

STAFF DATA VERIFICATION INSTRUCTIONS

All schools must review, revise, and confirm their school staff data. Data Specialist will be in charge of this process, which will require them to:

1. Enter an e-mail address for any staff member who is missing that information
2. Correct any incorrect e-mail addresses
3. Edit staff members' ARIS Role(s)

You will be able to complete this task using the online staff data verification tool found here: <http://mygalaxy.nycenet.edu/aris/arismain.aspx>.

This document will guide you through the steps required to complete this process. However, if you have any difficulty completing this task, please contact the Application Data Manager (ADM) and Application Support Liaisons (ASLs) at your ISC, who will be able to support you.

Step 1: Access the e-mail sent to you from your ISC Data Support Team with your school-specific login information:

Staff Data Verification <Action Required> - Message (HTML)

From: Sent: Tue 12/18/2007 11:26 AM

To:

Cc:

Subject: Staff Data Verification <Action Required>

Dear Principal and Data Specialist,

As you are well aware, over the past year, we have gone through a series of data cleaning exercises system-wide. At the school level, thanks to all of you, we achieved a high degree of success cleaning student data. Now, we are moving on to staff data. As the DOE rolls out additional applications citywide, we need accurate information on every member of your school staff so that we can ensure that they are setup with the appropriate access and data for the students they currently serve. As part of the ongoing system-wide data cleaning initiatives, we need you to verify information about your school staff.

Below, you will find a link to the tool we created to enable you to review, edit, and confirm staff data. In order to use this application, you will need to click on the link below and enter in your school-specific login information.

Link to the staff verification tool: <http://mygalaxy.nycenet.edu/aris/arismain.aspx>
 Location Username ID: M114user
 Location Password: *****

The staff data verification tool provides a snapshot summary of all of the school employees listed in your Galaxy Table of Organization. Once logged in, you will need to:

1. Confirm the email address for each employee at your school.
2. Confirm the role(s) each staff member belongs to

Data specialists are in charge of completing this task; however, principals will ultimately have to certify that the data was thoroughly reviewed and edited as necessary. For step-by-step instructions on how to use this staff data verification tool, click [here](#). If you have questions while completing this task, the Applications Data Manager (ADM) and the Application Support Liaisons (ASLs) at your ISC are your main source of support. Your respective ISC's Data Hotline and email are included below.

ISC	Data Hotline	Email Support	Districts
ISC 1 (Bronx)	(718) 741-5161	datasupportISC1@schools.nyc.gov	07,08,09,10,11,12
ISC 2 (Queens)	(718) 591-8169	datasupportISC2@schools.nyc.gov	24,25,26,27,28,29,30,75
ISC 3 (Manhattan)	(212) 956-3830	datasupportISC3@schools.nyc.gov	01,02,03,04,05,06
ISC 4 (Brooklyn)	(718) 935-4402	datasupportISC4@schools.nyc.gov	13,14,15,16,19,23,32,79
ISC 5 (Staten Island & Brooklyn)	(718) 556-8388	datasupportISC5@schools.nyc.gov	17,18,20,21,22, 31
Children First Network	(718) 935-2014	datasupportCFN@schools.nyc.gov	

Regards,
Your ISC Data Support Team

Step 2: Click on the link in the e-mail to access the **Staff Data Verification** screen. In case you no longer have the e-mail, the URL is: <http://mygalaxy.nycenet.edu/aris/arismain.aspx>. You can get your school's username and password from the ADM and ASLs at your ISC.

Dear Principal and Data Specialists,

Last year and earlier this year, you engaged in data verification of student level data in ATS and the Progress Report. As the DOE rolls out additional applications citywide, we need accurate information on every member of your school staff so that we can ensure that they are setup with the appropriate access and data for the students they currently serve. Therefore, as part of the ongoing system-wide data cleaning initiative, we need you to verify information about your school staff.

Below, you will find a link to the tool we created to enable you to review, edit, and confirm staff data. In order to use this application, you will need to click on the link below and enter in your school-specific login information.

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 Location Username ID: M114user
 Location Password: *****

The staff data verification tool provides a snapshot summary of all of the school employees listed in your Galaxy Table of Organization. Once logged in, you will need to:

1. Confirm the email address for each employee at your school.
2. Confirm the role(s) each staff member belongs to

Data specialists are in charge of completing this task; however, principals will ultimately have to certify that the data was thoroughly reviewed and edited as necessary. For step-by-step instructions on how to use this staff data verification tool, click [here](#). If you have questions while completing this task, the Applications Data Manager (ADM) and the Application Support Liaisons (ASLs) at your ISC are your main source of support. Your respective ISC's Data Hotline and email are included below.

ISC	Data Hotline	Email Support	Districts
ISC 1 (Bronx)	(718) 741-5161	datasupportISC1@schools.nyc.gov	07,08,09,10,11,12
ISC 2 (Queens)	(718) 391-8169	datasupportISC2@schools.nyc.gov	24,25,26,27,28,29,30,75
ISC 3 (Manhattan)	(212) 356-3830	datasupportISC3@schools.nyc.gov	01,02,03,04,05,06
ISC 4 (Brooklyn)	(718) 935-4402	datasupportISC4@schools.nyc.gov	13,14,15,16,19,23,32,79
ISC 5 (Staten Island & Brooklyn)	(718) 556-8388	datasupportISC5@schools.nyc.gov	17,18,20,21,22, 31
Children First Network	(718) 935-2014	datasupportCFN@schools.nyc.gov	

Step 3: Enter the location username ID and password information from the e-mail and your personal DOE e-mail address and password into the login screen. Click on the **Logon** button.

Staff Data Verification Process

Please log on using the User ID and Password assigned to your school, along with your DOE Outlook Email Address and Password

Location User ID:

Location Password:

Outlook Email Address: @schools.nyc.gov

Outlook Password:

Logging in. Please Wait.

Step 4: Below is the main screen you will use for the staff data verification process. The staff data verification tool provides a snapshot summary of all of the employees listed in your school's Table of Organization in Galaxy. Your first task is to ensure that each staff member at your school has the correct e-mail address listed.

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	-	School Educator	Email Required	<input type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	-	[None]	Email Required	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

In doing this task, you may encounter four situations:

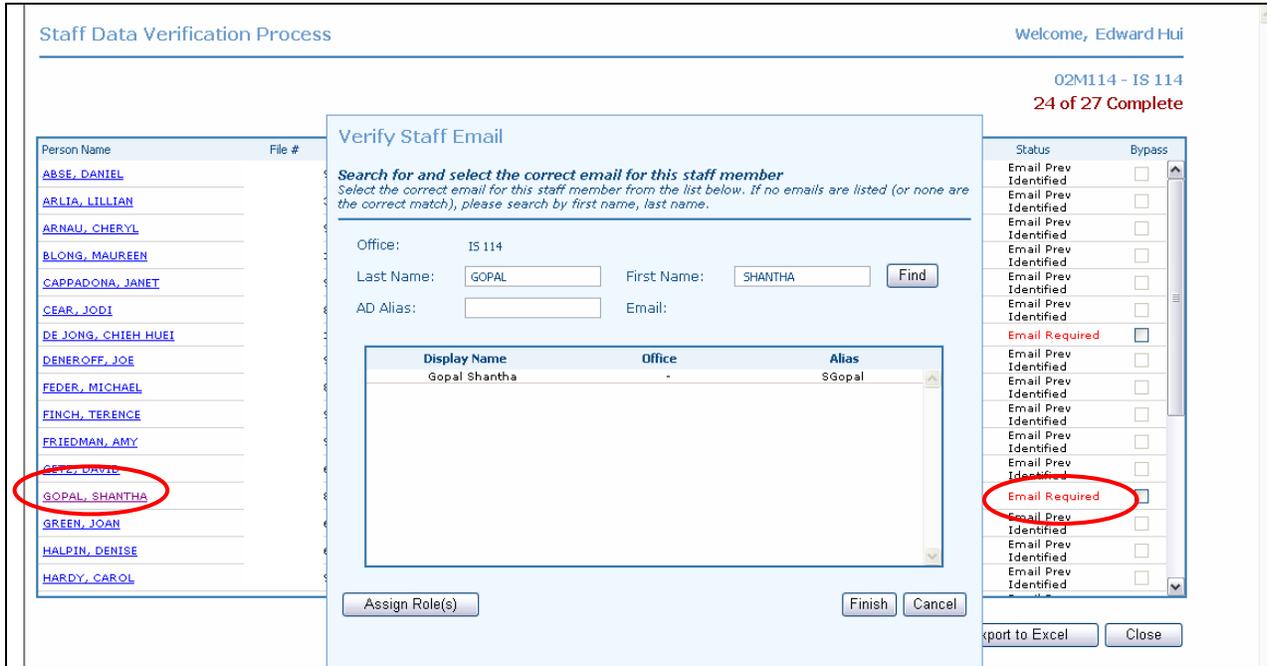
- 4a. The staff member does not know his/her e-mail address.
- 4b. The staff member knows his/her e-mail address and it is listed correctly on this screen.
- 4c. The staff member knows his/her e-mail address and it is MISSING on this screen.
- 4d. The staff member knows his/her e-mail address and it is INCORRECT on this screen.

Step 4a: Some of your staff may not know their DOE e-mail address because they have never used DOE Outlook e-mail. That is not a problem. Give them the information on this screen. They will need their DOE e-mail address and password in the future to log into future DOE applications, like ARIS.

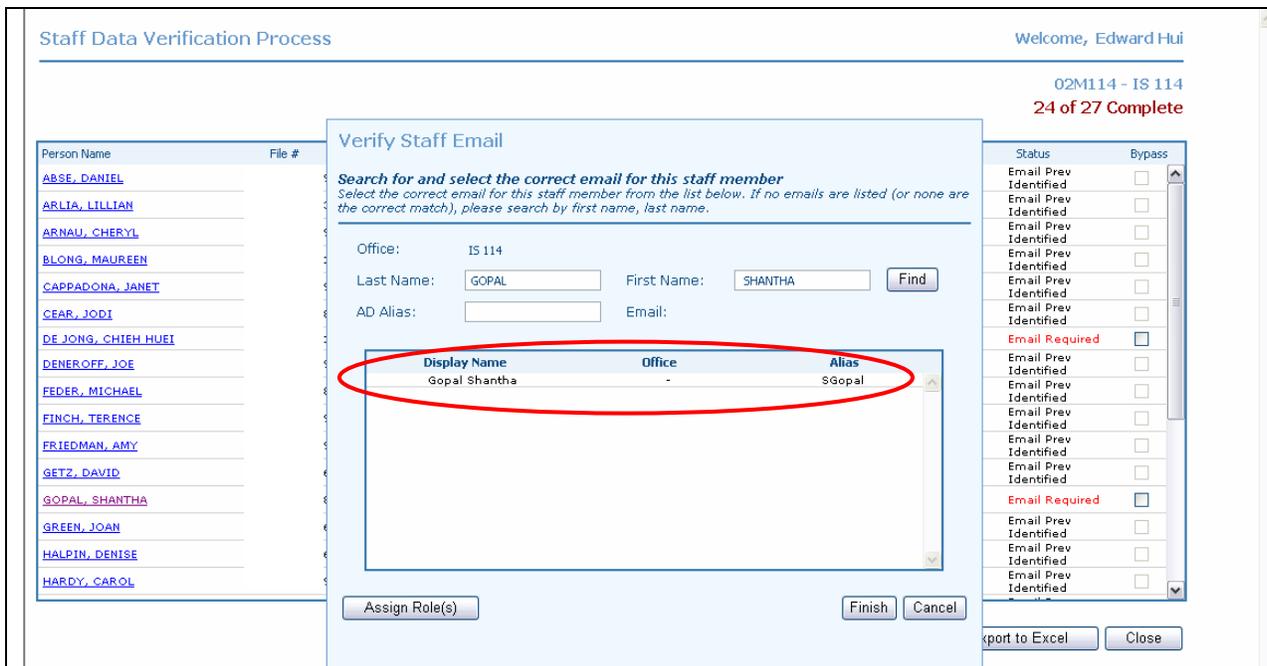
Step 4b: If your staff member knows his/her e-mail and the e-mail on the screen matches the e-mail that the staff member uses, then do nothing. The information on record is correct.

Step 4c: Some of your staff will be missing their e-mail information. These people will show up as **Email Required**. If this is the case, click on the person's name. A search window will pop up with possible e-mail matches for this staff member.

For example, in the case shown below, Shantha Gopal is missing her e-mail information.



After clicking on her name, you see that there is one possible match for her – SGopal.



Click on the correct entry to assign the e-mail to this person and then click on the **Finish** button.

In this example, you clicked on SGopal and assigned it to Shantha Gopal. That e-mail address now appears in the e-mail line.

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Verify Staff Email

Search for and select the correct email for this staff member
Select the correct email for this staff member from the list below. If no emails are listed (or none are the correct match), please search by first name, last name.

Office: IS 114

Last Name: First Name:

AD Alias: Email: SGopal@schools.nyc.gov

Display Name	Office	Alias
Gopal Shantha	-	SGopal

Person Name	File #	Status	Bypass
ABSE, DANIEL		Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN		Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL		Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN		Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET		Email Prev Identified	<input type="checkbox"/>
CEAR, JODI		Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI		Email Prev Identified	<input type="checkbox"/>
DENEROFF, JOE		Email Required	<input type="checkbox"/>
FEDER, MICHAEL		Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE		Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY		Email Prev Identified	<input type="checkbox"/>
GETZ, DAVID		Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA		Email Required	<input type="checkbox"/>
GREEN, JOAN		Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE		Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL		Email Prev Identified	<input type="checkbox"/>

After you click on the **Finish** button, you see that the SGopal e-mail address is assigned to Shantha Gopal. Her status changes from E-mail Required to **E-mail Assigned**.

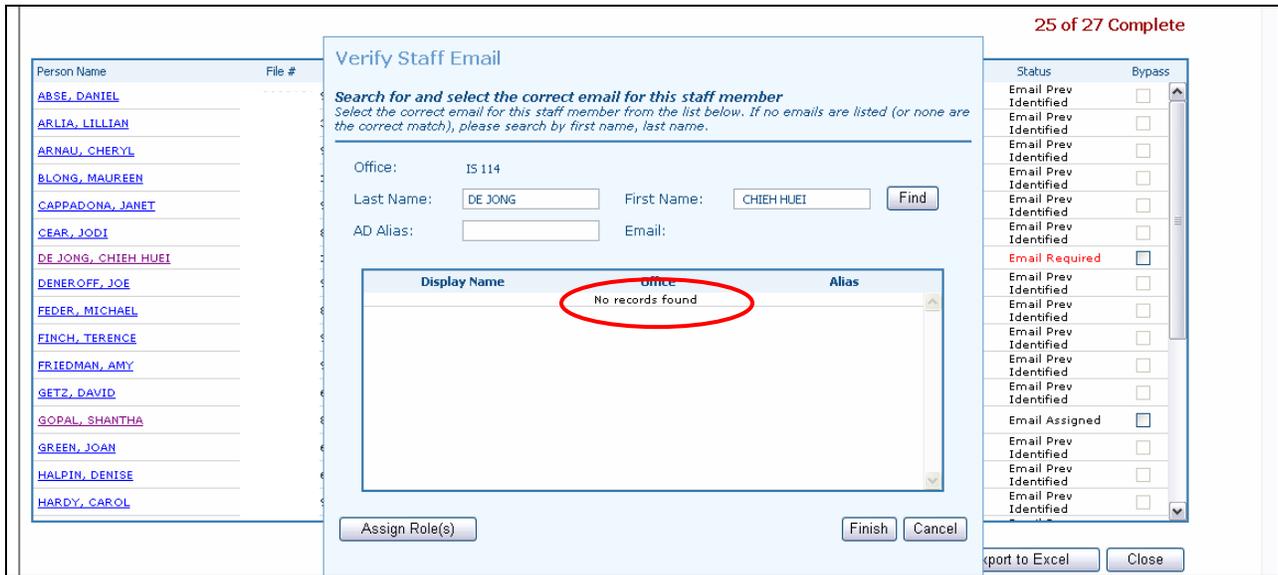
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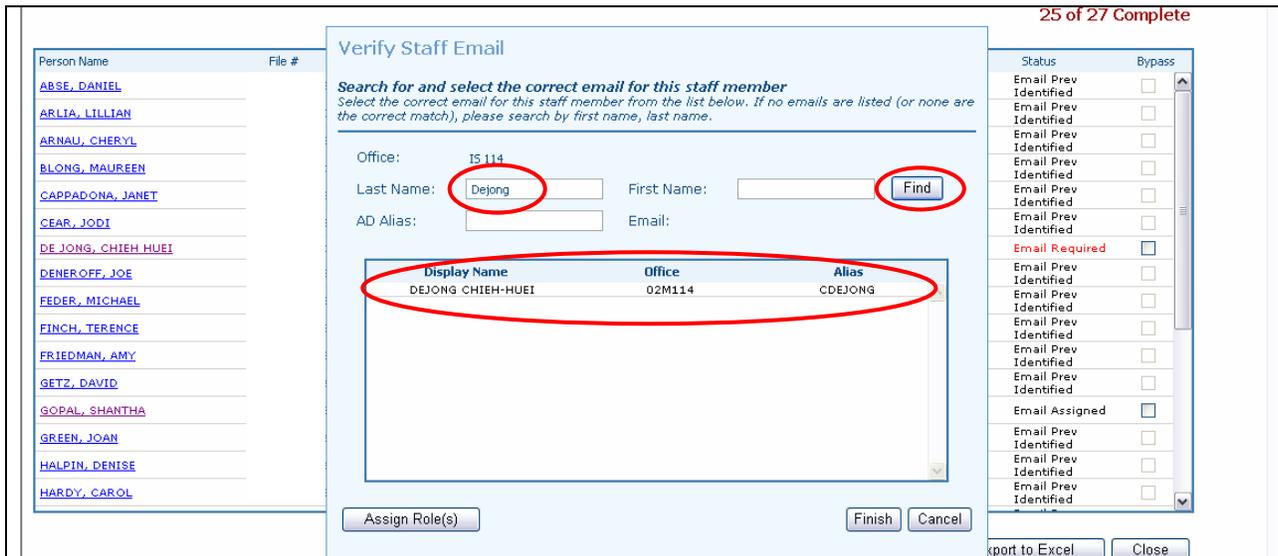
Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	-	School Educator	Email Required	<input type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

If no matches appear when you click on the name, you can search for possible matches by entering in new information in the **Last Name**, **First Name**, or **AD Alias** (e-mail) fields.

In the example below, there is no e-mail address assigned to Chieh Huei De Jong.



If Chieh tells you that his last name is often misspelled as one word, you might type Dejong into the Last Name field and click on the **Find** button. Chieh's e-mail address, cdejong, now appears.



If you cannot find an appropriate match for a staff member, then you should call your ADM/ASLs. They will be able to assist you in finding the correct email address, or create a new one, if necessary.

Step 4d: If the e-mail address on the screen does not match the e-mail address that the staff member is currently using, then you must correct this. You can correct his or her e-mail information by clicking on name and searching for the correct e-mail address.

For example, suppose that Amy Friedman tells you that her e-mail address is AFriedman2. In the system, she is listed as AFriedman3. To correct the e-mail address, click on her name.

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCEar@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

The search pulls up two options, AFriedman3 and AFriedman2. You can click on AFriedman2 and then on the **Finish** button to re-assign Amy.

Staff Data Verification Process Welcome, Edward Hui

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Verify Staff Email

Search for and select the correct email for this staff member
Select the correct email for this staff member from the list below. If no emails are listed (or none are the correct match), please search by first name, last name.

Office: IS 114

Last Name: First Name:

AD Alias: Email:

Display Name	Office	Alias
Friedman Amy	02M114	AFriedman3
Friedman Amy M	06M128	AFriedman2

Now you can see that Amy's e-mail has been re-assigned to AFriedman2. Her status has changed from E-mail Prev Identified to **E-mail Corrected**.

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input checked="" type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input checked="" type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

Step 5: After verifying your staff members' e-mail addresses, your second task is to verify their school ARIS role. Your teachers and educational staff will default to the School Educator role. Any staff member who you (or your principal) have already assigned to an ARIS role (Data Specialist, Inquiry Team member, etc.) will appear with that information as well.

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
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DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input checked="" type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

If you need to change a staff member's role(s), click on the link under ARIS Role(s) for his or her name. A pop-up window will appear. Click on the appropriate check boxes to add/remove roles and then click the **Apply** button to apply these roles.

In the example below, suppose you want to assign Joan Green as your Data Specialist. Under the ARIS Role(s) column for Joan, you see that she currently has no roles assigned. Click on the **[None]** link for Joan and a pop-up will appear.

Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input checked="" type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input checked="" type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

You check the box next to Data Specialist and click on **Apply**.

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArli@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input checked="" type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input checked="" type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

Other School-wide staff
 Data Specialist
 School Educator
 Inquiry Team member

You will now see the Data Specialist role appear for Joan.

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArli@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input checked="" type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input checked="" type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

Step 6: Once you are done verifying e-mail addresses and roles for all of your staff members, the button on the bottom titled **Submit Completed ID Association** will light up. Click on this button to submit all your changes.

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCEar@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

A screen will appear summarizing the changes you made. Click on the **OK** button to confirm your changes. Your work is nearly finished.

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCEar@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

Location Summary

Of the people in this location,

- 0 are bypassed
- 27 have assigned emails.

You are about to submit your location's list of associated IDs.

Please click 'OK' to confirm submission of your location's ID information.
Please click 'Cancel' to cancel this submission.

Step 7: Alert your principal that you are finished verifying the school’s staff data. The principal must certify that the information is correct. He or she can do this by clicking on the **Principal Signoff** button. The **Principal Signoff** button will only light up after the **Submit Completed ID Association** button has been clicked and OK-ed.

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LARIA@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCEar@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input checked="" type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

A screen will appear summarizing the changes that were made. Principals need to enter their e-mail address and password so that the system can authenticate their identity. Finally, click on the **Signoff** button. Your school is done with staff data verification. Thank you!

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN					Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL					Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN					Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET					Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI					Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI					Educator	Email Assigned	<input checked="" type="checkbox"/>
DENEROFF, JOE					Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL					Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE					Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY					Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID					Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA					Educator	Email Assigned	<input type="checkbox"/>
GREEN, JOAN					Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE					Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL					Educator	Email Prev Identified	<input type="checkbox"/>

Principal Signoff
Location Summary

Of the people in this location,

- 0 are bypassed
- 27 have assigned emails.

To grant Principal signoff, please enter the Principal's Outlook email address and password

Principal's Email Address: @ schools.nyc.gov

Outlook Password:

Notes on Additional Functions

Bypass: On the far right, you will notice a column titled **Bypass**. If you can not find the correct e-mail address for a staff member and you are **ABSOLUTELY** certain that they will never need access to DOE e-mail or any other applications (including ARIS), then you may click on Bypass to skip them.

In the example below, suppose that Jody Weckergreenber tells you that she does not use DOE e-mail and will never need DOE e-mail or access to DOE applications. You can bypass her record by clicking on the Bypass box for her row.

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
KLEIN, EVAN			Homeroom Teacher / HOMEROOM TEACHER	EKlein9@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
LAVEZZARY, ERICA			Guidance/Social Workers / COUNSELING	elavezz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
LEVI, JILL			Homeroom Teacher / HOMEROOM TEACHER	JLevi@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
LYONS, JAMES			Homeroom Teacher / HOMEROOM TEACHER	JLyons3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
NATHAN, MELISSA			Cluster/Quota Teacher / CLUSTER/QUOTA	MNathan2@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
NOTO, EMILY			Homeroom Teacher / HOMEROOM TEACHER	ENoto@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
PILGRIM, ALICIA			Homeroom Teacher / HOMEROOM TEACHER	APilgrim@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
RUFO, REBECCA			Homeroom Teacher / HOMEROOM TEACHER	RRufo@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
SOLOMON, ALISON			Cluster/Quota Teacher / CLUSTER/QUOTA	ASolomon@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
THURM, LAUREN			Cluster/Quota Teacher / CLUSTER/QUOTA	LThurm@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
WECKERGREENBER, JODY			Coordinator/Supervisor/Dean / PARENT COORDINATOR	-	[None]	Email Required	<input type="checkbox"/>

Once you click on the Bypass box, the status for Joan will change to Bypassed.

Staff Data Verification Process Welcome, Edward Hui

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
KLEIN, EVAN			Homeroom Teacher / HOMEROOM TEACHER	EKlein9@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
LAVEZZARY, ERICA			Guidance/Social Workers / COUNSELING	elavezz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
LEVI, JILL			Homeroom Teacher / HOMEROOM TEACHER	JLevi@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
LYONS, JAMES			Homeroom Teacher / HOMEROOM TEACHER	JLyons3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
NATHAN, MELISSA			Cluster/Quota Teacher / CLUSTER/QUOTA	MNathan2@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
NOTO, EMILY			Homeroom Teacher / HOMEROOM TEACHER	ENoto@schools.nyc.gov	[None]	Email Prev Identified	<input type="checkbox"/>
PILGRIM, ALICIA			Homeroom Teacher / HOMEROOM TEACHER	APilgrim@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
RUFO, REBECCA			Homeroom Teacher / HOMEROOM TEACHER	RRufo@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
SOLOMON, ALISON			Cluster/Quota Teacher / CLUSTER/QUOTA	ASolomon@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
THURM, LAUREN			Cluster/Quota Teacher / CLUSTER/QUOTA	LThurm@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
WECKERGREENBER, JODY			Coordinator/Supervisor/Dean / PARENT COORDINATOR	-	[None]	Bypassed	<input checked="" type="checkbox"/>

Export to Excel: You may find it easier to enter information about your staff's e-mail and roles into a spreadsheet first before you enter it into the screen. If that is the case, then you can export the data from this page into Excel by clicking on the button titled **Export to Excel**.

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Person Name	File #	Empl ID	Section/Assignment	Email	ARIS Role(s)	Status	Bypass
ABSE, DANIEL			Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARLIA, LILLIAN			Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
ARNAU, CHERYL			Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
BLONG, MAUREEN			Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CAPPADONA, JANET			Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
CEAR, JODI			Leadership / ASST HEAD OF SCHOOL	JCear@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
DE JONG, CHIEH HUEI			Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	School Educator	Email Assigned	<input type="checkbox"/>
DENEROFF, JOE			Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FEDER, MICHAEL			Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FINCH, TERENCE			Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
FRIEDMAN, AMY			Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	School Educator	Email Corrected	<input type="checkbox"/>
GETZ, DAVID			Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
GOPAL, SHANTHA			School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	[None]	Email Assigned	<input type="checkbox"/>
GREEN, JOAN			Secretary	JGreen3@schools.nyc.gov	Data Specialist	Email Prev Identified	<input type="checkbox"/>
HALPIN, DENISE			Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>
HARDY, CAROL			Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	School Educator	Email Prev Identified	<input type="checkbox"/>

Submit Completed ID Association Principal Signoff **Export to Excel** Close

A screen will pop up and ask you whether you want to Open, Save, or Cancel. Click on **Save** and save the file to your Desktop, or somewhere you'll remember easily.

Please be patient as your Staff list Report is being prepared...

File Download

Do you want to open or save this file?

Name: AR15TransferToExcel.xls
Type: Microsoft Excel Worksheet, 11.0 KB
From: mygalaxyqa.nycenet.edu

Open **Save** Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

02M114 - IS 114
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Status	Bypass
mail Prev Identified	<input type="checkbox"/>
mail Assigned	<input type="checkbox"/>
mail Prev Identified	<input type="checkbox"/>
mail Corrected	<input type="checkbox"/>
mail Prev Identified	<input type="checkbox"/>
mail Assigned	<input type="checkbox"/>
mail Prev Identified	<input type="checkbox"/>
mail Prev Identified	<input type="checkbox"/>
mail Prev Identified	<input type="checkbox"/>
Email Prev Identified	<input type="checkbox"/>
Email Prev Identified	<input type="checkbox"/>

Submit Completed ID Association Principal Signoff Export to Excel Close

Afterwards, you can open up the file in Excel and work on the spreadsheet. You might also consider printing the Excel spreadsheet and bringing a hard copy to a staff meeting where you can more easily ask your staff what their respective e-mail address and roles are.

FileNumber	Emp ID	Person Name	Sectioninfo	EmailID	RoleID	RoleName	emailsta
		ABSE, DANIEL	Cluster/Quota Teacher / CLUSTER/QUOTA	DAbse@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		ARLIA, LILLIAN	Homeroom Teacher / HOMEROOM TEACHER	LArlia@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		ARNAU, CHERYL	Special Needs - Support Services / SETSS	CArnau@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		BLONG, MAUREEN	Cluster/Quota Teacher / CLUSTER/QUOTA	MBlong@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		CAPPADONA, JANET	Cluster/Quota Teacher / CLUSTER/QUOTA	JCappad@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		CEAR, JODI	Leadership / ASST HEAD OF SCHOOL	JClear@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		DE JONG, CHIEH HUEI	Homeroom Teacher / HOMEROOM TEACHER	CDEJONG@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Assigne
		DENEROFF, JOE	Cluster/Quota Teacher / CLUSTER/QUOTA	JDeneroff@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		FEDER, MICHAEL	Homeroom Teacher / HOMEROOM TEACHER	MFeder3@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		FINCH, TERENCE	Homeroom Teacher / HOMEROOM TEACHER	TFinch@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		FRIEDMAN, AMY	Homeroom Teacher / HOMEROOM TEACHER	AFriedman2@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Correct
		GETZ, DAVID	Leadership / HEAD OF SCHOOL	DGetz@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		GOPAL, SHANTHA	School Aides and Other Support Staff / CLERICAL	SGopal@schools.nyc.gov	None	[None]	Email Assigne
		GREEN, JOAN	Secretary	JGreen3@schools.nyc.gov	Role_SchoolDataManager_M114	Data Specialist	Email Prev Id
		HALPIN, DENISE	Homeroom Teacher / HOMEROOM TEACHER	DHalpin@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		HARDY, CAROL	Homeroom Teacher / HOMEROOM TEACHER	CHardy3@schools.nyc.gov	Role_SchoolEducator_X332	School Educator	Email Prev Id
		KLEIN, EVAN	Homeroom Teacher / HOMEROOM TEACHER	EKlein9@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		LAVEZZARY, ERICA	Guidance/Social Workers / COUNSELING	elavezz@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		LEVI, JILL	Homeroom Teacher / HOMEROOM TEACHER	JLevi@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		LYONS, JAMES	Homeroom Teacher / HOMEROOM TEACHER	JLyons3@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		NATHAN, MELISSA	Cluster/Quota Teacher / CLUSTER/QUOTA	MNathan2@schools.nyc.gov	Role_SchoolEducator_M114	School Educator	Email Prev Id
		NOTO, EMILY	Homeroom Teacher / HOMEROOM TEACHER	ENoto@schools.nyc.gov		[None]	Email Prev Id

STAFF DATA VERIFICATION
Frequently Asked Questions (FAQs)

Q1. I am having trouble completing the verification of staff data. What should I do?

A. Contact the Applications Data Manager (ADM) and the Application Support Liaisons (ASLs) at your ISC. They are your direct support for this process and can troubleshoot with you.

Q2. I'm a data specialist and the link to the data screen is for Galaxy. I don't have a Galaxy account. Do I need one?

A. No. You can get to this specific screen without a Galaxy account. You should have received an e-mail from your ISC Data Support Team with your unique login information. The ADM and ASLs will have your login information if you misplaced this email.

Q3: Do I have to be on the school's computer network to access this staff data verification tool?

A. No. The tool is Internet-based and can be access anywhere as long as you have your user ID and password.

Q4. I have a lot of staff members at my school. What is the best way to check all these people?

A. One way is to print out a copy of the information that appears on the screen and bring it to a staff meeting or leave it in the central office. You can have each staff member come by and verify their e-mail address and staff role(s) on your hard copy and then enter the changes into the system after everyone is finished. To print out the information, click on the "Export to Excel" button and then print the spreadsheet from Excel.

Q5. I've made some changes, but am not finished and need to stop. How do I save my work?

A. Your work is automatically saved after every click, so you don't need to do anything extra to save your work. You can close out of the tool, and when you log back in later, your screen will bring you back to where you left off.

Q6. One of my staff members is missing from the staff data verification screen. How do I fix this?

A. The list of staff on the screen is generated from your school's Table of Organization in the Galaxy budgeting system. If a staff member is missing, your principal will need to correct this error themselves in the regular Galaxy application. Your ADM and ASLs will also be able to direct you to the ISC HR/Galaxy contact for your school.

Q7. One of my staff members noticed that his/her name, Employee ID, File number, etc. is incorrect. Can I fix it here?

A. Unfortunately, no. For the staff data verification process, we are only checking and correcting e-mail addresses and role information. For HR data changes, please have the staff member call HR Connect at 718-935-4000.

Q8. One of my staff members told me that their email is incorrect, but I can't find it with the search. What should I do?

A. Contact the ADM/ASLs at your ISC. They have additional search tools to help you find the correct information.

Q9. One of my staff members has never had a DOE e-mail account and will need access to DOE systems like ARIS. Can I add them here?

A. No, if your staff member never had an email account, you must contact the ADM/ASLs at your ISC. They will be able to create an e-mail account for this person.

Q10. One of my staff members has never had a DOE e-mail account and does NOT need access to DOE e-mail and systems like ARIS. What should I do?

A. Click on the "Bypass" box to skip over them.

Q11. One of my staff members has different logins for their DOE Outlook e-mail account, ARIS, Acuity, HSST, etc. Which is the correct one to enter here?

A. Enter their DOE Outlook e-mail account information. We are moving toward a system where there will be one username to log onto the majority of DOE applications. A person's DOE e-mail username will be the unique identifier of record.