

PROJECT TRACKING NUMBER (PTN) USER GUIDE

**Department of General Services
Office of Public School Construction**

January 2024

1.0 GENERAL INFORMATION

1.1 System Overview

The Office of Public School Construction (OPSC) Project Tracking Number is an application that allows you to access the project status information for school projects in the OPSC project tracking database. The information available includes various phases of the project and apportionment approval, fund release and category balances of the project.

Also, the collaborative efforts of the OPSC and the Division of the State Architect (DSA) have resulted in the creation of an interactive website that allows districts a point of entry to begin a school facilities project. Each project shall be identified by a Project Tracking Number that will join application data utilized by the above agencies. The goal is to provide school districts and other interested parties the ability to seamlessly access the status of a specific project during the approval processes of each office. Establishing a common numbering system is the first step in meeting this goal.

1.2 Authorized Use Permission

The PTN system is available to the general public. You do not need a password to view project tracking number data with a "read only" option. Districts, consultants and charter schools must login into OPSC Online system to add or update information for PTNs.

1.3 Points of Contact

For additional information, please contact your OPSC project manager, found in the OPSC Directory of Services, in OPSC Online at the Resources page:

<https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/resources>.

2.0 Login

By logging in OPSC Online you will be allowed to create and modify existing records.
 OPSC Online login page: <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/userm/login>

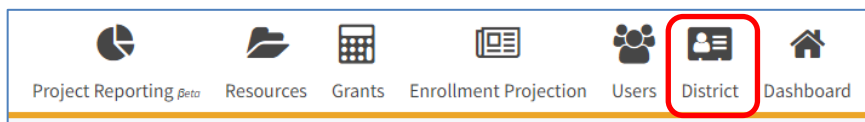
Note: If you do not have an OPSC Online account, please contact the OPSC Online Support OPSCOnlineSupport@dgs.ca.gov to create one for you.

2.1 PTN Generator

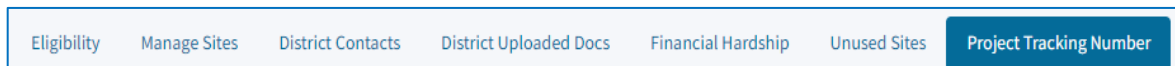
2.1.1 View PTNs list

Prerequisite: Login by following step 2.1


1. While in your OPSC Online account, click on the District tab on the top menu.



2. Click on the District you need to see PTNs for (only one district would be listed for District Representatives/Superintendents but multiple districts for Consultants and Super Delegates if they are assigned to multiple districts).
3. Click on the Project Tracking Number tab on the new menu.


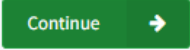


All district's PTNs will be listed in a table below the menu. Depending on how many PTNs are on the list, it might take a while to load.

Project Tracking Number 									
Type to filter...									
Nickname	Site Name	County	Project Tracking Number	Status	Project Type	OPSC App #	Submitted By	Submitted Date	
	New School	San Diego	68338-1389	Created	New Construction		aoleshko	01/29/2019	Notes Edit
	Audubon Elementary	San Diego	68338-880	Created	New Construction,Modi		aoleshko	10/11/2013	Notes Edit
	Taft Junior High	San Diego	68338-881	Created	New Construction,Modi		aoleshko	10/11/2013	Notes Edit
	Wangenheim Junior High	San Diego	68338-1444	Created	Modernization	57/68338-00-286	aoleshko	07/16/2019	Notes Edit

2.1.2 Add new PTN

Prerequisite: Login by following step 2.1

- At the top left of the PTN list, click on the  button.
- Click the  button on the PTN info page.
- Complete the first page of the PTN wizard:

Project Tracking Number

- School / Site Name**
- Proposed Scope
- Review
- Submit

School / Site Name

Please select School Name Adams Elementary

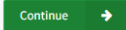
Proposed School Name

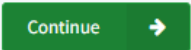
Notes

Current District Representative Gary Stanford

District Representative Phone (858) 637-6280

District Representative Email gstanford1@sandi.net



- Select the School Name from the list of schools.
 - If you select “New School” for School Name, then “Proposed School Name” is a required field.
 - If the project is on the district’s administrative buildings and not on a specific school site, select “Various” from the drop-down list.
- Insert Notes as needed.
- District Representative information is not editable, and it is displayed as shown on the Contacts list for the district.
- Click on the  button when done. This will save the information on this

page and move to the next page.

4. Complete the second page of the PTN wizard:

Proposed Scope

Project Tracking Number

- ✓ School / Site Name
- **Proposed Scope**
- Review
- Submit

School Type: Elementary School

Program Type:

- New Construction
- Modernization
- Career Technical Education
- Charter
- Preschool / Transitional Kindergarten / Full-Day Kindergarten Application

New Construction Type: New Construction

Number of Teaching Stations: 5.00

Project Contains:

- Gym
- Multi Purpose Room
- Library
- Administration
- Hybrid Gym / Multi Purpose Room
- Counselling Office
- Conference Room
- Kitchen

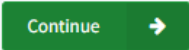
Site Acquisition Required: Yes

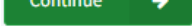
Proposed Acreage: 10.00


Estimated Enrollment: 200.00

Will State Funding Be Required: Yes

← Previous Continue →

- Select the School Type from the drop-down list (required field)
- Select the Program Type (required field)
- Select the New Construction Type (if applicable)
- Select all the buildings in the project (required field)
- Select Site Acquisition (if applicable)
- Enter Proposed Acreage and Estimated Enrollment
- Select State Funding Required (if applicable)
- Click on the  button when done. This will save the information on this page and move to the Review page.


5. Verify on the Review page if everything is correct. Click on the  button when done.

6. Click on the  button on the Submit page.
7. The new PTN will show on the PTN list, at the top of the list, if sorted by date submitted.
8. Note that Created PTNs cannot be deleted. If a PTN was created by mistake, it can be edited next time the district needs a new PTN.

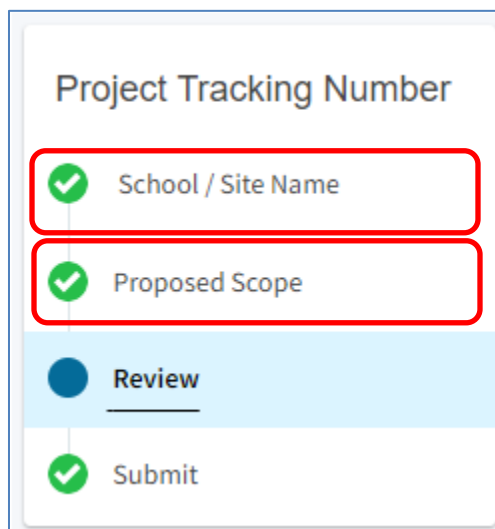
2.1.3 Edit existing PTN

Prerequisite: Login by following step 2.1

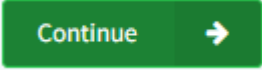
1. Click the Edit link showing at the end of each PTN listed of the PTN list.

Project Tracking Number 										
Type to filter...										
Nickname	Site Name	County	Project Tracking Number	Status	Project Type	OPSC App #	Submitted By	Submitted Date	Notes	Edit
	Bird Rock Elementary	San Diego	68338-549	Created	Modernization		aoleskho	11/20/2008	Notes	Edit
	Muirlands Junior High	San Diego	68338-550	Created	Modernization		aoleskho	11/24/2008	Notes	Edit
	Tubman (Harriet) Village Eleme	San Diego	68338-845	Created	New Construction,Modi		aoleskho	12/03/2012	Notes	Edit
	Tubman (Harriet) Village	San Diego	68338-818	Created	Modernization		aoleskho	03/27/2012	Notes	Edit

2. By default, you will be redirected to the Review page, which is read-only. To make any changes, click on School / Site Name or Proposed Scope headers on the left side menu then edit the data as needed.



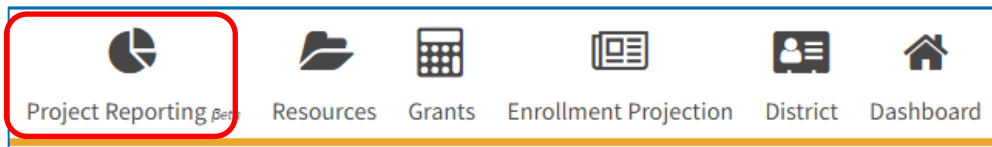
3. Make any updates necessary on either of the PTN pages. The PTN will update and save all



changes you have made when you click the button on the respective page. There will be no Create PTN or other button on the Submit page as the information has already been saved.

2.2 Project Tracking Number - View

a. Anyone can view all PTN records in the database without logging in, on the Project Reporting page of the OPSC Online: <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/projectreporting>.



b.1.1 Enter a valid PTN on the Project Tracking Number field (format is 5 digit district code, then



dash, then PTN; e.g. 68338-100), then click on the button. Select the line from the results table:

Project Search
Fund Release Report

Application Number

Project Tracking Number
(PTN format - 5 digit District Code - PTN #)

DSA Number

District

County

Project Type

School Name / Site

Program Type

Results

APP #	App Type	Status	District	County	School/Site	PTN #	DSA #
57/68338-00-076	SFP Modernization	SAB Approved	San Diego Unified	San Diego	O Farrell Community	68338-100	

b.1.2 The information for the PTN will be displayed:

Created
 PTN: 68338-100

Project Tracking Number

School / Site Name	
Project Tracking Number	68338-100
School Name	O Farrell Community
Proposed School Name	
Notes	Science lab renovation, restroom remodels, library addition, new lunch court shelter, ADA upgrades
Current District Representative	Gary Stanford
District Representative Phone	(858) 637-6280
District Representative Email	gstanford1@sandi.net
Proposed Scope	
School Type	Middle
Program Type	New Construction, Modernization
New Construction Type	Addition
Number of Teaching Stations	
Project Contains	
Site Acquisition Required	No
Proposed Acreage	
Estimated Enrollment	
Will State Funding Be Required	Yes

b.2.1 Alternatively, you can enter a valid OPSC application number in the Application Number field,

click on the Search button then select the application from the results table:

Project Search Fund Release Report

Application Number District School Name / Site

Project Tracking Number County Program Type

DSA Number Project Type

Results

Type to filter...

APP #	App Type	Status	District	County	School/Site	PTN #	DSA #
57/68338-00-100	SFP Modernization	SAB Approved	San Diego Unified	San Diego	Loma Portal Elementary	68338-0078	

b.2.2 Click on the [Project Tracking Number](#) link on the next screen. PTN info will be displayed.

SAB Approved

57/68338-00-100

SFP Modernization

Application Information Fund Release Budget Summary Transaction History Modernization Eligibility New Construction Eligibility **Project Tracking Number**

Project Tracking Number

School / Site Name

Project Tracking Number

School Name

Proposed School Name

Notes

Current District Representative

District Representative Phone

District Representative Email

Proposed Scope

School Type

Program Type

New Construction Type

Number of Teaching Stations

Project Contains

Site Acquisition Required

Proposed Acreage

Estimated Enrollment

Will State Funding Be Required