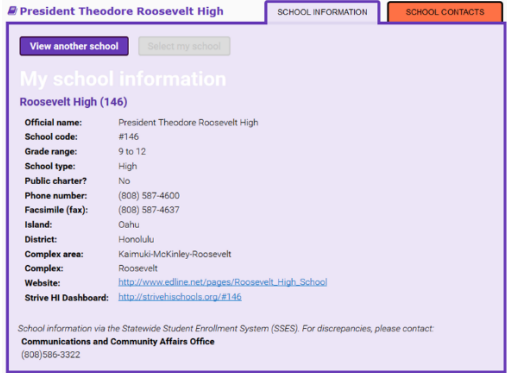
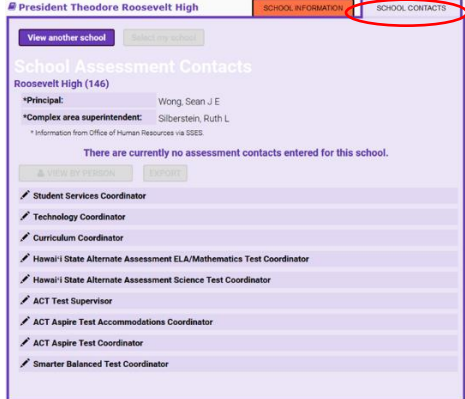
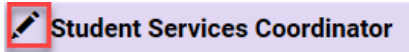
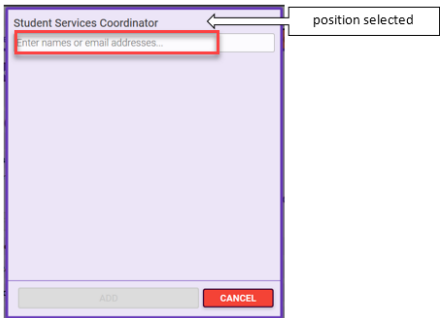
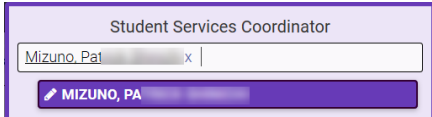
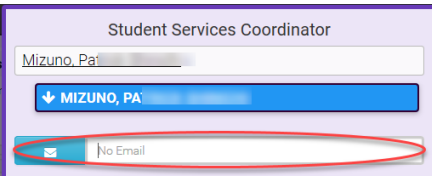


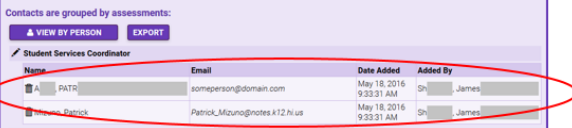

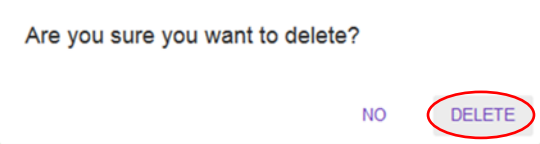


Hawai'i Department of Education, Assessment Section

School Contacts Directions

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

<p>1. 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</p>	<p>https://intranet.hawaiipublicschools.org/offices/osip/aa/Pages/SchoolContacts.aspx</p>
<p>2. The “home page” will show your school contact information which is for viewing only and cannot be edited.</p>	
<p>3. 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.</p>	
<p>4. Click on the pencil icon adjacent to the position to add contacts for your own school.</p>	
<p>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.</p>	

<p>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.</p> <p>a. A purple button denotes the employee HAS an associated Lotus Notes email address.</p>	
<p>7. 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.</p>	
<p>8. 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.</p>	
<p>9. To "Remove" a contact under a position... Click the trash can icon  next to the person's name.</p>	
<p>10. You will then be prompted to confirm.</p>	
<p>11. Click "DELETE" to remove the contact under the selected position.</p>	
	

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.