

# Accepting a role and Onboarding in the NYC DOE

# Agenda



How do I accept a job offer in the NYC DOE?



Key Definitions



Overview of the Onboarding Process



Online Support Center



Q & A



Key Takeaways & Next Steps

# How do I accept a job offer in the NYC DOE?

## If you have worked in the NYC DOE previously

- Your hiring manager (principal, assistant principal or payroll secretary) will ask for your File Number or Employee ID Number
- If you have an existing nomination (for example, you have served as a paraprofessional, per-diem substitute teacher, school secretary, community coordinator etc) you might need to have that nomination cancelled to move forward with a full time nomination

## If you have not worked in the NYC DOE previously

- Your hiring manager will ask for your social security number so that they can nominate you formally for the position
- You will receive an email within 24-48 hours from the Applicant Gateway

# Key Definitions

Key Term	Definitions
Onboarding	This refers to the 8 step process in the Applicant Gateway that we will walk through in a few minutes
File Number	This is a number that teachers receive when they successfully complete the onboarding process in the NYC DOE
Employee ID	All NYC DOE employees have an Employee ID- it is a 7 digit number that allows you access to many central DOE systems
DOE username	This is the first portion of your email address before the <a href="mailto:schools.nyc.gov">@schools.nyc.gov</a> it will also serve as your username for many NYC DOE systems

# Overview of Onboarding process

- There are 8 steps to Onboarding in the NYC DOE
- Your progress in completing these steps is tracked through an online application system called the [Applicant Gateway](#)
- You can monitor your status by logging in to Applicant Gateway and clicking on the hyperlink “status”

# Step 1: Receive Applicant Gateway Email

Have you worked in the NYCDOE before?	My Applicant Gateway email will be sent to:
I have worked in the NYCDOE before	<ul style="list-style-type: none"><li>• Your applicant gateway login will be sent to the email address on file with the DOE - please note that this MAY BE an NYC DOE email address</li><li>• The message may go into your spam folder</li><li>• Add <a href="mailto:NYCDOEHumanResources@schools.nyc.gov">NYCDOEHumanResources@schools.nyc.gov</a> to your safe sender list</li></ul>
I have NOT worked in the NYCDOE before	<ul style="list-style-type: none"><li>• The message will go to the email address associated with your New Teacher Finder Account</li><li>• The message may go into your spam folder, add <a href="mailto:NYCDOEHumanResources@schools.nyc.gov">NYCDOEHumanResources@schools.nyc.gov</a> to your safe sender list</li></ul>

# Step 2: Log in to Applicant Gateway



**Applicant Login**

**NYC Department of Education Applicants**  
You must have a job offer and be nominated by your principal/hiring manager, or considered for possible selection via a system-generated email in order to activate or reset your Applicant Gateway account.

**GOPASS Volunteers and NYC Department of Education Vendors**  
You must have a job offer and be put on a roster by your vendor agency/hiring manager in order to activate your Applicant Gateway account.

**Instructions to activate or reset your Applicant Gateway account**

1. Click on the [Activate Account / Forgot Password](#) link on this page.
2. Enter the email address you provided to your vendor, agency/hiring manager or principal during the nomination process and the last 4 digits of your Social Security Number.
3. You will receive an email with a link to activate or reset your password. Click on the link or copy and paste the link into the internet browser address bar.
4. After you have created your password, login to the Applicant Gateway and submit all required forms.

For assistance, contact HR Connect at 718-935-4000 Monday through Friday, anytime between 9 am and 5 pm.

Sign in

\*Email:

\*Password:

[Activate Account / Forgot Password](#)

If you cannot access applicant gateway, click on this link to re-set your password. If you do not receive an email to re-set your password, please call HR Connect at 718-935-4000.

# Step 3: Fill Out All Required Forms Such That The Required Forms Section Is Empty

Instructions for NYC Department of Education Applicants <a href="#">Click Here!</a>				
Instructions for GOPASS Volunteers and NYC Department of Education Vendors <a href="#">Click Here!</a>				
Job Title	Forms Requiring Action	Submitted Forms	Status	School Year
TEACHER		<a href="#">DOE Rules and Regulations</a> <a href="#">Emergency Contact</a> <a href="#">Background Questionnaire</a>	<a href="#">Status</a>	2020-2021



# What Forms might I be required to submit?

- Emergency Contact Form: All candidates will be required to fill out a new emergency contact form regardless of previous employment with the NYC DOE.
- Background Questionnaire: Most candidates will be required to fill out a background questionnaire
- Fingerprint Referral Form: If your fingerprints are not on file with the NYC DOE, you will have a fingerprint referral form available
- I-9 Documentation (Requires Verification): Some current DOE employees and all non-DOE employees will be required to submit an electronic I-9 and email verifying documents to [HRCServiceCenter@schools.nyc.gov](mailto:HRCServiceCenter@schools.nyc.gov)
- OSPRA 103 form must be emailed to [HRCServiceCenter@schools.nycgov](mailto:HRCServiceCenter@schools.nycgov) even if you 'fill it out' on the Applicant

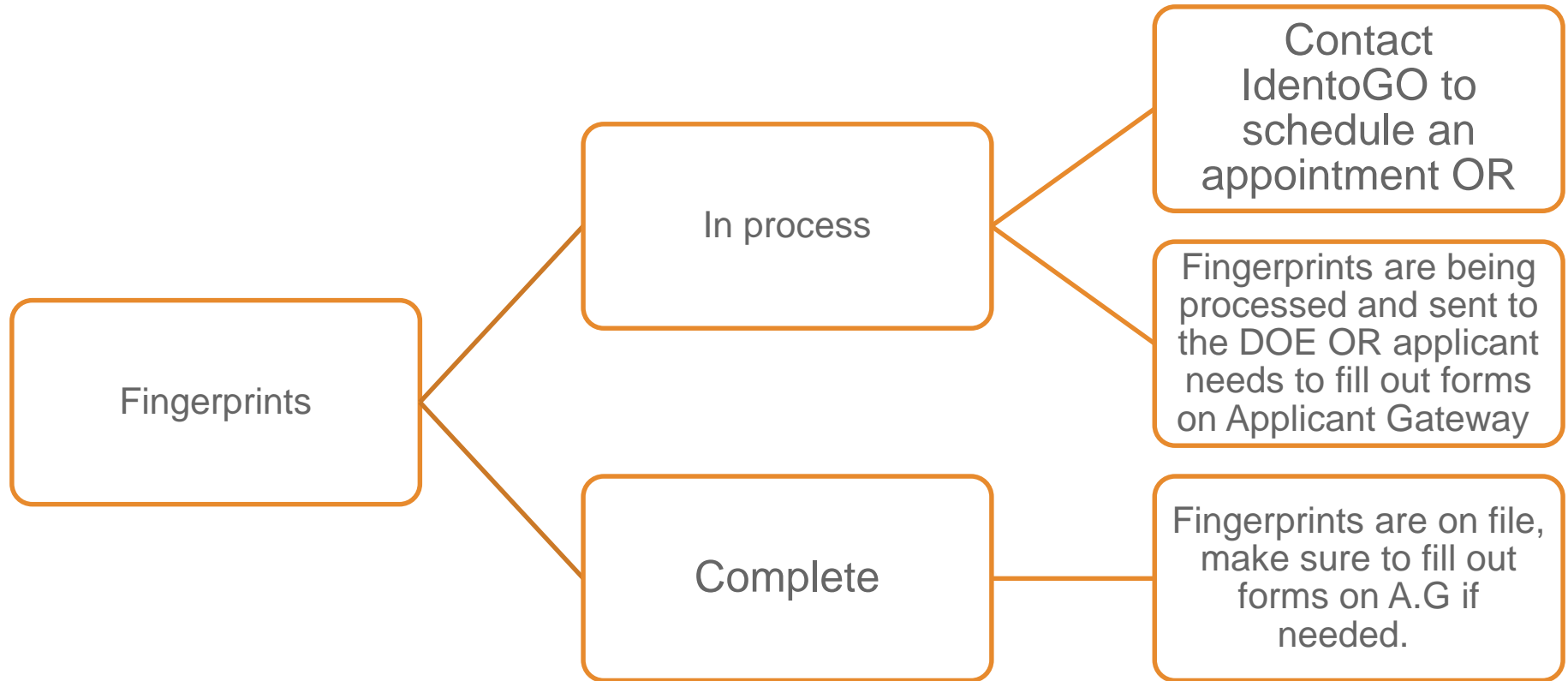
Gateway

# The New Fingerprinting Process

You will first receive an email from [NYCDOEHumanResources@schools.nyc.gov](mailto:NYCDOEHumanResources@schools.nyc.gov)

- Follow the instructions and log into Applicant Gateway
- On Applicant Gateway – you will be asked to complete some initial forms, AFTER those forms are completed, you should be able to see a specific link & service code to use with **IdentoGO**, the new DOE fingerprinting vendor
- Go the **IdentoGO site** and be sure to the enter the specified service code – without the service code – your prints will not be sent back to the DOE and you will need to pay for the process again.
  - *If you have been fingerprinted before through IdentoGO, you will need to be printed AGAIN for DOE purposes and use the designated service code*
- You will go to the appointment and get fingerprinted.
- Once fingerprinted, your prints and information will go to the DOE and the background check will be triggered.
- Please DO NOT email anything to anyone until you have received an email from [NYCDOEHumanResources@schools.nyc.gov](mailto:NYCDOEHumanResources@schools.nyc.gov). Nothing can be processed in advance before you receive the nomination letter for the New York City Teaching program

# Step 4: Click on the word "Status" to see if your fingerprints are on file



# Step 5: Email your I-9 verification documentation to [HRCServiceCenter@schools.nyc.gov](mailto:HRCServiceCenter@schools.nyc.gov)

## Form I-9 Acceptable Documents

Employees must provide documentation to their employers to show their identity and authorization to work.



<p style="text-align: center;"><b>LIST A</b></p> <p style="text-align: center;"><b>Documents that Establish Both Identity and Employment Authorization</b></p>	<p style="text-align: center;"><b>LIST B</b></p> <p style="text-align: center;"><b>Documents that Establish Identity</b></p>	<p style="text-align: center;"><b>LIST C</b></p> <p style="text-align: center;"><b>Documents that Establish Employment Authorization</b></p>		
<p><b>1.</b> U.S. Passport or U.S. Passport Card</p> <p><b>2.</b> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p><b>3.</b> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p><b>4.</b> Employment Authorization Document that contains a photograph (Form I-766)</p> <p><b>5.</b> For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p style="margin-left: 20px;"><b>a.</b> Foreign passport; and</p> <p style="margin-left: 20px;"><b>b.</b> Form I-94 or Form I-94A that has the following:</p> <p style="margin-left: 40px;">(1) The same name as the passport; and</p> <p style="margin-left: 40px;">(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> <p><b>6.</b> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p><b>OR</b></p>	<p><b>AND</b></p>		
			<p><b>1.</b> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p><b>1.</b> A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p style="margin-left: 20px;">(1) NOT VALID FOR EMPLOYMENT</p> <p style="margin-left: 20px;">(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p> <p style="margin-left: 20px;">(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
			<p><b>2.</b> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p><b>2.</b> Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
			<p><b>3.</b> School ID card with a photograph</p>	<p><b>3.</b> Certification of Report of Birth issued by the Department of State (Form DS-1350)</p>
			<p><b>4.</b> Voter's registration card</p>	<p><b>4.</b> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
			<p><b>5.</b> U.S. Military card or draft record</p>	<p><b>5.</b> Native American tribal document</p>
			<p><b>6.</b> Military dependent's ID card</p>	<p><b>6.</b> U.S. Citizen ID Card (Form I-197)</p>
			<p><b>7.</b> U.S. Coast Guard Merchant Mariner Card</p>	<p><b>7.</b> Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
			<p><b>8.</b> Native American tribal document</p>	<p><b>8.</b> Employment authorization document issued by the Department of Homeland Security</p>
			<p><b>9.</b> Driver's license issued by a Canadian government authority</p>	
			<p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p>	
			<p><b>10.</b> School record or report card</p>	
<p><b>11.</b> Clinic, doctor, or hospital record</p>				
<p><b>12.</b> Day-care or nursery school record</p>				

# Step 6: Monitor your Applicant Gateway status closely- click on the status hyperlink

✓	1	Nomination Recorded	Complete
✓	2	Application Submitted	Complete
✓	3	Processing	Complete
	✓	Background Questionnaire - Nomination	Complete
	✓	Fingerprints	Complete
	✓	<a href="#">Application Forms</a>	Complete
✓	4	Background Investigations - Nomination	Complete
✓	5	State Certification	Certified
✓	6	JOBID Assignment Date Reached	Complete
✓	7	Dual Employment	Complete
✓	8	Staffing	Complete

Step	Action required
Step 3- Background Questionnaire	Candidate: Did you complete the background questionnaire in Applicant Gateway?
Step 3- Fingerprints	Candidate: Did you have fingerprints on file and/or get fingerprinted by <b>IdentoGO</b> ?
Step 3- Application Forms	Candidate: Did you E-mail your I-9 and have it verified?
Step 4- Background Investigation	Automated by the DOE: Did you pass the Background Check by the Office of Personnel Investigation? If no, you must contact OPI at <b><a href="mailto:opiinfo@schools.nyc.gov">opiinfo@schools.nyc.gov</a></b>
Step 5- State Certification	Automated by the DOE: Does your TEACH certification match your position in the NYC DOE? If you are not certified, will not complete
Step 6- JOB ID Assignment Date reached	Automated by the DOE: Is your start date approaching?
Step 7- Dual Employment	Candidate/Automated: Did you resign from your current role/ take a leave of absence if needed?
Step 8- Staffing	Automated by the DOE: Receive a DOE email and ID Number.

# Step 6: Check your Applicant Gateway account every 24 hours

Common Problems	Potential Solutions
<p>“My application has not made any progress and it’s been a week! What should I do?”</p>	<p>Contact <a href="mailto:AGsupport@schools.nyc.gov">AGsupport@schools.nyc.gov</a> if you are stalled in Applicant Gateway for more than 48 hours.</p>
<p>“I am stuck at step 5 – state certification in my Applicant Gateway profile. What should I do?”</p>	<p>In order to continue moving through the process you must check your TEACH account and be sure your certification (or emergency certificate) is on file.</p>
<p>“I am stuck at step 7 - dual nomination in my Applicant Gateway profile. What should I do?”</p>	<p>In order to continue to move through the process you must:</p> <ul style="list-style-type: none"> <li>a. Resign from your previous DOE position or</li> <li>b. Complete your application for a Leave of Absence</li> </ul>
<p>“I am stuck at step 8 –staffing in my Applicant Gateway profile. What should I do?”</p>	<p>In order to continue moving through the process you must:</p> <p>Make sure all forms (DOE Rules and Regulation, Emergency Contact, Background Questionnaire) have been completed by clicking the “submit” button at the bottom of the page.</p> <p>Make sure your leave and/or resignation from another DOE role is processed</p>



# What happens when all of the items are marked complete?

- When all items are marked complete, you will receive a welcome email from the NYC DOE
- Sometimes, your welcome email will be sent to your new NYC DOE email, which you do not have access to
- In the event all 7 Steps are marked as complete, and you have yet to receive a Welcome email, you can reach out to HR Connect at 718-935-4000 for additional support

# Next Steps – Receive your Welcome Email!

You will NOT receive this email until Step 8 is complete. It may go to your DOE email address. If Step 8 is complete and you do not receive the email, contact HR Connect at 718-935-4000.

Your Welcome email will have lots of useful links in it!

[The Payroll Portal](#), where you will be able to enroll in direct deposit, locate pay stubs, request duplicate W-2 forms, ***and more once you have officially commenced service.***

***The [Salary Application](#)***, where you will submit your Salary Step and Salary Differential applications ***as soon as you receive your first paycheck.*** You are required to apply within six months of your start date.

# Central Onboarding Resources- DOE HR Connect Web Portal







Home    SEARCH    DOE Website    Logout

FEATURED SUPPORT CATEGORIES

- Hot Topics
- Introduction & Site Map
- Materials & Resources
- Applicant Gateway & Pre-Employment Process
- ...

HELPFUL LINKS

-  **Forms**  
Find a Form
-  **SOLAS**  
Link to the self-service online leave application system
-  **ESS**  
Link to the Employee Self-Service System (ESS)
-  **Payroll Portal**  
Link to the DOE's payroll portal

# DOE Web Portal- Popular answers



## Popular Published Answers



[NYCAPS Employee Self-Service Flyer](#)

[SOLAS Flyer](#)

[Health Benefits - New Employee Flyer](#)

[HR Connect Brochure](#)

[HR Connect Employee Portal Flyer](#)

[Annual Health Plan Transfer Period 2020 - Flyer](#)

[Annual Open Enrollment Period 2020 - Flyer](#)

[Show more Published Answers for Handouts & Flyers](#)

1 2 3 4 5

# Central Onboarding versus School based onboarding

- Once your Applicant Gateway account is complete, your central NYC DOE onboarding is complete as well
- Your school will likely have new teacher orientation for the new teachers joining you at your school
- Once all steps of your Applicant Gateway are complete, do reach out to your hiring manager (Principal, Assistant Principal, etc to let them know).

# How do I get an ID card?

If you are a new employee and have verified your I-9 Form, you will be instructed via Applicant Gateway to contact [PhotoIDUnit@schools.nyc.gov](mailto:PhotoIDUnit@schools.nyc.gov) and request an appointment to have your photo taken.

If you do not see instructions for how to obtain an ID card on your Applicant Gateway account and still require your photo to be taken, please use your new DOE email address to email [PhotoIDUnit@schools.nyc.gov](mailto:PhotoIDUnit@schools.nyc.gov). You must indicate that you are requesting a photo ID appointment.

# When to expect your photo ID card

After you have your photo taken at the HR Connect Service Center, your photo is kept on file. Once you are fully staffed, your photo will be mailed to you within 2-3 weeks. If you have not received your photo ID within 3 weeks please send an email to [PhotoIDUnit@schools.nyc.gov](mailto:PhotoIDUnit@schools.nyc.gov)

## Your email must include:

1. Your Employee ID # (also listed as your reference number on your paystub) OR your EIS File #
2. Your full name & home address OR school/work location name and address
3. Your job title & Employee School's DBN
4. Your phone number

Your DOE photo ID card will be mailed to your school/work location that is listed in (e) above. Please allow 2-3 weeks to receive the DOE employee Photo ID Card.

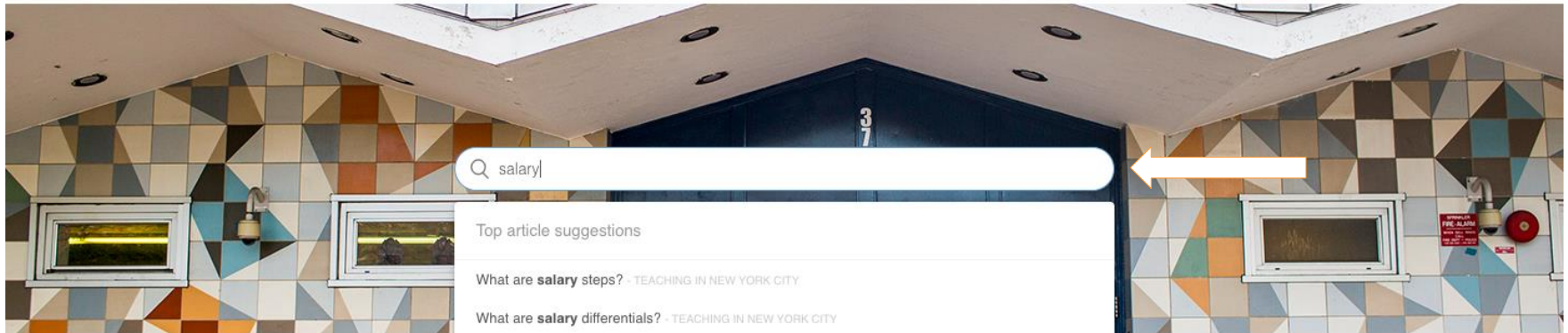
# Introducing the Online Support Center

Welcome ×

Read this article to learn how best to use the Online Support Center and updated Contact Form.



Contact Us



<b>TEACHING IN NEW YORK CITY</b> An overview of the New York City Department of Education	<b>HOW TO APPLY</b> Completing the NYC Online Teacher Application for prospective full-time teachers	<b>NEW YORK STATE CERTIFICATION</b> Learn more about obtaining teacher certification in New York State
<b>HIRING IN THE NEW YORK CITY DEPARTMENT OF EDUCATION</b> Learn more about the job search and hiring processes	<b>OTHER INQUIRIES</b> Events, referrals, and how to contact us	

Access the Online Support Center at any time at: [teachnyc.net](https://teachnyc.net)



# Questions?



# Fingerprinting & Onboarding in the NYC DOE

complete before starting work at the New York City Department of Education.

**Application Submitted** verifies that you have an application on file in the New Teacher Finder.

**Background Processing:** reflects your Background Questionnaire, Fingerprinting Referral Form and Application Forms are all complete and ready to be evaluated. Application forms include your I-9

**State Certification:** Confirms you have an up to date teaching certification on file with New York State.

Nomination Status			
Name:	Status:	Completed	
EIS Title:	Current Step:		
Location:	Process Description:		
Authorize to Hire Date:	<a href="#">Notification History</a>		
Application Process Step	Status	Date Completed	Process Date
✓ 1 Nomination Recorded	Complete	09/12/2017	
✓ 2 Application Submitted	Complete	09/12/2017	
✓ 3 Teacher Rating Check	Pass	09/12/2017	
✓ 4 Background Processing	Complete	09/20/2017	
✓ Background Questionnaire - Nomination	Complete	09/20/2017	
✓ Fingerprints	Complete	09/20/2017	
✓ Application Forms	Complete	09/20/2017	
✓ 5 Background Investigations - Nomination	Complete	09/20/2017	
✓ 5 State Certification	Certified	08/09/2018	
✓ 6 JOBID Assignment Date Reached	Complete	08/09/2018	
✓ 7 Dual Employment	Complete	08/09/2018	
✓ 8 Staffing	Complete	08/09/2018	

**Nomination Recorded:** This is the day your principal/hiring manager entered your information into their school's database.

**Teacher Rating Check** verifies previous NYC DOE teacher evaluations

**Background Investigation** can only begin once your fingerprints are on file with the NYC DOE. Can take between 48 hours and several weeks to complete.

**Dual Employment:** In the event that you have been previously staffed by the NYC DOE (as a substitute teacher, paraprofessional, or any other role-instructional or otherwise) you must either take a leave of absence from your position to pursue teaching, or resign from your position to begin teaching. In the event your leave of absence has yet to be processed, you will be stuck at this "dual employment" step until it is processed.

**Staffing:** This indicates that you have been staffed by your school and that you are eligible to receive an NYC DOE Welcome Email. If this step reads complete, and you have not received a Welcome email, please reach out to HR Connect at 718-935-4000 or [HRConnect@schools.nyc.gov](mailto:HRConnect@schools.nyc.gov).

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Thank you!