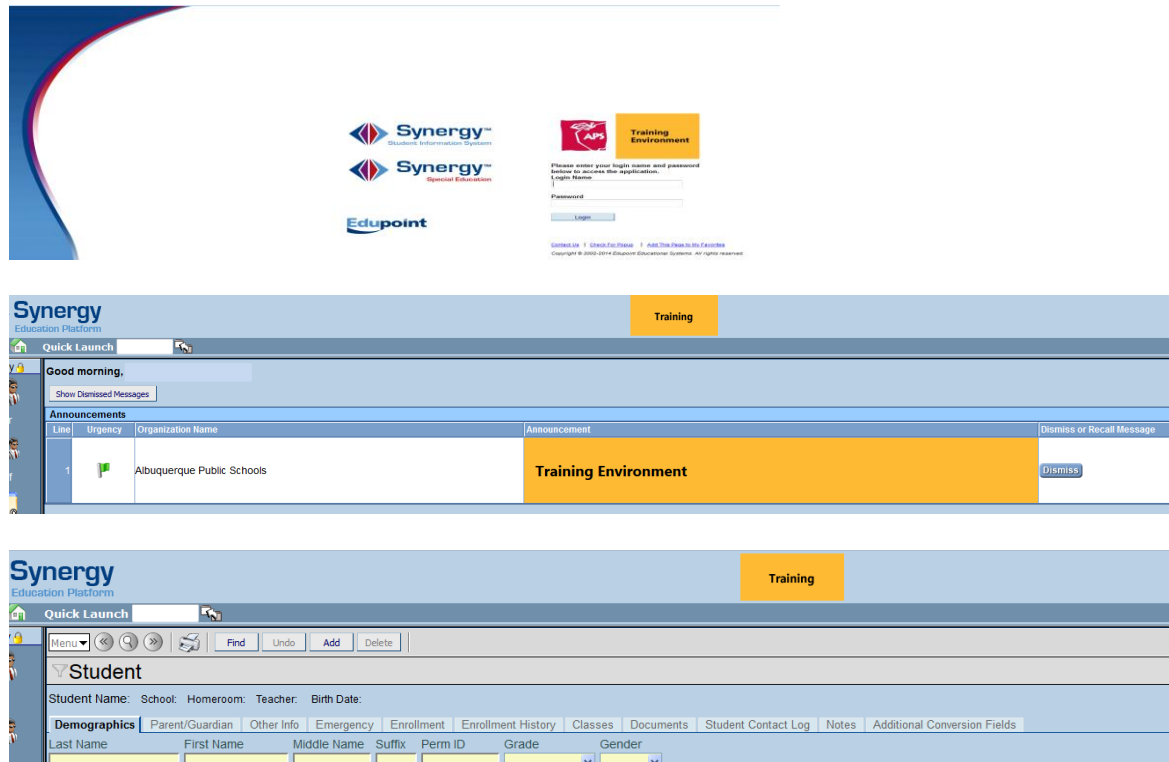
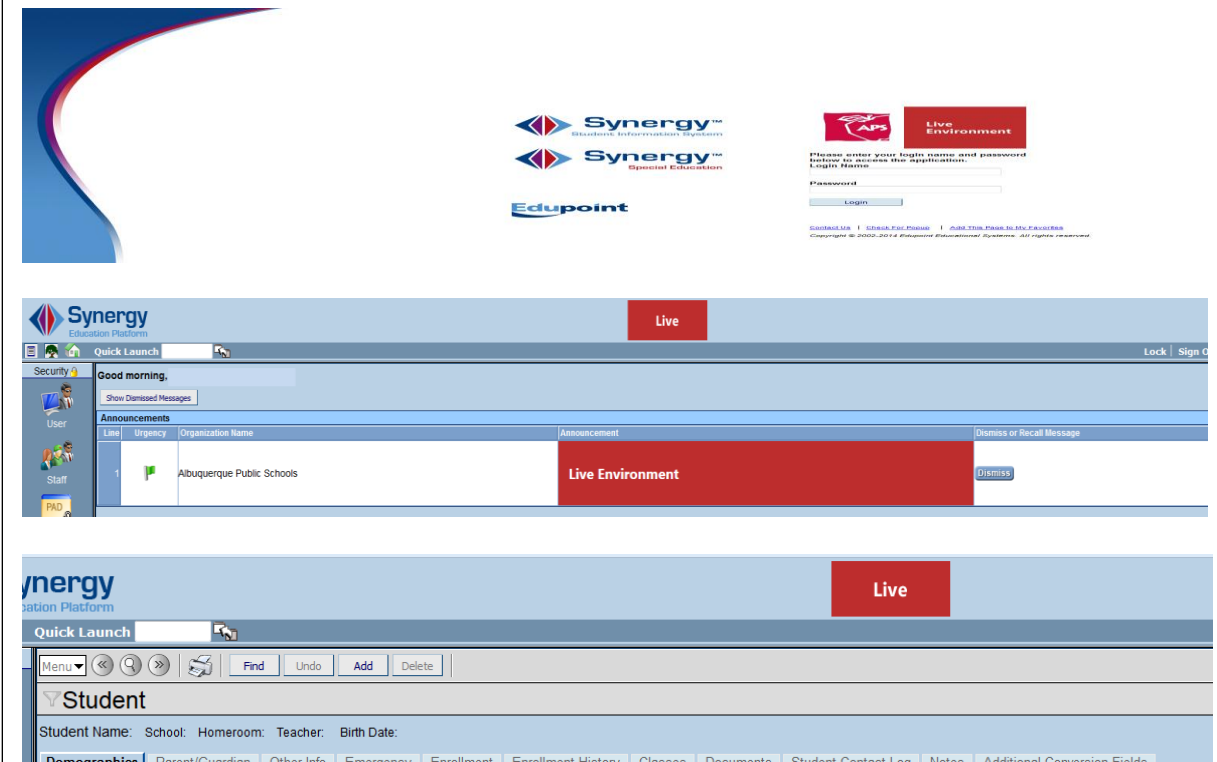


Beginning February 5th, 2014, there will be two Synergy environments.

One is the Training Environment where users can play and learn. <http://synergytraining>
This environment is identified on the top of every screen by a Gold box with the word "Training".



One is the **Live** Environment where users will enter real data for Enrollments, Withdrawal, Census and Schedule Changes. <http://synergy.aps.edu>
This environment is identified on the top of every screen by a Red box with the word "Live".



Instructions for Dual Entry in SchoolMAX and Synergy

Schools should keep track of 2014 SMAX Enrollments, Withdrawals, Census Information Changes and Schedule changes that occur from January 16th, 2014 through May 22th, 2014.

On February 5th, 2014, Schools should enter into Synergy **Live**, the SMAX transactions that occurred from Jan 16th- Feb 4th. In Synergy **Live**, schools should be focused on school year 2013-2014. Schools will continue to track SMAX Enrollments, Withdrawals, Census Information Changes and Schedule changes through May 22, 2014 and enter those into Synergy **Live**.

The Training Environment will be disabled from February 5th-February 9th so that users get used to the new Live Environment login and don't mistakenly enter real data in the Training Environment. However, after February 9th, both the Live Environment and Training Environments will be available for users. **Do not "play and learn" in the Live Environment. Do not enter "real" enrollments, W/D, census or schedule changes in the Training Environment.**

We cannot transfer data between the two environments. Data entered in the wrong environment will have to be MANUALLY removed and re-entered in the correct environment.

If you have any questions about which environment to log into, please contact SIS first and we will assist you. 505 872 6847 sis@aps.edu

SIS will offer Open Labs at Montgomery Complex on January 28th, 29th and 31st to assist users who have questions about the dual entry process. Please sign up in PD Planner.