Hawai'i Department of Education, Assessment Section

School Contacts Directions

Please read the instructions for completing the School Contacts **and complete by Thursday**, **August 18**, **2016**.

 Access the online School Contact List at the following URL. Please note that you will be required to log in to the DOE Intranet Portal. You may also navigate there on the Intranet: Offices -> Office of Strategy, Innovation, and Performance - > Assessment and Accountability Branch -> School Contacts 	https://intranet.hawaiipublicschools.org/offices/ osip/aa/Pages/SchoolContacts.aspx
 The "home page" will show your school contact information which is for viewing only and cannot be edited. 	✔ President Theodore Roosevelt High SCHOOL INFORMATION SCHOOL CONTACTS View another school Collect my school Market my school My school information Roosevelt High (146) Generation Official name: President Theodore Roosevelt High School contaction School code: #146 Generation Generation Generations: #149 Generation Generation Public charter: No Prose number: (600) \$87-4600 Pace school (160) \$87-4600 Face school (160) Face school (160) Prione number: (600) \$87-4600 Face school (160) Face school (160) Face school (160) Prione number: (600) \$87-4600 Face school (160) Face school (160) Face school (160) Extract: Order Order Face school (160) Face school (160) Face school (160) District: Hoose number: Introduction (160) Face school (160) Face school (160) Face school (160) Order School Information (160) Face school (160) Face school (160) Face school (160) School Information (160) Face school (160) Face s
 The School Contacts tab shows the positions for the selected school. This is where you can add or delete assessment contacts and view the contacts by person or by positions. 	President Theodore Roosevelt High View another school View another school Charles are superintendent: Subset High (146) 'Viewate the file of the set of the school 'Viewate the file of the set of the school 'Viewate the file of the set of the school 'Viewate the file of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the school 'Viewate the set of the set of the set of the school 'Viewate the set of the set of the set of the school 'Viewate the set of the set of the set of the set of the school 'Viewate the set of the set of the set of the set of the school 'Viewate the set of the set of the set of the set of the school 'Viewate the set of the
 Click on the pencil icon adjacent to the position to add contacts for your own school. 	Student Services Coordinator
5. To add one or more contacts under each assessment position for a school: Click the pencil icon on the corresponding position description. A window appears that allows you to select one or more DOE employees. In the box, type in parts of the person's name. A drop down selection appears listing ALL DOE EMPLOYEES whose names contains the text that was entered.	Student Services Coordinator position selected

 6. Click on the employee's name and it will appear as a clickable button. You can add more than one person for the position selected by clicking on the pencil icon next to the position. a. A purple button denotes the employee HAS an associated Lotus Notes email address. 	Student Services Coordinator Mizuno. Pat × MIZUNO, PA
 To edit the person's email address, click a colored button (this is if the person has a Lotus Notes email but wants their emails sent to another address i.e. Charter School email). A box appears below the name for you to enter the alternate email address. 	Student Services Coordinator Mizuno, Pat MIZUNO, PA MIZUNO, PA No Email
 All people selected for the position must have valid email addresses before you can proceed to the next step. The "ADD" button on the bottom indicates whether all the contacts are valid and that you may proceed. 	ADD CANCEL
 To "Remove" a contact under a position Click the trash can icon minext to the person's name. 	Contacts are grouped by assessments: ▲ Vick BY PERSON EXPORT ✓ Student Service Coordinator May 18, 2016 Added By ▲ A PATR Somoperson@domain.com G133 AM On James ■ A PATR Aprox Aprox Aprox Aprox Aprox Aprox
10. You will then be prompted to confirm.	Roosevelt High (146) **Procipal: Wong, Sean J E *Complex area superintendent: Bible States Ruh L *States Termination work of extension Ruh L * A Verw of FERSON Extension Image: State States Ruh L * A Verw of FERSON Extension Mary 18, 2016 Added Added Robits Mary 18, 2016 Optimizer States Ruh L Mary 18, 2016 Mary 18, 2016 Date Added Mary 18, 2016 Optimizer States Mary 18, 2016 Optimizer States
11. Click "DELETE" to remove the contact under the selected position.	
	Are you sure you want to delete?

With the online School Contact, your school may update your school information anytime during the school year if changes occur.

If you have any questions, please contact Karen Tohinaka, Test Development Specialist II, Assessment Section, at (808) 733-4100 or via Lotus Notes at karen_tohinaka@notes.k12.hi.us.