.** * All fields need must be completed in full. The system will provide an error message if the following fields are blank:   + Date of Accident   + Time of Accident   + Specific Place of Accident   + Teacher/Coach/Staff in charge at the time of the accident   + Number of Adults Present (if none enter 0)   + Number of Students Present (if none enter zero)   + Did the accident occur on a PCPS bus? Select yes or no from the drop down * Email School Insurance of Florida at [JimG@LESmith.net](mailto:JimG@LESmith.net) if the student received medical attention and enter the date the form was sent to School Insurance of Florida. * All body parts injured in the accident must be selected on the form. * Accident Description – Please input as much detail about the accident as possible.   **Section B – Student Accident or Illness**   * Required for both an accident and illness. * All fields with an \* are REQUIRED. * IMPORTANT REMINDERS BELOW:   + **If there is direct blood contact, you must notify Mark Wilcox.**   + **If 911 was called email Evelyn “Kay” Henry, Jamie Kress, Connie Shimko, and StudentAccident.PCSB@polk-fl.net**   **Section B – Guardian Details**   * Required for both an accident and illness. * All fields with an \* are REQUIRED.   **Section B – Work Order**   * The work order number is only required if there is a safety issue that needs to be corrected. (i.e., swing set is broke and needs to be fixed).   **Section B – Completed By**   * Enter name * Select Finish   Once, you click finish you will need to click ‘Summary Report’.  The complete report will now display.  Click print if you need to scan it and  send it in an email, if needed. It will  need to be emailed to School  Insurance of Florida if medical  attention was required or emailed to  the correct contacts if 911 was called  (see prior instructions above for contacts).    You can also save the report to a folder on your computer. Once, you click finish and the final report comes up click print, and then choose Microsoft Print to PDF.  Then select the file folder you would like the PDF version of the report to save to and enter the file name. It may be best for the file name to be the student’s name.  Click Save. |  |

**Contact Information:**

Johns Eastern Help Desk [support@je.zendesk.com](mailto:support@je.zendesk.com)

* Contact for technical support or login problems

Risk Management [studentaccident.pcsb@polk-fl.net](mailto:studentaccident.pcsb@polk-fl.net)

Electronic document is located on the HUB

* [http://thehub.polk-fl.net/riskmanagement/](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fthehub.polk-fl.net%2Friskmanagement%2F&data=02%7C01%7Cjenna.short%40polk-fl.net%7C784f1115d1274ccf1b8d08d71515687b%7C3ce159a93b59425bb96604d39f099bba%7C0%7C0%7C637001054000331225&sdata=74XfBb6QSOfrrMTUk2%2B1jttZOH89YIgFW7Rggro1w4o%3D&reserved=0)

**Reminders:**

**If 911 was called email the following:**

* Evelyn “Kay” Henry
* Jamie Kress
* [StudentAccident.PCSB@polk-fl.net](mailto:StudentAccident.PCSB@polk-fl.net)

**If direct blood contact then notify:**

* Mark Wilcox

**If medical attention required email:**

* School Insurance of Florida [JimG@LESmith.net](mailto:JimG@LESmith.net)