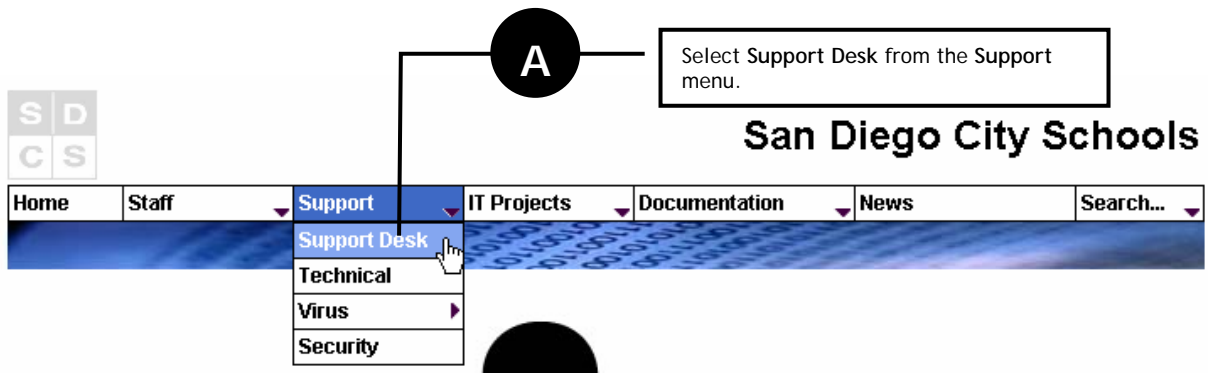


Requesting a Contractor ID for a Non-District Employee

You may ask the IT department to create a contractor ID for a non-district employee. This process will create an employee ID number and password for a walk-on coach or other type of non-district employee who may need access to the student information system. Once this process is complete, the non-district employee will be able to take attendance and view student information.

Follow the steps below to request a Contractor ID for a non-district employee.

- Open a web browser and enter the following web address: <http://www.sandi.net/it>
- Complete Steps A-H. Steps A and B are shown below. Steps C-H are on the following pages.



Support Desk 619-725-7500

B Select DWA Security Request.

- [DWA Password Change](#)
- [DWA Security Request](#). All district employees are eligible to login to Peoplesoft Employee Self Service and submit requests using the new security request application. It is intended for Peoplesoft Financial and HR systems, requests for Non-District employee contractor accounts, and Legacy Mainframe Client/Server, SIS, Netware and SIS C/S Student Query. Here is an easy to follow [Job Aid](#) (PDF) with step-by-step instructions. .

PeopleSoft.

C

Enter your Employee ID and Password.
Click Sign In.

User ID: 111149

Password: ●●●●●●●●

Sign In

This is the location that the account will receive a facstat for in Zangle. Please read Step F for instructions on how to change this.

D

Enter your phone number, email address, and department if necessary.

Requestor Information

Empl ID: 111149

Irwin,Scott

Project Resource Teacher

*Phone:

*Email: SIRWIN@sandi.net

*Dept: 5530

E

Enter the employee ID, phone number, and cost center number for the Principal at your site.

Approver Information (Administrator/Principal)

*Empl ID:

Alt Email:

*Phone:

Email:

*Dept:

User Request Details:

Special Circumstances or Notes on Request:

F

Enter the following text in the notes field: "This is an account request for a non-district employee. They will need access to Zangle to take attendance and view student information."

Please include the following information for the person you are creating the account for:

- Full name
- Social Security Number
- Position
- Date you want their account to end.

This person will receive a facstat in Zangle for the location listed in Step D. If you want the person associated with a different location, please specify this in the notes field.

Requestee ID	Requestee Name	Requestee Dept	Roles	*Reason for Change
1	<input type="text"/>	<input type="text"/>	Roles	<input type="text"/>

Please see the role definitions [here](#).

Confidentiality Statement

The use of any data on San Diego City Schools computers must meet state and federal requirements. Individuals must take every precaution to protect the security of this data and prevent its disclosure, intentional or unintentional. Further, any written or computer-produced reports derived from this data must meet the requirements of Procedure 6525. Permission to provide this data to any agency other than the State of California or federal government has not been given. Specific permission from the appropriate division must be obtained prior to release to any other agency.



Do not enter any information in these fields.

Submit Request



Click Submit Request.
An email will be sent to the Principal once the account has been created.