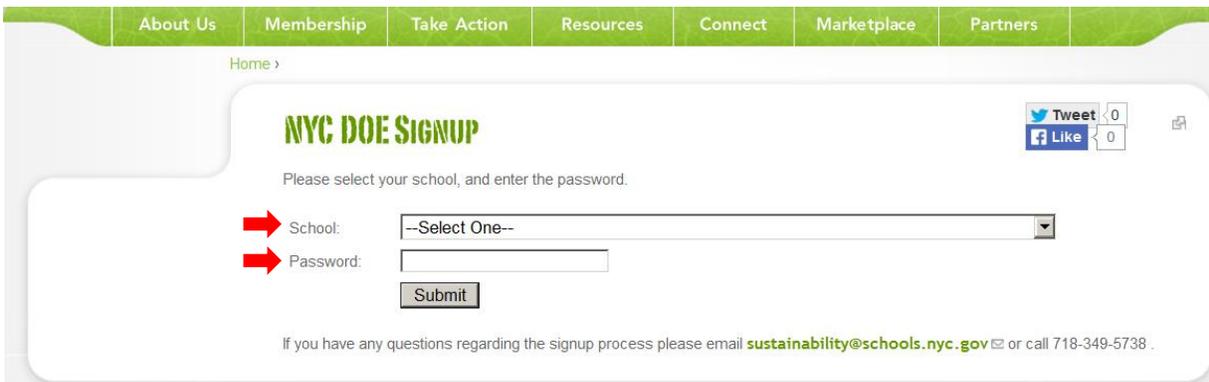
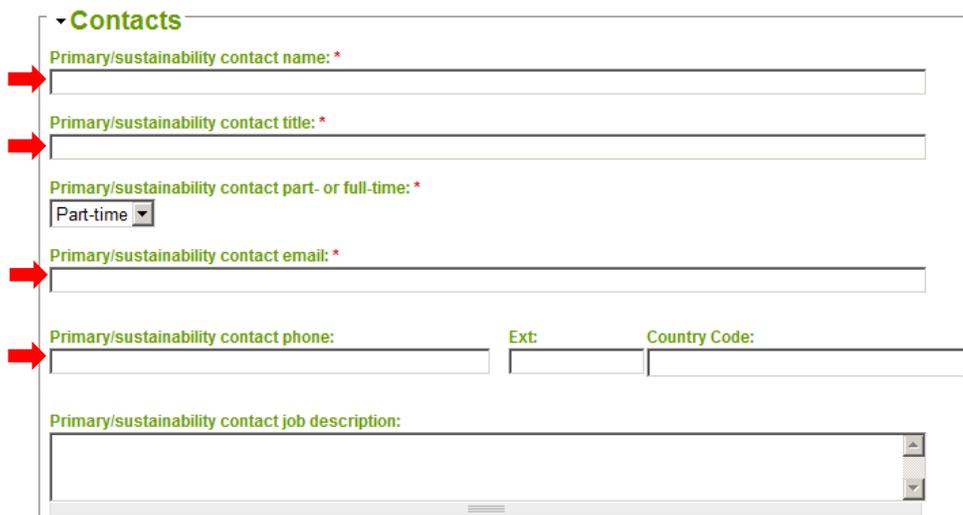


1. Go to <http://www.greenschoolsalliance.org/nycdoe>
2. Select your school from the dropdown. If your school is not listed, please email sustainability@schools.nyc.gov
3. **For the password, type "gsa"** (all lower case, no quotations), and click the "Submit" button.



4. In the "Contacts" section, enter the sustainability coordinator's name, job title, email, and phone number.



6. 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.

-> **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.