

SchoolZone

DIPLOMA ORDERING TOOL – User Guide

Updated 9/29/14

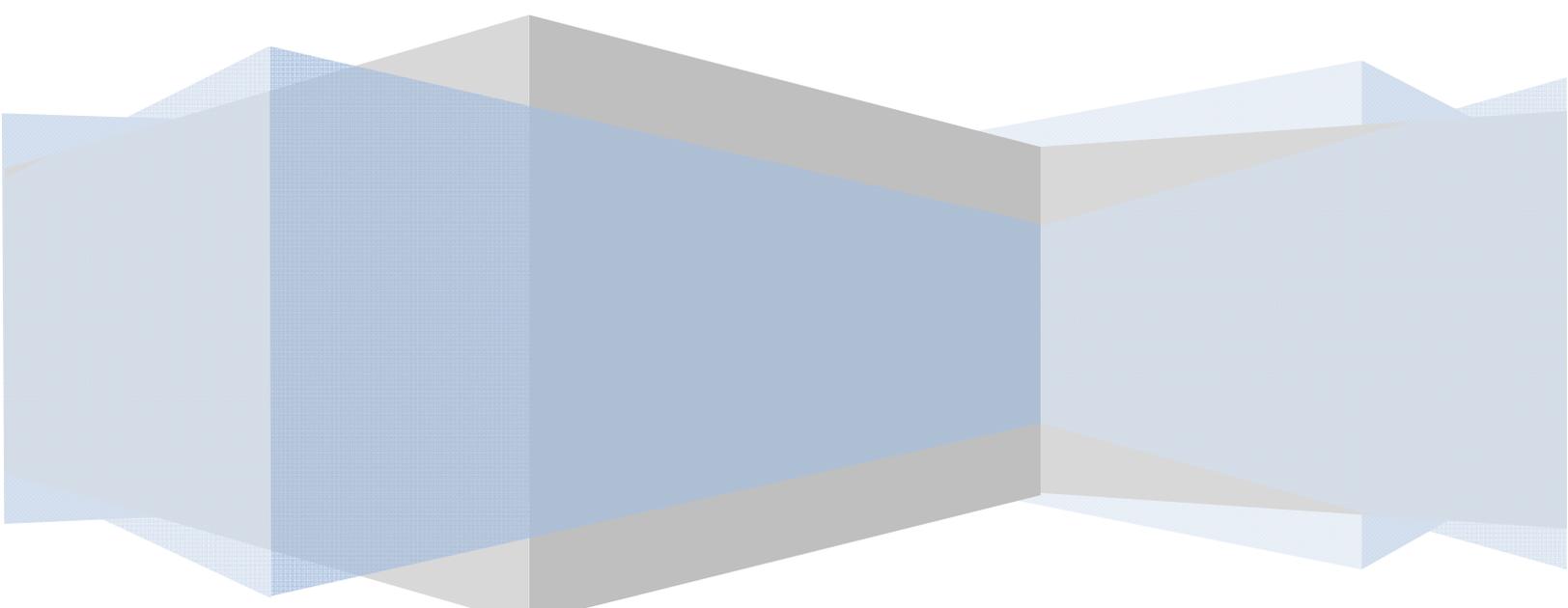


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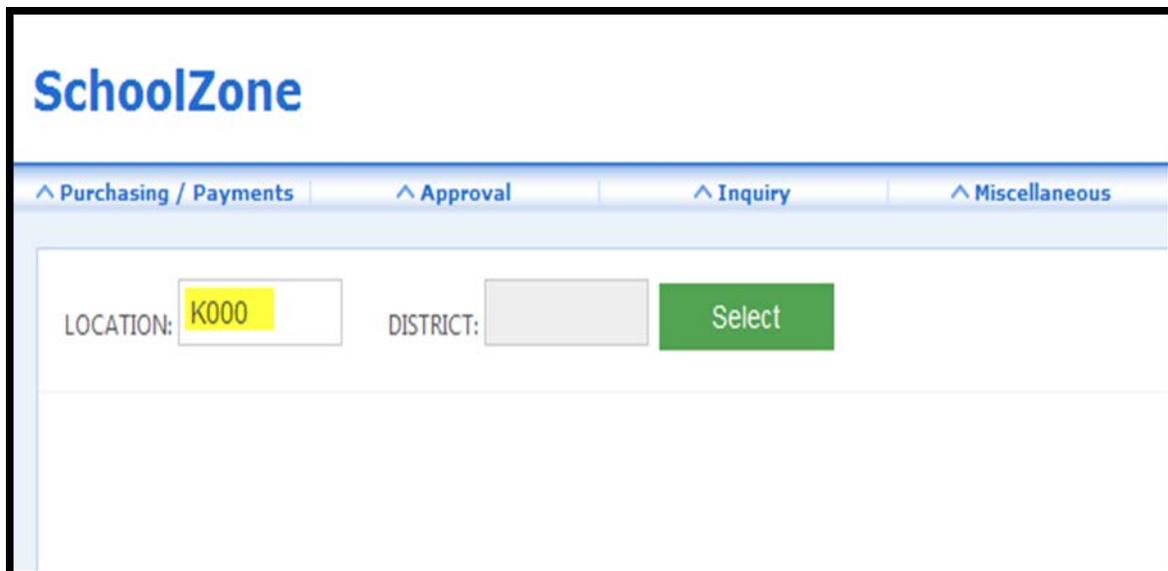
1. Introduction

The User Guide is to provide high schools with the ability to order high school diplomas via a centralized application. Schools will have the ability to select the preferred template for their diplomas, required seals, and envelopes.

2. Getting Started

To get started, log in to the FAMIS vendor portal

([https://df\(forms\).nycenet.edu/FamisPortal/Login.aspx?sessiontoken=vktpbp3iiz4plm45te5c51ey&link=logoff](https://df(forms).nycenet.edu/FamisPortal/Login.aspx?sessiontoken=vktpbp3iiz4plm45te5c51ey&link=logoff)). Under the tab 'Purchasing and Payments' you should see 'School Zone' towards the bottom. Select this option.



The screenshot shows the SchoolZone application interface. At the top, the 'SchoolZone' logo is displayed in blue. Below the logo is a navigation bar with four tabs: 'Purchasing / Payments', 'Approval', 'Inquiry', and 'Miscellaneous'. The 'Purchasing / Payments' tab is selected. Below the navigation bar is a form with two input fields: 'LOCATION:' with the value 'K000' and 'DISTRICT:' with an empty field. To the right of the 'DISTRICT:' field is a green 'Select' button.

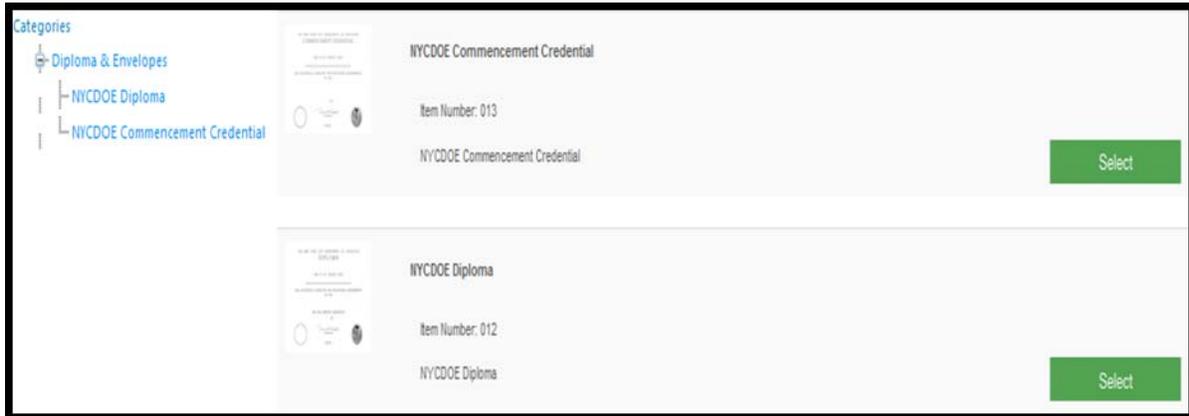
Enter your location code (Ex. K000). You will not be able to enter the school district code. After entering the location press the tab key and the school district will automatically upload.. Click 'Select'. Note: If the location or district code is incorrect, contact the Finance Service Center at 1-718-935-5000 or clientservices@schools.nyc.gov.

Under Categories, you will view two options:

- Diploma & Envelopes
- Seals

Under each option are detailed sub-categories with the items you can select. You can select a variety of diplomas and seals. Each item should detail the name, item number, and an image.

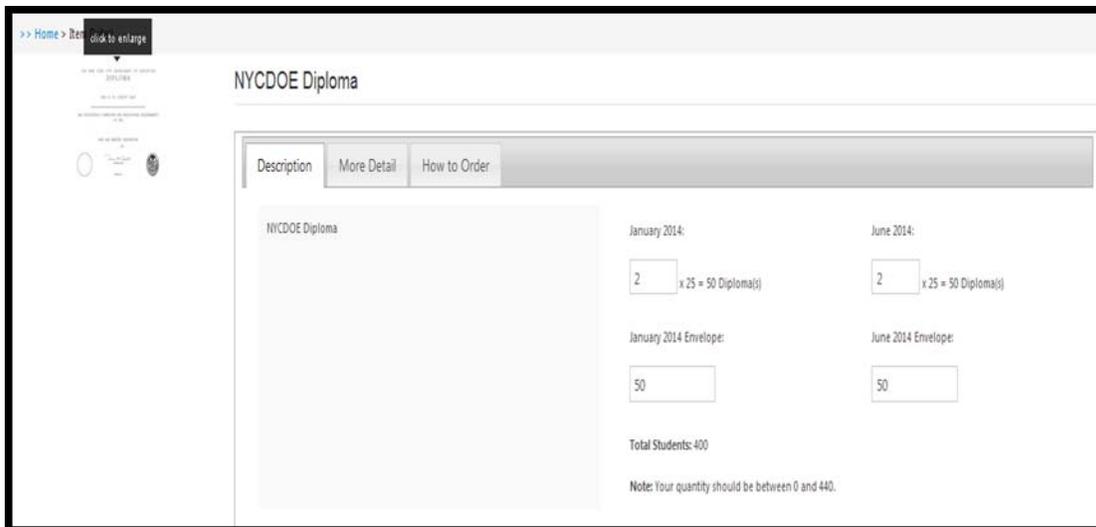
3. Ordering Diplomas and Commencement Credentials



You have two diploma options to select from:

- NYCDOE Diploma
- NYCDOE Commencement Credential

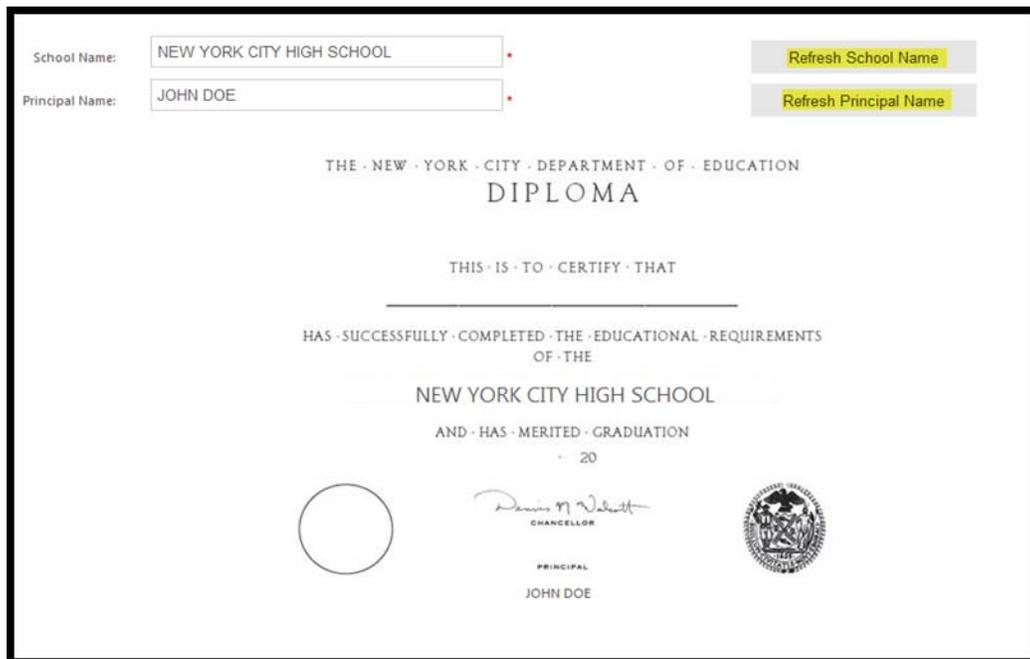
Click on the chosen item on the left side of the screen and then click 'Select' in the green rectangle.



On this screen, you can view an image of the diploma or commencement credential that you are ordering. Click the image to enlarge it. Click anywhere in the black area of the screen to minimize the image.

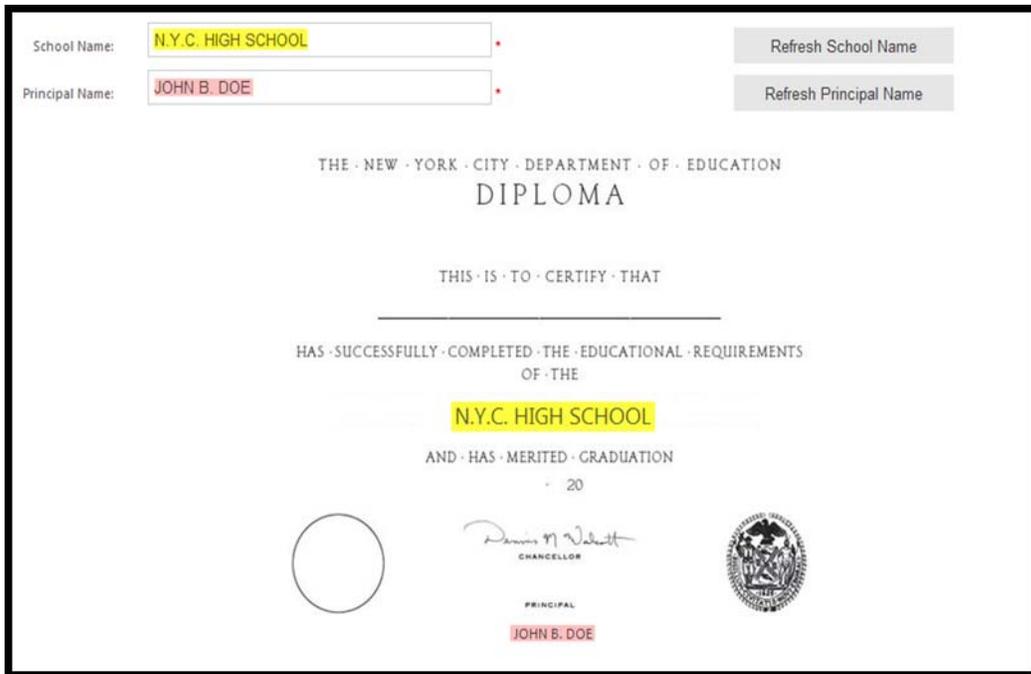
Diplomas and/or commencement credentials for January, June and August should all be ordered at this time as there will not be a second ordering period. Add the number of anticipated August items to the June total. At the bottom of this screen the total number of students eligible to graduate based on the student register is shown. Orders are in increments of 25 per pack. You may order an amount in any combination of graduation dates plus the amount needed to round up to 25. If the number of students doesn't match the 25 increment, increase the number of packs to receive the amount needed. For example, if the number of students is 232, order 10 packs: $25 \times 10 = 250$. The system will calculate the total number of items when you press the tab key.

The system will automatically enter the same number of envelopes as the number of diplomas/commencement credentials. (Note that envelopes are ordered per item and not in packs of 25). Confirm the quantities and press 'Add to Cart'.



The screenshot displays a web interface for ordering diplomas. At the top, there are two input fields: 'School Name' containing 'NEW YORK CITY HIGH SCHOOL' and 'Principal Name' containing 'JOHN DOE'. To the right of each field is a yellow button labeled 'Refresh School Name' and 'Refresh Principal Name' respectively. Below the input fields is a preview of a diploma. The diploma text reads: 'THE · NEW · YORK · CITY · DEPARTMENT · OF · EDUCATION', 'DIPLOMA', 'THIS · IS · TO · CERTIFY · THAT', 'HAS · SUCCESSFULLY · COMPLETED · THE · EDUCATIONAL · REQUIREMENTS · OF · THE', 'NEW YORK CITY HIGH SCHOOL', 'AND · HAS · MERITED · GRADUATION', and '· 20'. There is a circular placeholder for a seal on the left, a signature of 'Demetrius M. Velazquez' with the title 'CHANCELLOR' in the center, and the official seal of the Department of Education on the right. Below the signature, it says 'PRINCIPAL JOHN DOE'.

The next screen will display the Diploma/Commencement Credential Preview. Select 'Refresh School Name' and select 'Refresh Principal Name', and the information will automatically populate from the FAMIS system in the text boxes and in the document image.



If you need to change the school name or the principal name, you can click the text box and enter the information. You will be able to preview how the Diploma/Commencement Credential will appear with the finalized school name and finalized principal name.

2014 Ordering Summary:

Shipping Month	Diploma	Envelope
January 2014 QTY :	2 x 25 = 50	50
June 2014 QTY :	2 x 25 = 50	50

Is this School having its 1st time Graduation? Yes No

Is the Principal above a: Regular Principal IA Principal

Would you like to have the Principal signature: Printed on Diploma Leave Principal Signature Blank

Below the Diploma/Commencement Credential Preview, you will see the order summary for the quantity of Diplomas/Commencement Credentials for January and June (including August) and the quantity of envelopes ordered for both. Answer the questions below the quantities and click 'Continue'.

On the next screen, you can view the Contact Information and the Delivery Information. If the information is incorrect or blank, you can enter a new name, e-mail, and/or phone number by clicking on the drop-down arrow and selecting 'New Contact'. Enter the new information in the appropriate fields and click 'Update Contact' to add the new contact. The Delivery Information is automatically entered from FAMIS, and can be updated by selecting 'New Delivery' from the 'Select Address' drop down box. Enter the new information in the appropriate fields and click 'Update Delivery' to change the information. When all information and/or edits have been completed, select 'Continue'.

If you have chosen to have the principal's signature printed on the diploma, the ordering tool will require you to print the Principal Signature Card, which is shown in the screen shot above. Select the link to access the Principal Signature Card. The top of the Principal Signature Card will be populated with the details of your order. Follow the instructions carefully. The signature should not extend beyond the lines provided. Use a felt-tip pen with black ink and allow a few seconds to dry for the greatest clarity and visibility. Note: the best option would be to scan and email this document to the address in the form in order to ensure the vendor's receipt. If this is not a viable option, then fax this document to the vendor. The signature form must be printed, signed and submitted to the vendor before the ordering period ends.

Order Details

Item Number	Item Description	January Quantity	June Quantity	Unit of Measurement	Quantity Per Pack	January Envelope	June Envelope	Created Date	Created By	Updated Date	Updated By	Options
012	NYCDOE Diploma	2	2	Pack	25	50	50	10/9/2013				 

Principal Signature Status

Principal Signature Status: Pending Vendor Receipt

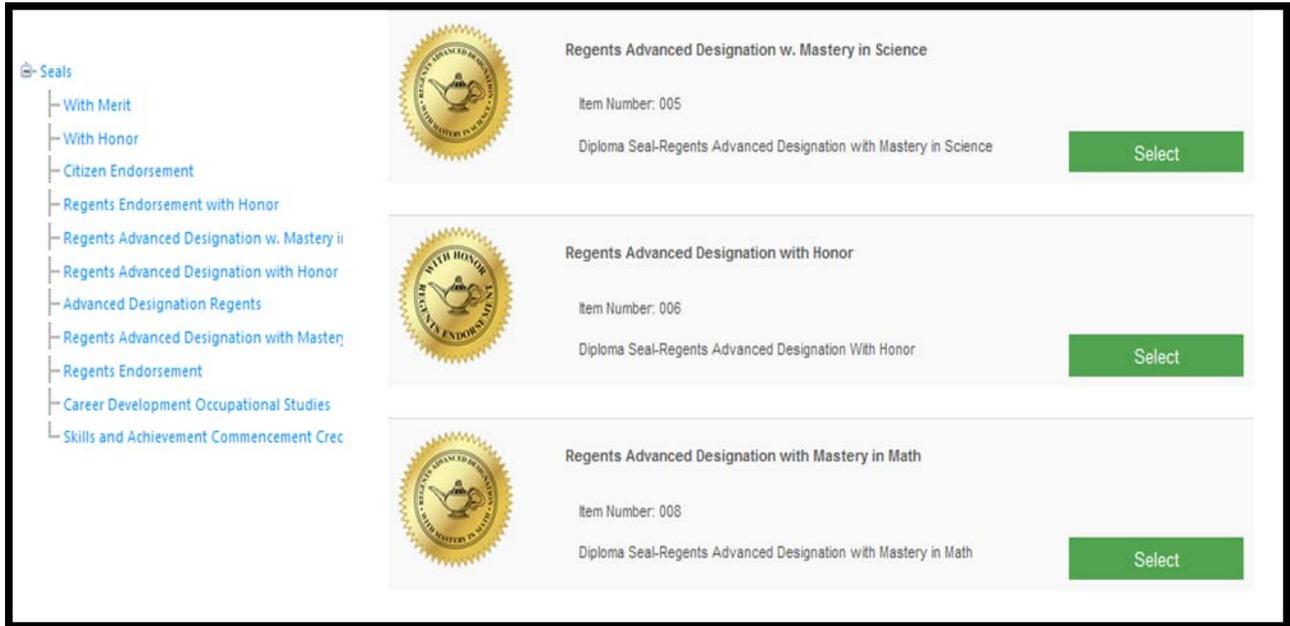
If you would like to update school or principal name, please use the edit option in Order Detail section for diploma orders.

 Would you like to print your existing signature card?

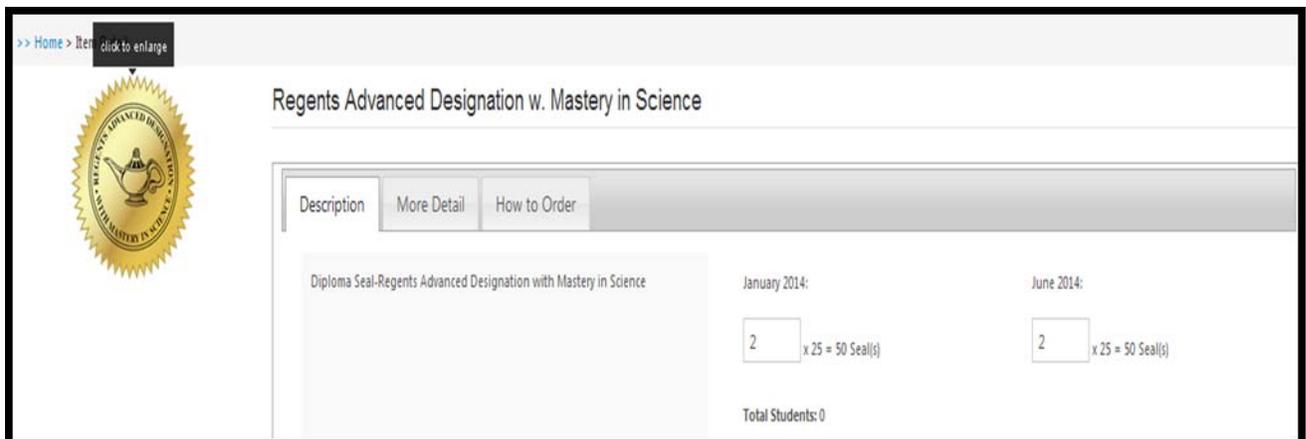
[Continue Shopping...](#)

Once the Principal Signature Card screen has been completed, you can view the order details, the finalized Contact and Delivery Information, and the Principal Signature Status. Review all the information for accuracy on the school’s order. You have the option to delete or edit each item ordered. You also have the option to check the status of the Principal Signature Card and reprint the card and submit it again. The Diploma Ordering Tool and vendor receipt requires 24-48 hours to update after the submission of the Principal Signature Card. You can continue to order seals, diplomas, or commencement credentials by selecting ‘Continue Shopping’ until the last day of the ordering period. Note: The last Principal Signature Card scanned or faxed to the vendor will be recorded and reflected as the official principal signature on the Diploma/Commencement Credential.

4. Ordering Seals



Once you have finalized the school's order for Diplomas and/or Commencement Credentials, select 'Home' or 'Continue Shopping' on the Order Detail screen. You have 11 seal options to choose from. Click on the seal option on the left side of the screen and then click 'Select' in the green rectangle. Refer to the [FAQ's](#) dated 9/29/14 for information on which seals go with Diplomas and Commencement Credentials.



On the next screen, you can view an image of the seal that you are ordering. Click the image to enlarge it. Click anywhere in the black area of the screen to minimize the image.

Seals for January, June and August should all be ordered at this time as there will not be a second ordering period. Add the number of anticipated August items to the June total. Orders for seals are in increments of 25 per pack. You may order an amount in any combination of graduation dates plus the amount needed to round up to 25. Once you have entered the quantity information, press the tab and the system will calculate the total number of seals. Confirm the quantity and select 'Add to Cart'.

On the next screen, you can view the Contact Information and the Delivery Information. If the information is incorrect or blank, you can enter a new name, e-mail, and/or phone number by clicking on the drop-down arrow and selecting 'New Contact'. Enter the new information in the appropriate fields and click 'Update Contact' to add the new contact. The Delivery Information is automatically entered from FAMIS, and can be updated by selecting 'New Delivery' from the 'Select Address' drop down box. Enter the new information in the appropriate fields and click 'Update Delivery' to change the information. When all edits have been completed, select 'Continue'.

Item Number	Item Description	January Quantity	June Quantity	Unit of Measurement	Quantity Per Pack	January Envelope	June Envelope	Created Date	Created By	Updated Date	Updated By	Options
012	INCDOE Diploma	4	4	Pack	25	100	100					
005	Regents Advanced Designation w. Mastery in Science	2	2	Pack	25	0	0					

The next screen is the Order Details screen, where you will see all the items in the school order. Your order number is in the upper left corner. At this point, the school order can be completed or you can continue shopping for other items that are needed to complete the school order.

5. Finalizing the Order

The order can be updated until the last day of the ordering period, and the items and quantities that are in the Ordering Tool on the last day of the ordering period will be submitted to the vendor as the final order. Click on 'View Cart' in the upper right corner to review your order. Note the order number in the upper left corner. Changes can be made to the items by clicking

on 'Continue Shopping' and following the directions in this guide for the type of item. The Contact and Delivery information can be reviewed and edited in this screen. You can also check the status of the Principal Signature Card (if the school opted to have the principal signature on the Diploma/Commencement Credential). The Principal Signature Card must be submitted to the vendor by the last date of the ordering period.

If you have any questions, concerns, and/or inquiries, contact the Finance Service Center at 718-935-5000 or ClientServices@schools.nyc.gov.