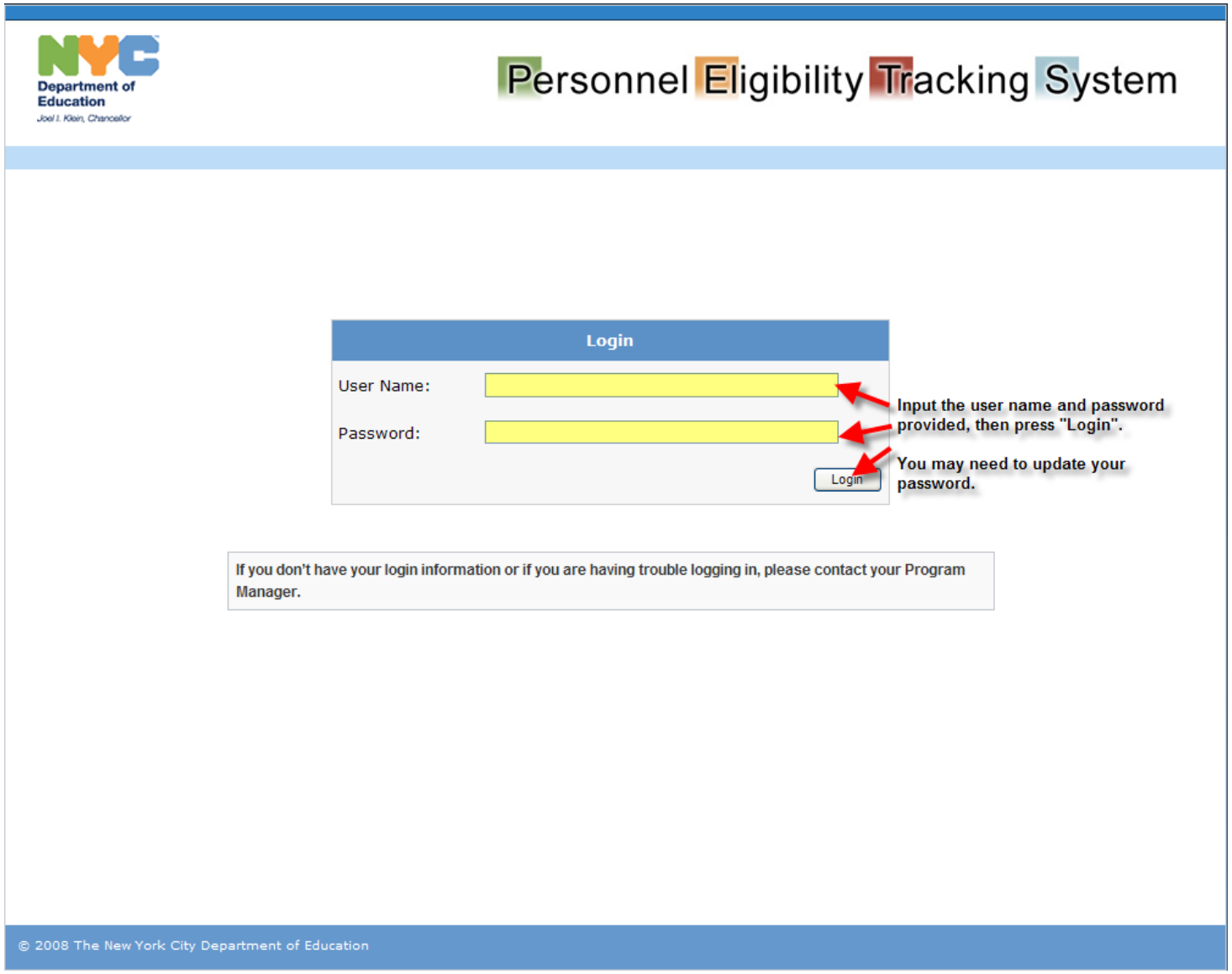
PETS ver. 2.0

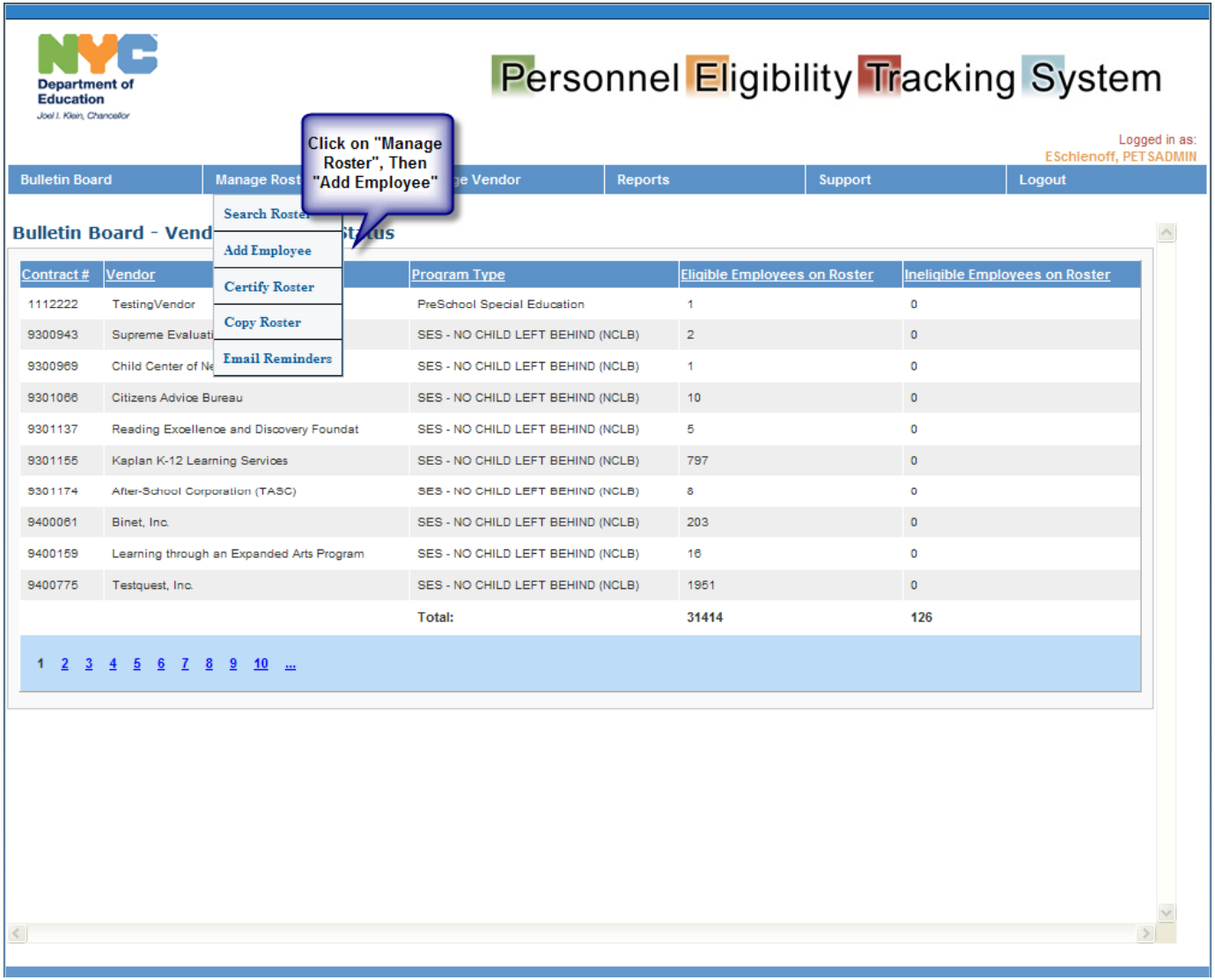
A visual quick-help guide to get you going

Logging Into PETS

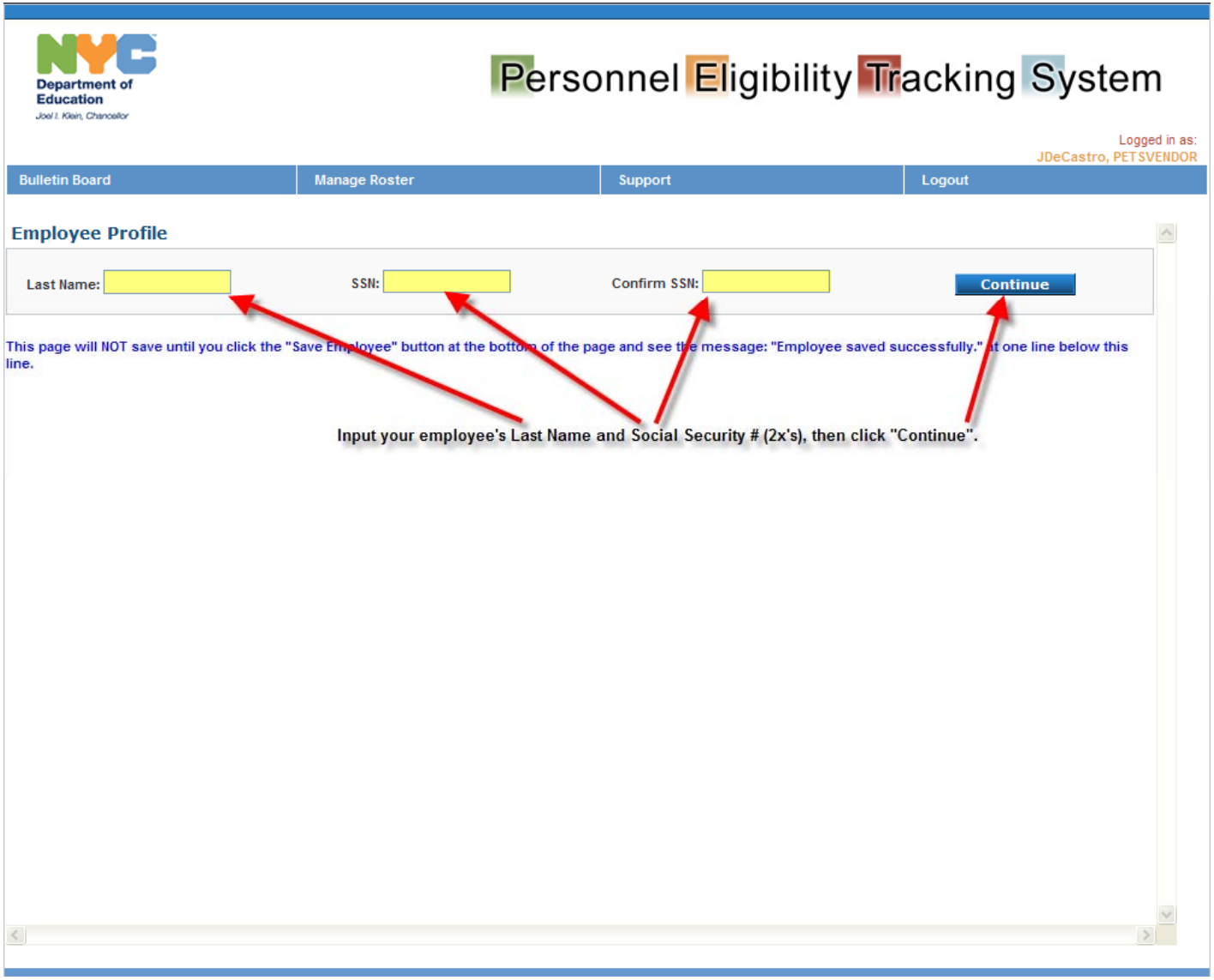


Adding your employees into PETS

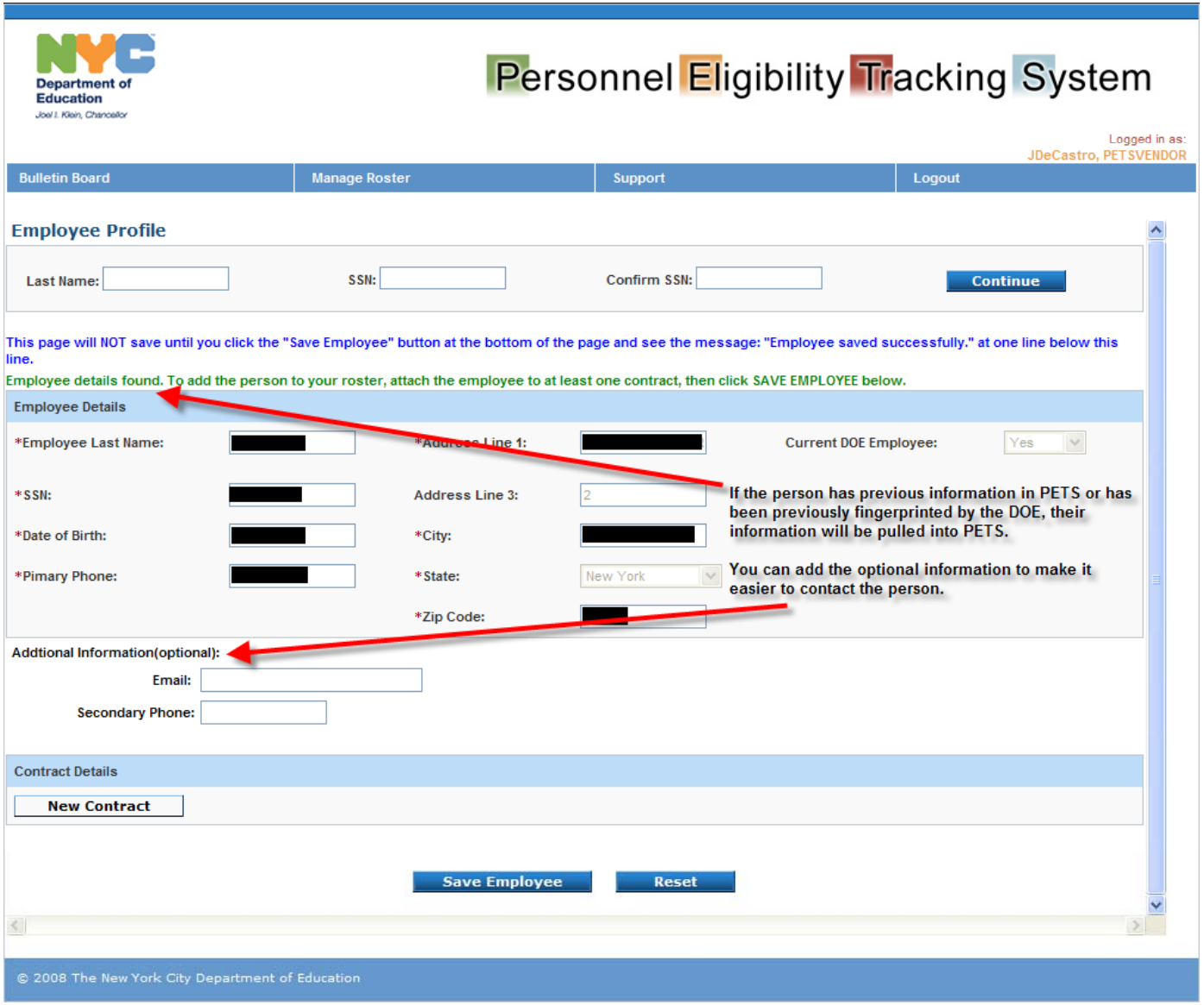
The Bulletin Board will give you an update on your contracts. Here you can add employees to rosters



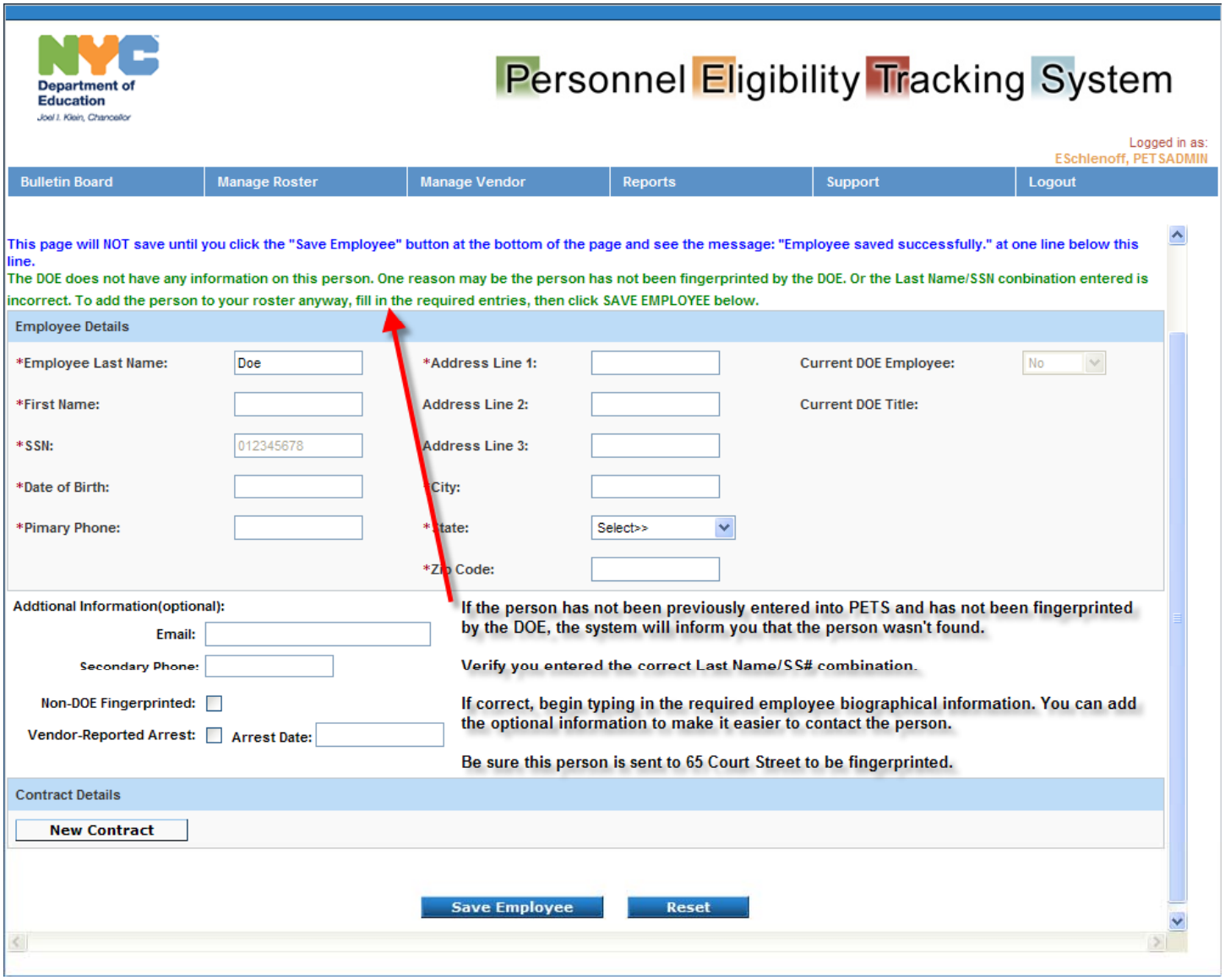
Input the Last Name and Social Security Number. PETS will check if your employee is already in system.



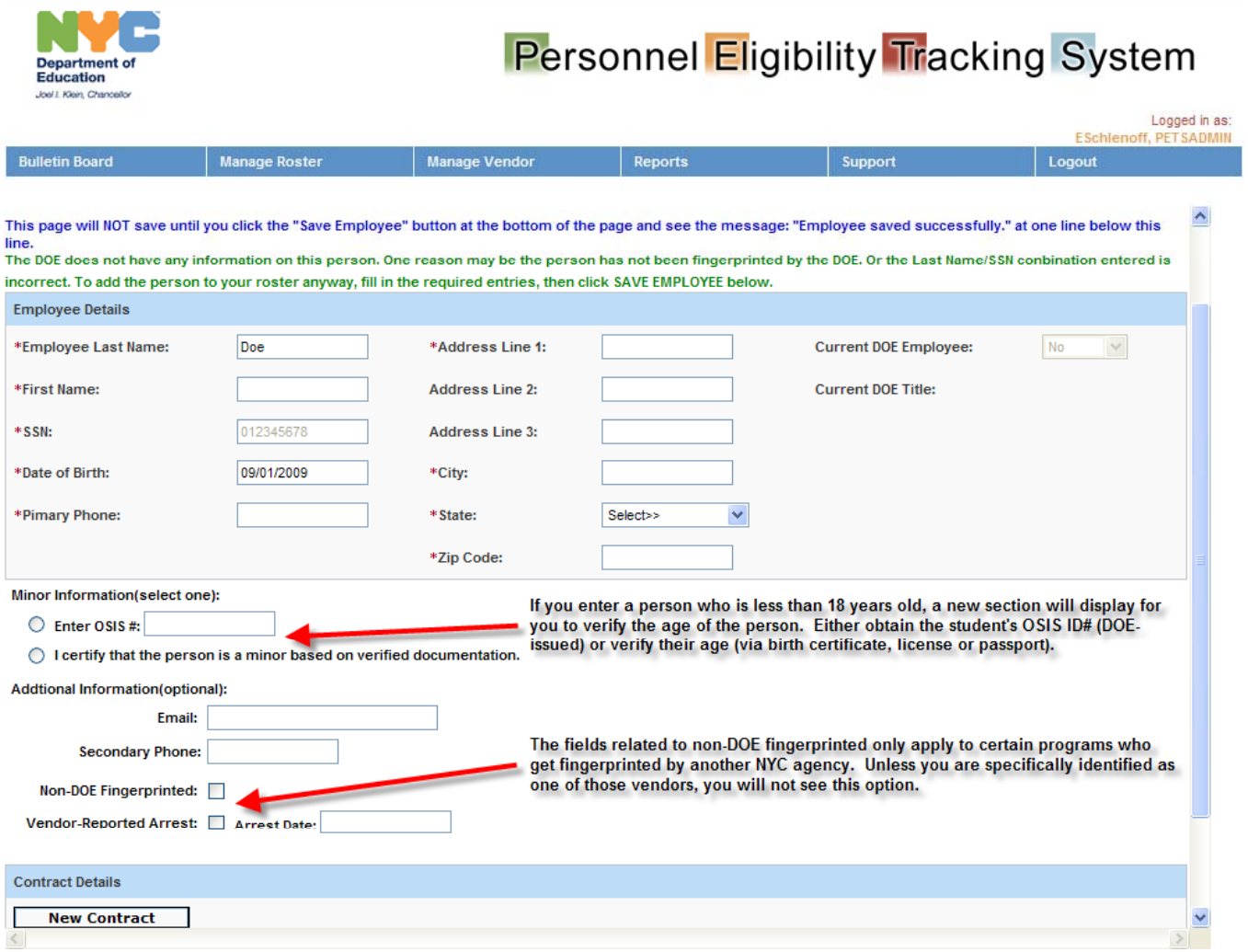
If PETS finds your employee



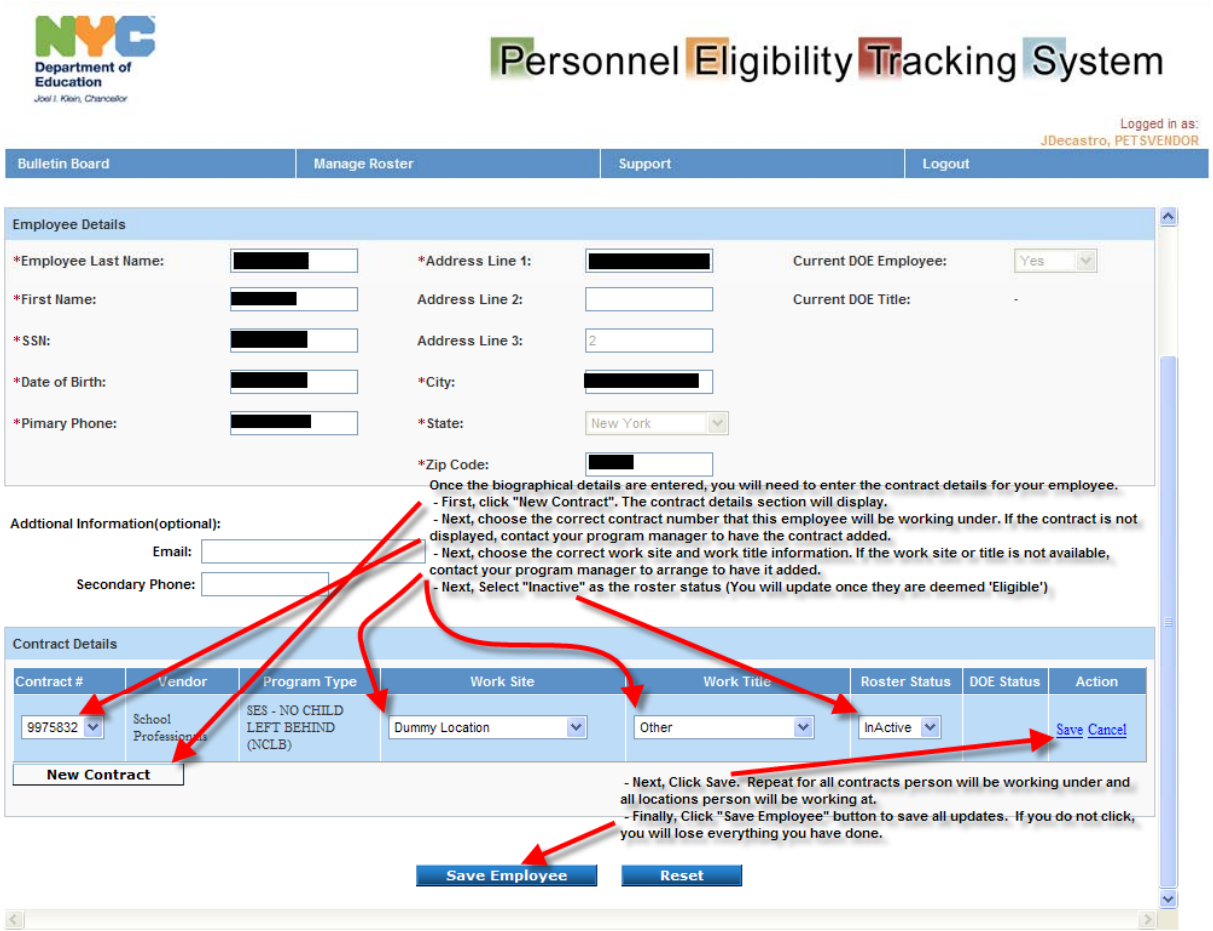
If PETS does not find your employee



Dealing with Minors and Non-DOE Fingerprinted Staff

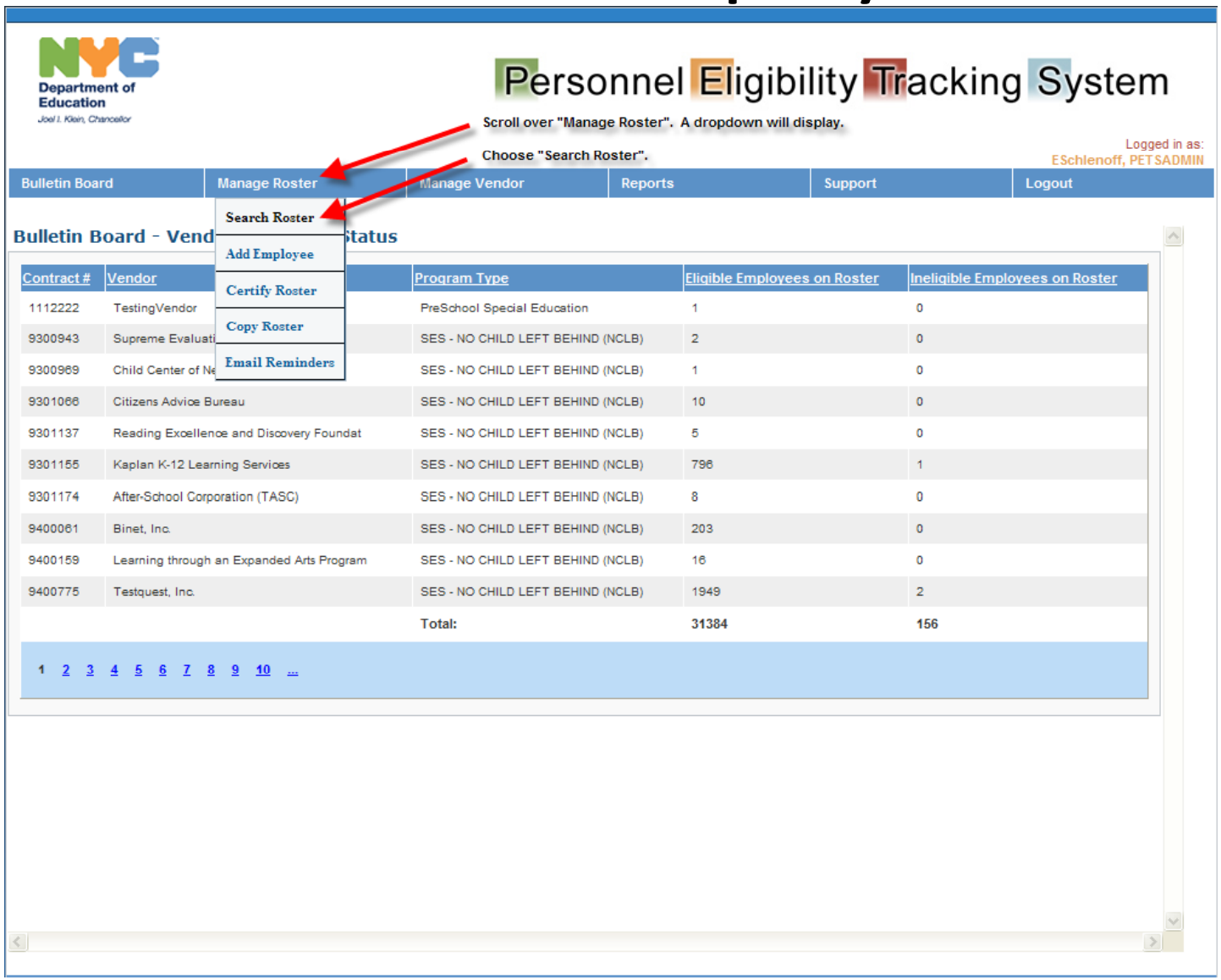


Adding Contract Details (New)

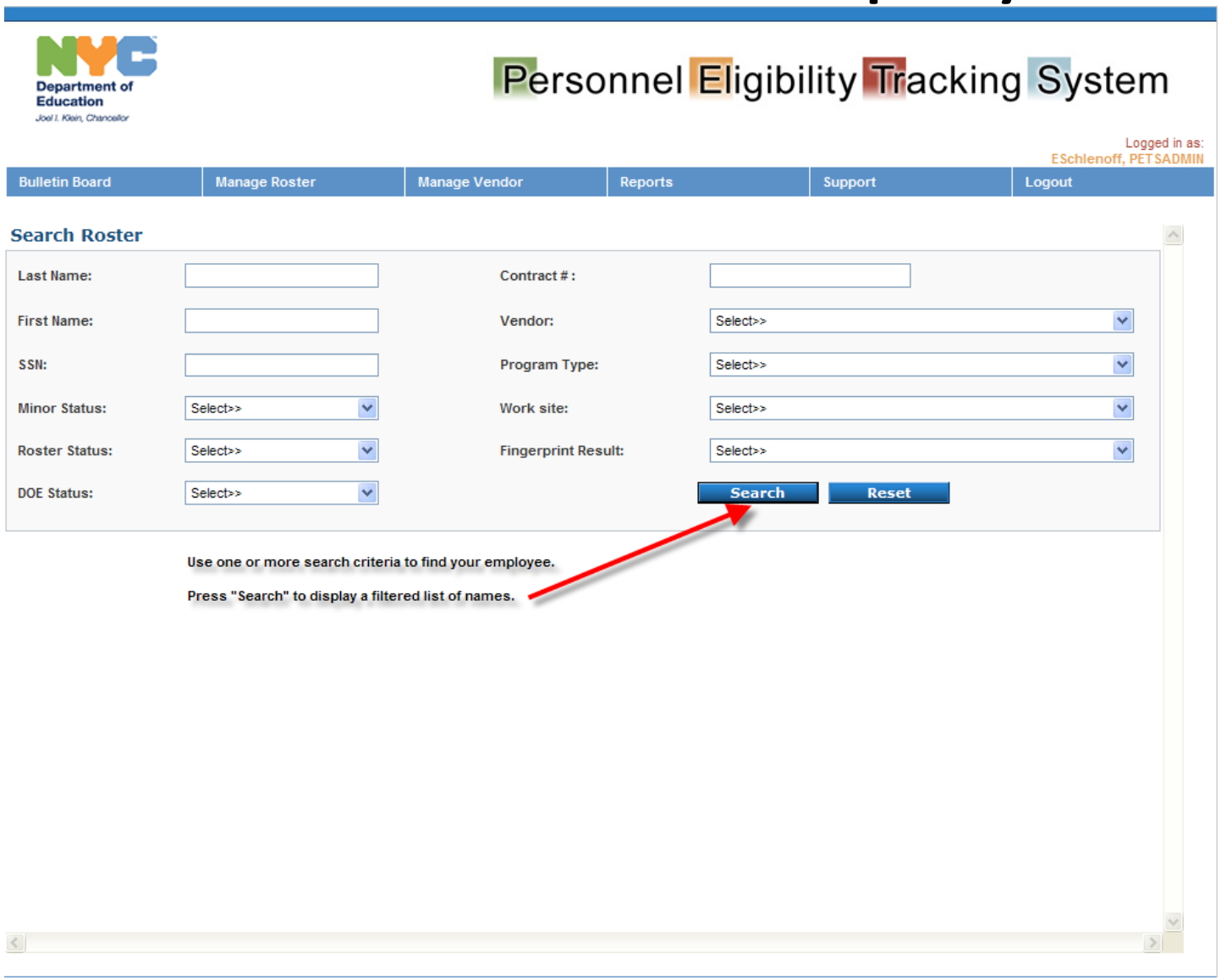


Updating Existing Employees in PETS

Find The Employee



Search For Your Employee



Find Your Employee

NYC Department of Education
Joel I. Klein, Chancellor

Personnel Eligibility Tracking System

When you click "Search", you will be presented with a list of names. Note: As a vendor, you will only be shown names of people under your employ.

This screen can be used to give you a quick-look to determine if someone's fingeprint results, current roster status and DOE eligibility.

Logged in as: ESchlenoff, PETSADMIN

Bulletin Board | Manage Roster | Manage Vendor | Reports | Support | Logout

Search Roster

Last Name:	clark	Contract # :	
First Name:		Vendor:	Select>>
SSN:		Program Type:	Select>>
Minor Status:	Select>>	Work site:	Select>>
Roster Status:	Select>>	Fingerprint Result:	Select>>
DOE Status:	Select>>		Search Reset

Name	SSN	DOB	Contract #	Vendor	Program Type	Work Site	Fingerprint Result	Roster Status	DOE Status
[redacted]	[redacted]	[redacted]	TBD0115	Comprehensive Development Inc.	Learning To Work and YABC	Dummy Location	UNSATISFACTORY	InActive	InEligible (as of 05/07/2009)
[redacted]	[redacted]	[redacted]	9400816	PerfectScore Tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 10/25/2007)
[redacted]	[redacted]	[redacted]	TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 02/29/2008)
[redacted]	[redacted]	[redacted]	TBD0080	The Academic Advantage in-Home tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 02/04/2009)
[redacted]	[redacted]	[redacted]	TBD0011	Center for Educational Innovation- Publi	Partnership Support Services	Dummy Location	SATISFACTORY	Active	Eligible (as of 07/07/2008)
[redacted]	[redacted]	[redacted]	TBD0091	Reading Excellence and Discovery Foundat	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	NO FINGERPRINT RECORDS IN DOE SYSTEM	Active	Eligible (as of 10/20/2008)
[redacted]	[redacted]	[redacted]	TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 01/01/2009)

If You Want More Details

Fingerprint DOE Record - Network Technologies

Fingerprint / DOE Record

Name: [redacted] SSN: [redacted]

DOE Status:	InEligible (05/07/2009)
Fingerprint Result:	UNSATISFACTORY
NEW YORK STATE Print Date/Result:	04/29/2009 NARCOTICS/M
FEDERAL Print Date/Result:	04/29/2009 NARCOTICS/M
Print Reason:	
PRP #:	[redacted]
Ineligible/Problem Record:	IN - INVALID FILE NUMBER
Performance Rating:	

Click on either Fingerprint Result or DOE Status link and this more detailed explanation will be displayed.

As shown in this example, this person has a unsatisfactory fingerprint result and is ineligible to work.

Close Window

Department of Education

Joel I. Klein, Chancellor

Bulletin Board

Search Roster

Last Name:

First Name:

SSN:

Minor Status:

Roster Status: Select>>

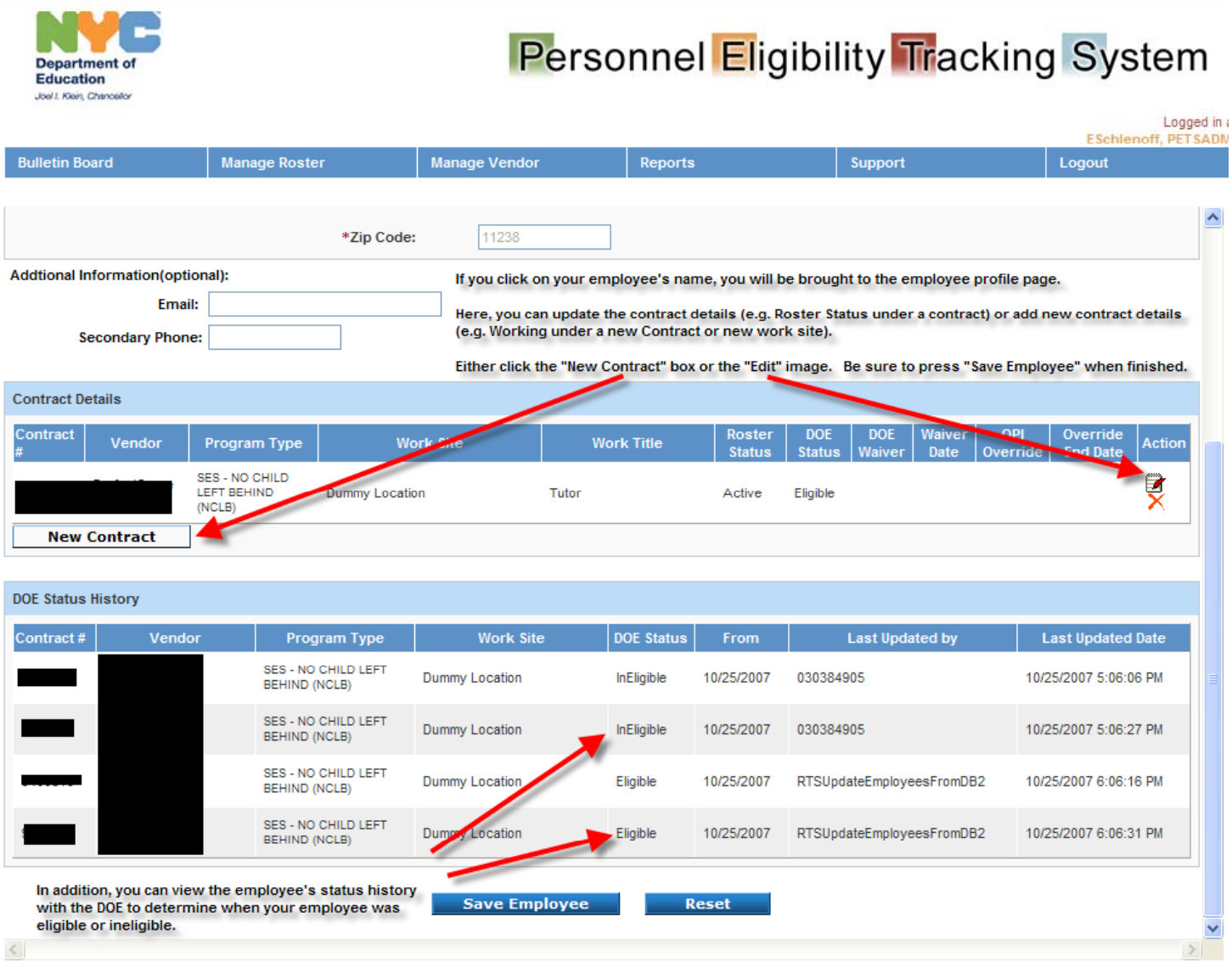
Fingerprint Result: Select>>

DOE Status: Select>>

Search Reset

Name	SSN	DOB	Contract #	Vendor	Program Type	Work Site	Fingerprint Result	Roster Status	DOE Status
[redacted]			TBD0115	Comprehensive Development Inc.	Learning To Work and YABC	Dummy Location	UNSATISFACTORY	InActive	InEligible (as of 05/07/2009)
			9400816	PerfectScore Tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 10/25/2007)
			TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 02/29/2008)
			TBD0080	The Academic Advantage in-Home tutoring	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 02/04/2009)
			TBD0011	Center for Educational Innovation- Publi	Partnership Support Services	Dummy Location	SATISFACTORY	Active	Eligible (as of 07/07/2008)
			TBD0091	Reading Excellence and Discovery Foundat	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	NO FINGERPRINT RECORDS IN DOE SYSTEM	Active	Eligible (as of 10/20/2008)
			TBD0028	Educate Online	SES - NO CHILD LEFT BEHIND (NCLB)	Dummy Location	SATISFACTORY	Active	Eligible (as of 01/01/2009)

Update your Employee's Information



Questions

- For issues regarding the functionality of PETS or missing job titles , email: PETSAdminSupport@schools.nyc.gov
  - You will get a response to your inquiry within one business day.

- For issues regarding missing contracts or worksites, contact your program manager.