

Sign In Sheet

JAN 9, 2020

Name:

Signature

Angelina Garbutt
Annette Adamiak

Angelina Garbutt

Annette Adamiak

Pat Mincey

Patricia Mincey

Patricia Smith

Patricia Smith

Lucy Roman

Lucy Roman

Liza Torres

Liza Torres

Susan Bannister

Susan Bannister

Katty Marte

Katty Marte

Ruth Akkers

Ruth Akkers

Grace Grace Giffre

Grace Giffre

Barbara Reasbo

Barbara Reasbo

Deana Marino

Deana Marino

Sandro Sansotta

Sandro Sansotta

Sandro Sansotta

Mercedes F. Ruiz

Mercedes F. Ruiz

Phyllis Paul

Phyllis Paul

Phyllis Paul

Phyllis Paul

Policies and Procedures Meeting

January 9, 2020, 9:30 am Ed House

Agenda

Topics of Discussion:

1. Purchasing: Toni Russo
 - Purchasing Reminders
 - New Vendor/Update Vendor Forms - SAMS Certification Form
 - BIDNET Direct for Quotes
2. Technology: Angelina Garbutt
 - Hoonuit
 - Skype
3. Transportation: Sergio Alfonso/John Coxen
 - Field Trips
4. Open Forum:
 - Discuss issues or any problems.
 - Next meeting date: March 19, 2020

TOPICS OF DISCUSSION:

Purchasing: Toni Russo

2020 Reminders:

- Please refer to your purchasing guidelines for our 2019-2020 purchasing calendar. Purchasing guidelines can be found on purchasing's webpage.
- Place all contract information on the requisition and submit with the proper backup.
- Vendor copies will be automatically sent to the contact email provided by the vendor and will only include the attachments checked off to be emailed.
- Requisitions will be converted two times a week, Tuesdays and Thursdays by noon. All approved requisitions received in Purchasing's queue after 12pm will be processed on the next purchasing run.
- Check Requests/Payments on Purchase Orders: If payment is required by a certain date, communicate the need for the payment to accounts payable. Anticipate your school's need and plan accordingly. It is your responsibility to have the payment processed according to the accounts payable schedule. ***See the attached schedule.
- Purchase orders need to be processed prior to the receipt of goods or services. If the purchase order is processed after the fact, your Administrator will receive a non-compliance memo.
- All conference expenses and travel requiring reimbursement must be approved in advanced and must have a purchase order in place prior to the conference travel date.
- Online orders will not be processed without a purchase order number on the cart.
- Purchase order increases are limited to \$5,000.00 per purchase order before a new purchase order will be required.
- Signed receiving copies are to be sent to accounts payable. Please send your receiving copies to the accounts payable office using the following chart:

Vendors A-G: Patricia Crecco
Vendors H – P & Staples: Stefania Miele
Vendors Q-Z: Lisy Kalathara

CALENDAR OF DATES FOR CLAIMS AUDITOR

2019-2020

DAY OF WEEK	A/P CHECK RUN	A/P AUDIT DATE	CLAIMS RECEIVED BY
	7/11/2019	7/12/2019	
TUESDAY	7/23/2019	7/24/2019	7/19/2019
TUESDAY	8/6/2019	8/7/2019	8/2/2019
TUESDAY	8/20/2019	8/21/2019	8/16/2019
WEDNESDAY	9/4/2019	9/5/2019	8/30/2019
TUESDAY	9/17/2019	9/18/2019	9/13/2019
THURSDAY	10/3/2019	10/4/2019	9/27/2019
TUESDAY	10/15/2019	10/16/2019	10/11/2019
TUESDAY	10/29/2019	10/30/2019	10/25/2019
WEDNESDAY	11/13/2019	11/14/2019	11/8/2019
TUESDAY	11/26/2019	11/27/2019	11/22/2019
WEDNESDAY	12/18/2019	12/19/2019	12/13/2019
THURSDAY	1/2/2020	1/3/2020	12/31/2019
TUESDAY	1/14/2020	1/15/2020	1/10/2020
TUESDAY	1/28/2020	1/29/2020	1/24/2020
TUESDAY	2/11/2020	2/13/2020	2/7/2020
WEDNESDAY	2/26/2020	2/27/2020	2/19/2020
WEDNESDAY	3/11/2020	3/12/2020	3/6/2020
THURSDAY	3/26/2020	3/27/2020	3/24/2020
TUESDAY	4/14/2020	4/15/2020	4/9/2020
TUESDAY	4/28/2020	4/29/2020	4/24/2020
WEDNESDAY	5/13/2020	5/14/2020	5/8/2020
WEDNESDAY	5/27/2020	5/28/2020	5/22/2020
THURSDAY	6/11/2020	6/12/2020	6/8/2020
WEDNESDAY	6/24/2020	6/26/2020	6/19/2020

IF A CHECK/PAYMENT IS NEEDED BY A CERTAIN DATE, THE CLAIM MUST BE RECEIVED PRIOR TO THE CLAIMS RECEIVED DATE LISTED ABOVE.

New Vendor and Vendor Update Forms:

We are now required to verify that each new vendor and existing vendor are not included on the U.S. Government's SAM's Exclusion List. The SAM's certification form will be included in the vendor packets. Upon return of the New Vendor/ Update Vendor packet you will be required to verify the information provided and fill out and sign the bottom of the form. You can find the updated packets on Purchasing's webpage.

Instructions for verifying that the vendor is not on the U.S. Government's SAM's Exclusion list:

1. <https://sam.gov/SAM>
2. Search records
3. Enter entity's name or DUNS number or CAGE code
4. Search Results: print out results page even if no records are found and attach to SAM certification form
5. Fill out the bottom portion of form, sign and email complete packet (4 pages) to Paula in Purchasing

Three Quotes: BIDNET Direct

General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public works contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. All other purchase contracts over \$1,000 and public work contracts over \$5,000 will require 3 quotes.

We currently use a service called BIDNET Direct to post all our bids. The service sends out electronically to multiple vendors the formal bid announcement prompting the vendor to submit a bid. BIDNET Direct can also solicit Request for Quotes. The service can solicit an informal Request for Quote that will satisfy your 3-quote requirement. You will still need to fill out the Request for Quote template and then log in and upload the document to the service. Using this service can be helpful if you need to be compliant with WBE/Minority Business Participation or if you need to send a Request for Quote to multiply vendors for materials or services. There are thousands of vendors who participate in this service and will receive notification of the quote so you will be able to solicit multiple vendors at a single time. The service is also extremely helpful if you do not have companies to quote the services or commodities you are purchasing.

BIDNET Direct will run a webinar for all users once we determine who would like to participate. Please let me know if you would like to utilize the service so I can set up your account and notify you once the webinar is scheduled.



White Plains Public Schools

EDUCATION HOUSE
FIVE HOMESIDE LANE
WHITE PLAINS, NEW YORK 10605
914-422-2072 (P)
914-422-2297 (F)

Toni Russo
PURCHASING AGENT
tonirusso@wpcsd.k12.ny.us

NEW VENDOR FORM

Dear New Vendor,

The White Plains City School District will be making every effort to "Go Green." The distribution of all vendor purchase orders will be by email only. Please note you will not receive an additional purchase order through the mail.

Along with the questions below, please fill out the attached forms. By law, we are required to keep on file an updated IRS Form W-9 for each vendor, every year. Please make every effort to supply us with an updated IRS Form W-9 on a yearly basis. Also attached, is our System for Award Management Certification form. We are required to verify all vendors to see if they are included on the U.S. Government's SAM's Exclusion List.

Please complete and return all information. If you have any questions, call me at 914 422-2072.

Thank you for your cooperation.

Sincerely,

Toni Russo
Purchasing Supervisor

Vendor Name: _____

Address: _____

Phone: _____

Fax: _____

Payment Address if different from above: _____

Please indicate below the email address and contact of the person you would like to receive your purchase order:

Email Address: _____

Contact Name: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**VENDOR NOT ON EXCLUSION LIST MAINTAINED BY THE FEDERAL GOVERNMENT'S
SYSTEM FOR AWARD MANAGEMENT (SAM) CERTIFICATION FORM**

THIS FORM MUST BE SIGNED BY VENDOR AND SUBMITTED FOR VERIFICATION

I, _____, deposes and says that
(Name of Individual Signing this Certification)

I am the _____ of _____
(Title/Position of Signer) (Name of Vendor)

Located at: _____

and that by submission of this form, I certify on behalf of the above-named vendor, under penalty of perjury, that the above-named vendor is not on the Exclusion List maintained by the U.S. Government's System for Award Management (SAM).

Signature Date: _____

VENDOR DUNS #: _____ **OR CAGE CODE:** _____

Portion of this form below this line is FOR OFFICE USE ONLY. Vendor completes only portion of the form above this line. The portion of this form below this line will be completed by White Plains City School District (WPCSD).

Print WPCSD Employee Name and Title: _____

Date reviewed U.S. Government's SAM's Exclusion List: _____

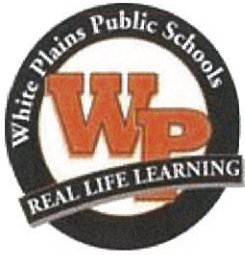
Vendor Name: _____

Check the one that applies:

_____ Vendor was NOT included on U.S. Government's SAM's
Exclusion List

_____ Vendor was included on U.S. Government's SAM's Exclusion List

WPCSD Employee Signature: _____



White Plains Public Schools

EDUCATION HOUSE
FIVE HOMESIDE LANE
WHITE PLAINS, NEW YORK 10605
914-422-2072 (P)
914-422-2297 (F)

Toni Russo
PURCHASING AGENT
tonirusso@wpcsd.k12.ny.us

Dear Vendor,

We are updating our vendor records and need your assistance to ensure that we have your current information on file. The White Plains City School District will be making every effort to "Go Green." We will now be converting our distribution of all vendor purchase orders to email only. You will no longer receive your purchase order through the mail.

Along with the questions below, please fill out the attached IRS Form W-9 and our System for Award Management Certification form. We are required to verify if our vendors are included on the U.S. Government's SAM'S Exclusion list.

Please complete and mail all forms to White Plains City School District, 5 Homeside Lane, White Plains NY 10605; Attn: Purchasing Department. For your convenience, you can email your forms directly to: purchasing@wpcsd.k12.ny.us

If you have any questions, please call me at 914 422-2072. Thank you for your cooperation.

Sincerely,

Toni Russo
Purchasing Supervisor

Vendor Name: _____

Address: _____

Phone: _____

Fax: _____

Payment Address if different from above: _____

Please indicate below the email address and contact of the person you would like to receive your purchase order:

Email Address: _____

Contact Name: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**VENDOR NOT ON EXCLUSION LIST MAINTAINED BY THE FEDERAL GOVERNMENT'S
SYSTEM FOR AWARD MANAGEMENT (SAM) CERTIFICATION FORM**

THIS FORM MUST BE SIGNED BY VENDOR AND SUBMITTED FOR VERIFICATION

I, _____, deposes and says that
(Name of Individual Signing this Certification)

I am the _____ of _____,
(Title/Position of Signer) (Name of Vendor)

Located at: _____

and that by submission of this form, I certify on behalf of the above-named vendor, under penalty of perjury, that the above-named vendor is not on the Exclusion List maintained by the U.S. Government's System for Award Management (SAM).

Signature Date: _____

VENDOR DUNS #: _____ **OR CAGE CODE:** _____

Portion of this form below this line is FOR OFFICE USE ONLY. Vendor completes only portion of the form above this line. The portion of this form below this line will be completed by White Plains City School District (WPCSD).

Print WPCSD Employee Name and Title: _____

Date reviewed U.S. Government's SAM's Exclusion List: _____

Vendor Name: _____

Check the one that applies:

_____ Vendor was NOT included on U.S. Government's SAM's
Exclusion List

_____ Vendor was included on U.S. Government's SAM's Exclusion List

WPCSD Employee Signature: _____

<https://sam.gov/SAM/>

Instructions for verifying that the vendor is not on the U.S. Government's SAM's Exclusion list:

1. <https://sam.gov/SAM>
2. Search records
3. Enter entity's name or DUNS number or CAGE code
4. Search Results: print out results page even if no records are found and attach to SAM certification form
5. Fill out the bottom portion, sign and email complete packet (4 pages) to Paula in Purchasing


WEBSITE: page 1



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

[Get help](#)
[Login.gov FAQs](#)

 ALERT: SAM.gov will be down for scheduled maintenance Saturday, 01/11/2020 from 8:00 AM to 1:00 PM

 ALERT: The DFARS provision currently numbered 252.204-70ZZ will be updated to 252.204-7016 in SAM's next release. Additionally, the clause at paragraph (a) will be updated to reference 252.204-7018 instead of 252.204-YY.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.





A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.



[Login.gov FAQs](#)

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Search Records

Choose Quick Search or Advanced Search

QUICK SEARCH:

Enter your specific search term

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

Enter DUNS number ONLY

CAGE Code Search:

Enter CAGE code ONLY

SEARCH

[Need Help?](#)

ADVANCED SEARCH:

Use specific criteria in multiple categories to structure your search.

ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

DISASTER RESPONSE REGISTRY SEARCH

GSA

WEBSITE: page 3. Print and attach to certification form.



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.



[Login.gov FAQs](#)

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Search Results

Current Search Terms: WHITE PLAINS BUS CO., INC.*

[Save PDF](#)

[Export Results](#)

[Print](#)

Relevance ▼

Descending ▼

Your search for WHITE PLAINS BUS CO., INC.* returned the following results..

No records found.

[Save PDF](#)

[Export Results](#)

[Print](#)

GSA

Technology: Angelina Garbutt

- Hoonuit
- Skype

Transportation: Sergio Alfonso/John Coxen

- Field Trips

Open Forum:

- Discuss issues or any problems.
- Next meeting date: March 19, 2020

Hoonuit <https://www.whiteplainspublicschools.org/Page/20859>

Staff Links Directory

A B C D E F H I K L M N O P Q R S T

A		
• Absence Management (AESOP): 800-942-3767	H	• Photo Editor (online)
• All about the Budget	• Hoonuit Online Learning (Staff, Students & Parents)	• Policies and Procedures
• All Schools	• Human Resources	Q
• Apple Certified Teacher Training	I	• QR Code Generator
• Apple in Education Curriculum Resources	• IEP/RTI Direct	R
• Apple Store Classes (free)	• Imagine Learning English & Spanish	• Remote Access
• Athletics		• Rosetta Stone
		• Rubicon Atlas Curriculum Mapping

Login using district username and password



Hoonuit.com offers students, their families and staff how-to videos and training.

Scroll down to see a list of topics available to the White Plains City School District.

Student Login
Use your regular district username & password

Staff Hoonuit Information

Staff Login
Use your regular district username & password

Parents WITHOUT Username & Password
You'll need to request login information first

Parents WITH Username & Password

**Family Online Learning Resource**
Lessons and How-to Videos

Hoonuit.com

- College & Career Ready
- Communication Skills - Writing & Research
- Software Applications & Devices
- Internet Safety

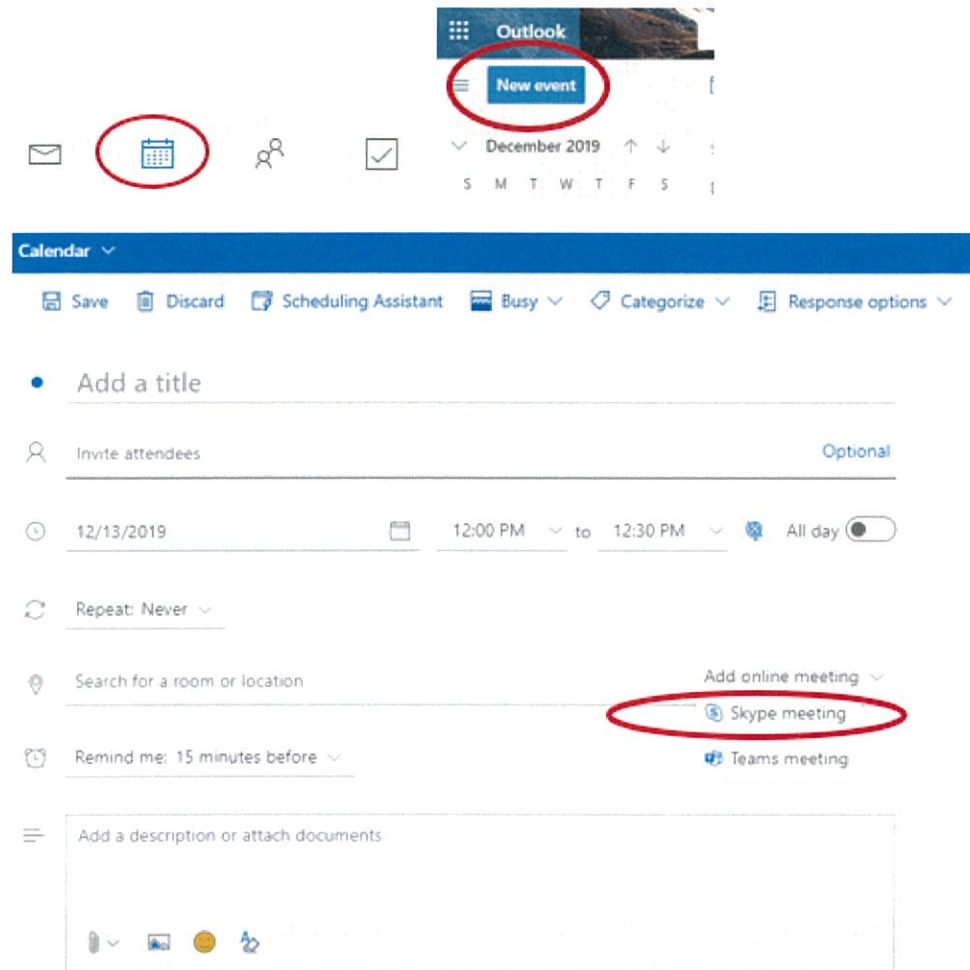
**Recurso de aprendizaje en el Internet para la familia**
Lecciones y videos "cómo hacerlo"

Hoonuit.com

- Temas preparados para la universidad y la Carrera
- Habilidades de comunicación - Escritura e investigación
- Aplicaciones de software y dispositivos
- Seguridad en el Internet

SKYPE instructions from Outlook Online

Go to your calendar and create meeting by clicking on “New Event”. Next, add meeting title, attendees, date, time, whether the meeting repeats. Next, select Add online meeting -Skype meeting.



Outlook

New event

December 2019

Calendar

Save Discard Scheduling Assistant Busy Categorize Response options

Add a title

Invite attendees Optional

12/13/2019 12:00 PM to 12:30 PM All day

Repeat: Never

Search for a room or location Add online meeting

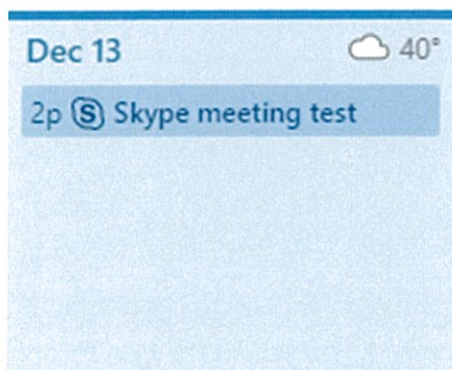
Skype meeting

Teams meeting

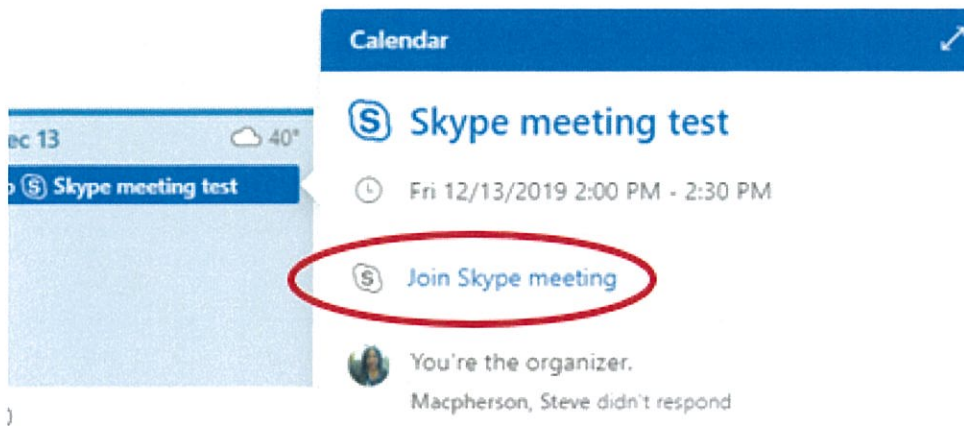
Remind me: 15 minutes before

Add a description or attach documents

On your calendar, you will see the newly created SKYPE meeting



Log into your SKYPE meeting 15 minutes before it starts by clicking on “Join Skype meeting



If this is the first time you are accessing Skype, the app installer will appear

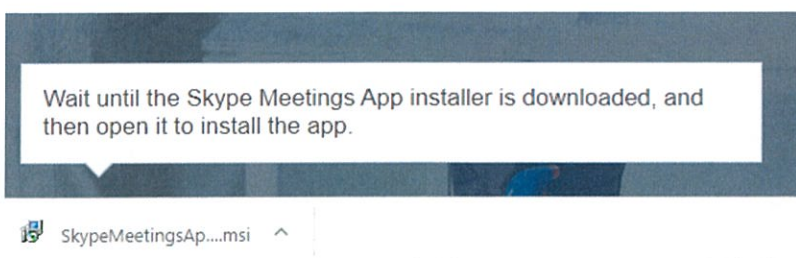
We're downloading the app installer.

Click [here](#) if the download doesn't start automatically.

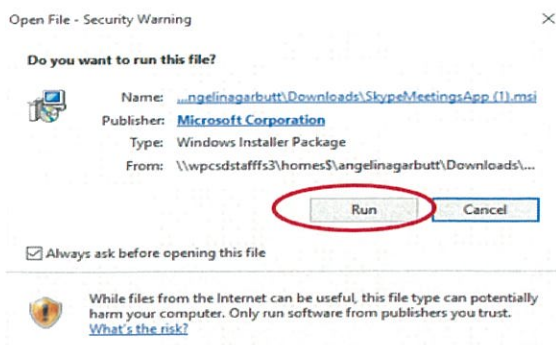


After you have installed the app, click [here](#) to [join the meeting](#).

Click [here](#) for more help



Click on the “Skypemeetingapp” program and click “Run”



Enter your name and meeting entry information – Here you can indicate how you would like the participants to join the Video call and provide a telephone number , if preferred.

Skype Meetings App

Skype Meetings App

Welcome

Enter your name

Angelina

Join

Sign in if you have an Office 365 account

Use my Skype for Business desktop app instead

Meeting Entry Information...

Meeting Options...

Change Audio Connection

Exit Meeting

Switch to Audio only

Help

Report an Issue

About

Meeting Entry Information...



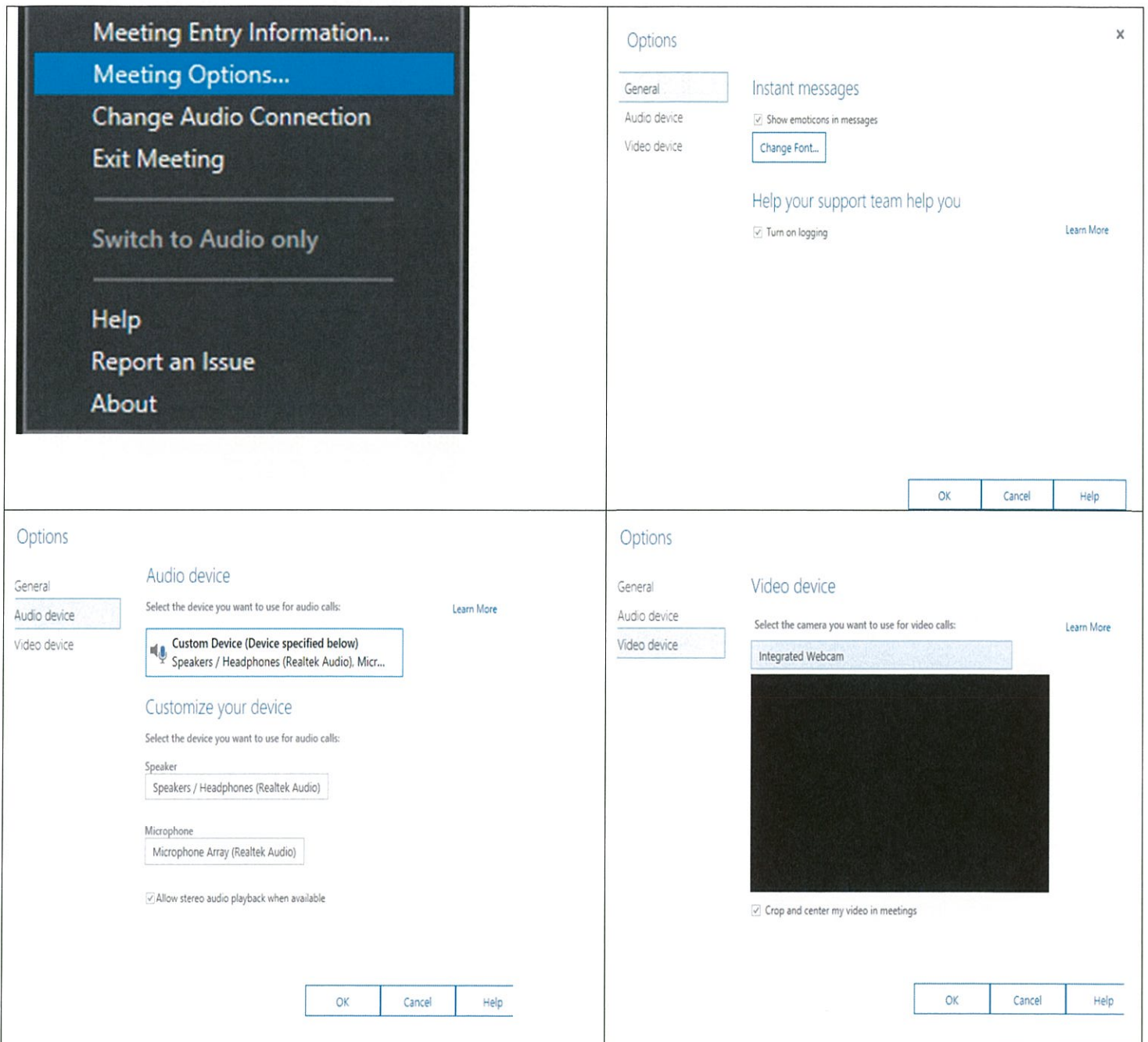
Join Skype Meeting

<https://meet.lync.com/livewpcsd12ny-wpcsd/angelinagarbutt/140SJ110>

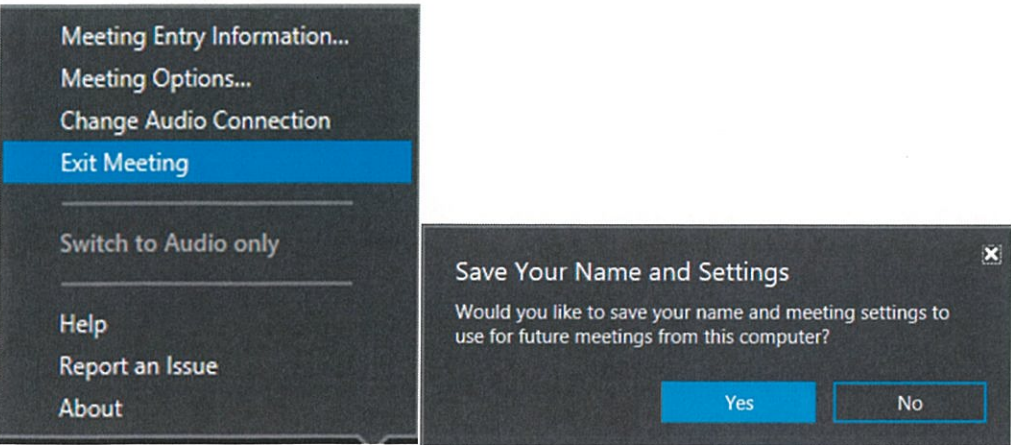
Join by Phone

Organizer: Garbutt, Angelina

Close

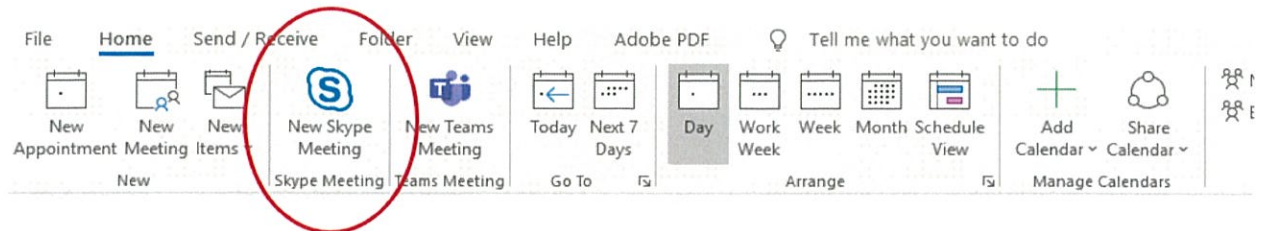


Exit Skype meeting when you're done.



Outlook Desktop Version

Go to your Calendar options and Select “New Skype Meeting”



Enter Title – Attendees – and Date and Time of the meeting, just like you would for a regular meeting. A link to the Skype meeting will be added automatically to the calendar notice that all meeting participants can use (indicated below).

Include a meeting number in the meeting notice for the participants who prefer to call into meeting. The participants can also use the speakers on his or her computer to join the meeting.

Please note that you will need a camera on your computer if you want the participants to see you and the participants will need a camera on their computer in order for you to see them.

A screenshot of the Outlook Desktop application's 'Meeting' ribbon. The 'Join Skype Meeting' button, which features the Skype 'S' logo, is circled in red. Other buttons in the group include 'Cancel Meeting', 'Forward', 'Join Skype Meeting Options', 'Teams Meeting', 'Meeting Notes', 'Contact Attendees', 'Address Book', 'Check Names', and 'Response Options'. The 'Meeting' group is part of a larger ribbon with tabs for 'File', 'Meeting', 'Scheduling Assistant', 'Tracking', 'Insert', 'Format Text', 'Review', and 'Help'. Below the ribbon, there is a message: 'No responses have been received for this meeting. This appointment conflicts with another one on your calendar.' The main meeting form is visible, showing the title 'Skype meeting test', the required attendee 'Garbutt, Angelina', the start time 'Wed 1/8/2020 1:30 PM', the end time 'Wed 1/8/2020 2:00 PM', and the location 'Skype Meeting'. At the bottom, there is a 'Join Skype Meeting' button, which is circled in red, and a link 'Trouble Joining? Try Skype Web App'. A 'Help' link is also visible at the bottom left.