



**RICHLAND ONE**

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**New Principal and/or Transfer Principal Account Information Form**

June 19, 2024

This form is needed to create various accounts needed for a new principal and/or transfer access to principals that have been relocated to a new school. Please complete this form and email to Dr. Candice L. Coppock at [candice.coppock@richlandone.org](mailto:candice.coppock@richlandone.org).

A description of the various accounts and the department responsible is provided on the following page. A One to One Plus ticket will be submitted for the accounts that Information Technology Department is responsible for creating and then the form will be routed to the other departments. You will be copied on the email when the form is sent, and that department will respond to you with information on how to access those accounts.

Date:

Last Name:

First Name:

Email Address:

School:

This is a drop-down menu, you must select the arrow to view all schools.

If you are transferring from a school, what was your previous assigned school?

This is a drop-down menu, you must select the arrow to view all schools.

District-issued Cell Phone Number:

Alternate Cell Phone Number:



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<b>Application</b>	<b>Overview</b>	<b>Department</b>
AARE Folder	Shared folder on the network where AARE uploads data for your school.	Office of Accountability, Assessment, Research, and Evaluation (AARE)
DRC (Data Recognition Corporation)	Online system for SC Ready assessments and the WIDA test for multi-lingual learners in which you will also have access to performance reports.	AARE
Frontline: <ul style="list-style-type: none"> <li>• Absence Management</li> <li>• Hiring/Recruiting</li> <li>• Frontline Central</li> </ul>	These systems are used for various reasons. <ul style="list-style-type: none"> <li>• Absence Management used for substitutes.</li> <li>• Hiring/Recruitment for processing applications and job postings.</li> <li>• Frontline Central for managing forms to sign distributed by HR.</li> </ul>	Human Resources (HR)
<a href="#">GEMS (Grants Electronic Management System)</a>	System you will use to update your school renewal plan.	AARE
Kronos	District system for payroll.	Payroll
<a href="#">MasteryConnect</a>	Online system for formative and summative assessments in the core content areas to include an item bank to support teachers creating an assessment. Admin access is provided to you to access reports and log in as teachers to see their trackers.	AARE
<a href="#">Munis</a>	District ERP system. An ERP system is an enterprise resource planning system. It is a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, and personnel.	HR, Procurement, and Finance
<a href="#">PowerSchool Admin Login</a> <a href="#">PowerTeacher Login</a>	PowerSchool is the state's student information system (SIS). Only those that have approval will have admin access.	AARE
<a href="#">Raptor</a>	Visitor, volunteer management system, and emergency/drill management	Security and Emergency Services
<a href="#">Renaissance Place</a>	Online system in which our district's benchmark STAR assessments are administered. Admin access is provided for you to review reports and usage for their online remediation programs.	AARE
<a href="#">SCDE Web Portal</a>	This is the SCDE's portal where you will be pushed down various applications you will have to log into to complete, such as your school report card narrative, access the human capital dashboard, etc.	IT assigns these roles and applications.
SchoolMessenger	System that is connected to PowerSchool that will allow you to send messages to parents who have opted in to receive messages via email, phone, etc. through PowerSchool.	AARE



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<a href="#">SC Lead</a>	This is SCDE's portal in which you manage personnel evaluation and SLO/GBE processes and your PADEPP process.	HR
<a href="#">SC School Improvement Council (SIC)</a>	Online portal that provides your school's SIC members and the annual SIC report to the public. This is updated annually.	Strategic Partnership and Extended Day Programs
Security Cameras	Used to monitor areas in schools.	Security and Emergency Services
Smore	Online newsletter that IT purchases for district-wide access.	IT