

How to Nominate a Substitute Paraprofessional (Effective Nov. 2013)

To Nominate a Substitute Paraprofessional, visit <http://mygalaxy.nycenet.edu/>, sign in, select "New Item", "Create New Item", "Occasional Employees" and follow the "Nomination Dialogue" as illustrated below.

Step 1:



The screenshot shows the myGalaxy InfoLink interface. On the left, a 'To Do List' window displays a list of tasks: 0 People not on TO, 0 Unresolved Personnel Changes, 0 Items with Required or Invalid attributes, 1 Items with Invalid Funding, and 1 IEP Paras not associated with Students. Below this list are buttons for 'To Do List', 'FYI', 'Alloc. Changes', and 'TO Fund Changes'. The main header area includes the 'myGalaxy InfoLink' logo, a 'Welcome' message with a user name field and '(Submit Access)' link, and user information for '31R440 - NEW DORP HS (CFN 94N563)' including address, phone number, and principal name. A navigation bar contains buttons for 'New Item', 'DHR', 'Print', 'Info', 'Goto', 'Session', a search field with 'Enter search text', 'Find', 'Help', and 'Logout'. A red arrow points to the 'New Item' button with the text 'Click on "New Item"'. Below the navigation bar is a table with a blue header row and a yellow data row.

Leadership					
Assignment	Name	Job Id	Program	Budget Amount	Allocation

NOTE: ANY NOMINEE WHO HAS BEEN ISSUED A NYCDOE E-MAIL ADDRESS (I.E., ***@SCHOOLS.NYC.GOV) WILL HAVE ALL E-MAIL S SENT TO THAT ADDRESS, REGARDLESS OF WHAT YOU MAY HAVE ENTERED DURING NOMINATION. THEREFORE, PLEASE ADVISE THE NOMINEE TO CHECK THE DOE-ISSUED EMAIL ACCOUNT.

Step 2:

The image shows a screenshot of a web application window titled "Academy/Section Navigation -- We...". The window has a blue header bar with the following menu items: "New Item", "DHR", "Print", "Info", and "Goto". Below the header is a list of menu items, each on a separate line. Two red arrows point to specific items in the list: one points to "Occasional Employees" and the other points to "Sub Teachers".

Click on "Occasional Employees" for Sub Paras.

Click on "Sub Teachers" for Sub Teachers

Menu Item
Leadership
Coordinator/Supervisor/Dean
Secretary
High School Departments
Special Needs - Support Services
SAPIS
Guidance/Social Workers
SBST
Paraprofessionals
School Aides and Other Support Staff
Family Workers
Professional/Curriculum Development
Per Diem
Per Session
OTPS
O to Q Grievance
Occasional Employees
Sub Teachers
Excess Staff With Right To Return
Reassigned From This Location
People Not on Budget
Reassignment
Placed From Reassignment

Step 3:

Nomination dialog -- Webpage Dialog

Add Nomination

Person Name :

E-Mail : *

SSN **First, Enter Nominee's SSN** → - - * AG

PRI :

Employee ID :

Title : [Please select a title] ▼ *

Requested Hiring Date : 📅 *

Galaxy Job ID (optional) : [Please select a job id] ▼

Save Cancel

Step 4a

If the nominee is new to Galaxy, click on "OK" and enter the info requested on the next screen

Message from webpage [X]

 The person you are nominating does not have an Applicant Profile in Applicant Gateway. Please create the Applicant Profile to complete the nomination.

Application Gateway -- Webpage Dialog [X]

Application Gateway Registration

Title: <input type="text"/>	Apartment Number: <input type="text"/>
* First Name: <input type="text"/>	* Address: <input type="text"/>
Middle Name: <input type="text"/>	* Country: <input type="text" value="UNITED STATES"/>
* Last Name: <input type="text"/>	* State: <input type="text" value="New York"/>
Maiden Name: <input type="text"/>	* City: <input type="text"/>
* SSN: <input type="text" value="999"/> - <input type="text" value="55"/> - <input type="text" value="2222"/>	* Zip Code: <input type="text"/>
* DOB: <input type="text" value="mm/dd/yyyy"/>	* County Code: <input type="text" value="Select County Cd"/>
* Gender: <input type="text" value="Select Gender"/>	* Phone: <input type="text"/>

Step 4b

If the nominee is already in Galaxy, you will NOT be required to enter the Gateway Registration information. However, it is recommended that you ensure that the information in the system matches the information given to you by the candidate. To do so, click on the Applicant Gateway (AG) icon shown below.

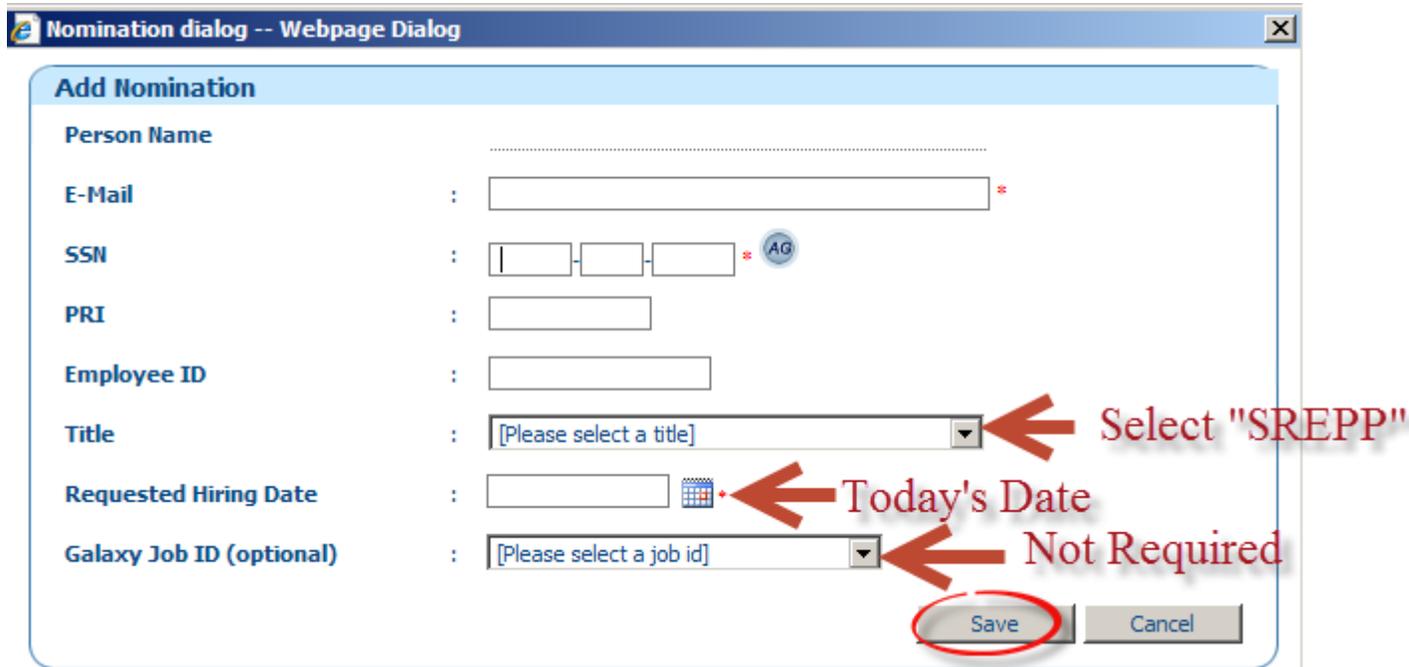
The screenshot shows a web browser dialog box titled "Nomination dialog -- Webpage Dialog". Inside, there is a form titled "Add Nomination" with the following fields and controls:

- Person Name**: A text input field with a dotted line above it.
- E-Mail**: A text input field with an asterisk (*) to its right.
- SSN**: A text input field with a small circular icon labeled "AG" to its right and an asterisk (*) to the right of the field. A red arrow points to this "AG" icon.
- PRI**: A text input field.
- Employee ID**: A text input field.
- Title**: A dropdown menu with "[Please select a title]" and a downward arrow, with an asterisk (*) to its right.
- Requested Hiring Date**: A text input field with a calendar icon and an asterisk (*) to its right.
- Galaxy Job ID (optional)**: A dropdown menu with "[Please select a job id]" and a downward arrow.

At the bottom right of the form are two buttons: "Save" and "Cancel".

Step 5

To complete the nomination, Complete the information requested in the following screen and click on "SAVE".



The screenshot shows a web browser window titled "Nomination dialog -- Webpage Dialog". Inside is a form titled "Add Nomination" with the following fields:

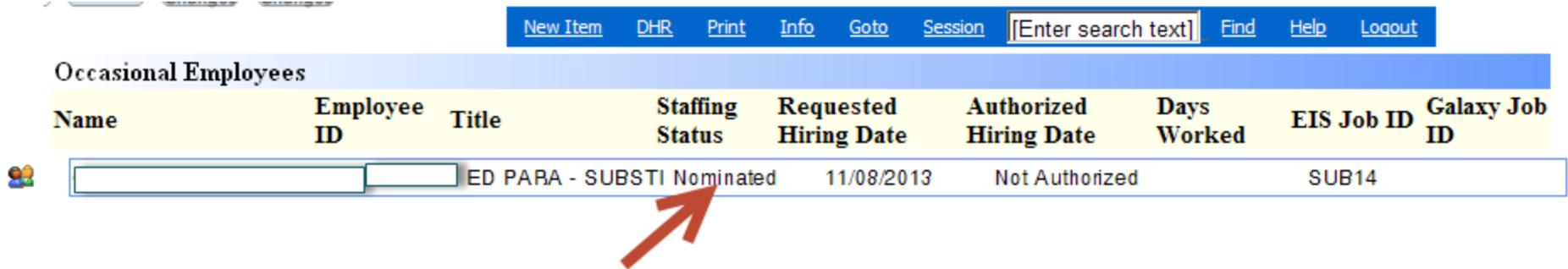
- Person Name: A text input field with a dotted line above it.
- E-Mail: A text input field with an asterisk to its right.
- SSN: A text input field with three small boxes and an asterisk to its right, and a blue "AG" icon.
- PRI: A text input field.
- Employee ID: A text input field.
- Title: A dropdown menu with "[Please select a title]" and a downward arrow. A red arrow points to it with the text "Select 'SREPP'".
- Requested Hiring Date: A text input field with a calendar icon and a red asterisk. A red arrow points to it with the text "Today's Date".
- Galaxy Job ID (optional): A dropdown menu with "[Please select a job id]" and a downward arrow. A red arrow points to it with the text "Not Required".

At the bottom of the form are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

NOTE: Nominations for Substitute Teachers will open on November 18, 2013. The process for their nomination will follow a similar approach except that you will choose "Sub Teacher" and use the Title "TRTRD".

NOMINATION STATUS

1. If your nomination was successful, you should see the word “Nominated” under Staffing Status. Based on the successful nomination, the candidate will be e-mailed instructions for accessing and completing the on-line application.



New Item DHR Print Info Goto Session Find Help Logout

Occasional Employees

Name	Employee ID	Title	Staffing Status	Requested Hiring Date	Authorized Hiring Date	Days Worked	EIS Job ID	Galaxy Job ID
		ED PARA - SUBSTI	Nominated	11/08/2013	Not Authorized		SUB14	

2. If your nomination is NOT accepted, you will receive a pop-up with instructions.
3. If the nominating principal made an error when entering the nomination fields, the principal has the capability to **Edit** all fields on the nomination **except** the Social Security Number. If the Social Security Number entered was wrong, then the principal has to **Cancel** the current nomination and **Create** a new nomination for the candidate.

