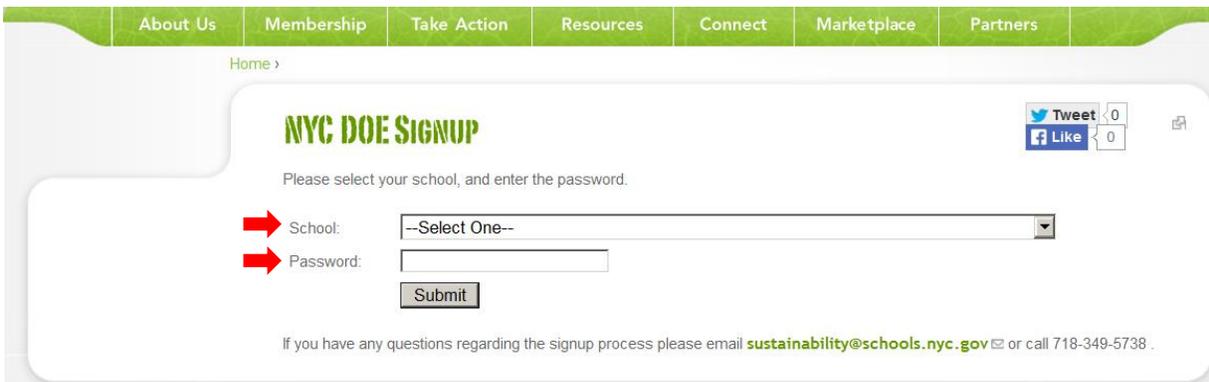
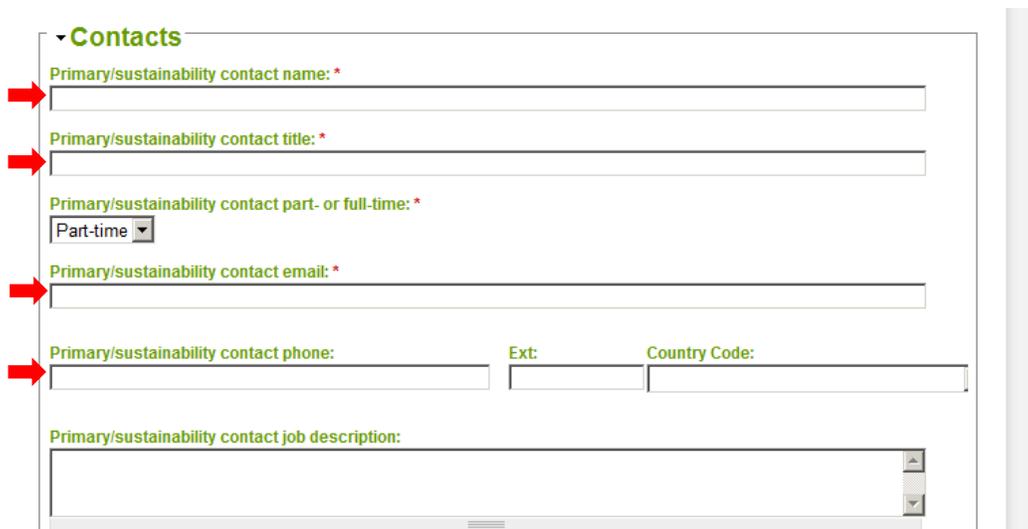


1. Go to <http://www.greenschoolsalliance.org/nycdoe>
2. Select your school from the dropdown. If your school is not listed, please email sustainability@schools.nyc.gov
3. **For the password, type “gsa”** (all lower case, no quotations), and click the "Submit" button.



4. In the "Contacts" section, enter the sustainability coordinator's name, job title, email, and phone number. **If the coordinator is the same as 2014-2015, check the accuracy of the contact information and go to Step 5. If the coordinator is different, replace the existing information with the new coordinator's info.**



5. Click the "Save" button on the bottom of the page. If the save was successful you should see a profile updated message along the top of the screen. If any of the required information was not entered, a message to this effect will appear along the top of the screen. In this situation, please make sure all the information in Step 4 has been entered and click the "Save" button again. **IF YOU DO NOT CLICK "SAVE", even if information has not changed, COMPLIANCE will not be triggered in our database for 2015-2016.**

→ School Type _____

→ Grades _____

→ Contacts _____

→ Programs In Which We Participate (or Receive Resources From) _____

→ Principal, Head of School/District, or Authorized Representative Signature

Delete Save Save & Go To Next Section >>>

You can use the left-hand menu to move to any section. Be sure to save any changes before changing sections.

** Your sustainability coordinator has been designated! The coordinator will login in the same way to fill out the rest of the information required in the profile. This profile page serves as the school's annual sustainability plan. Thank you!

Questions or problems: Email sustainability@schools.nyc.gov or call 718-349-5738.