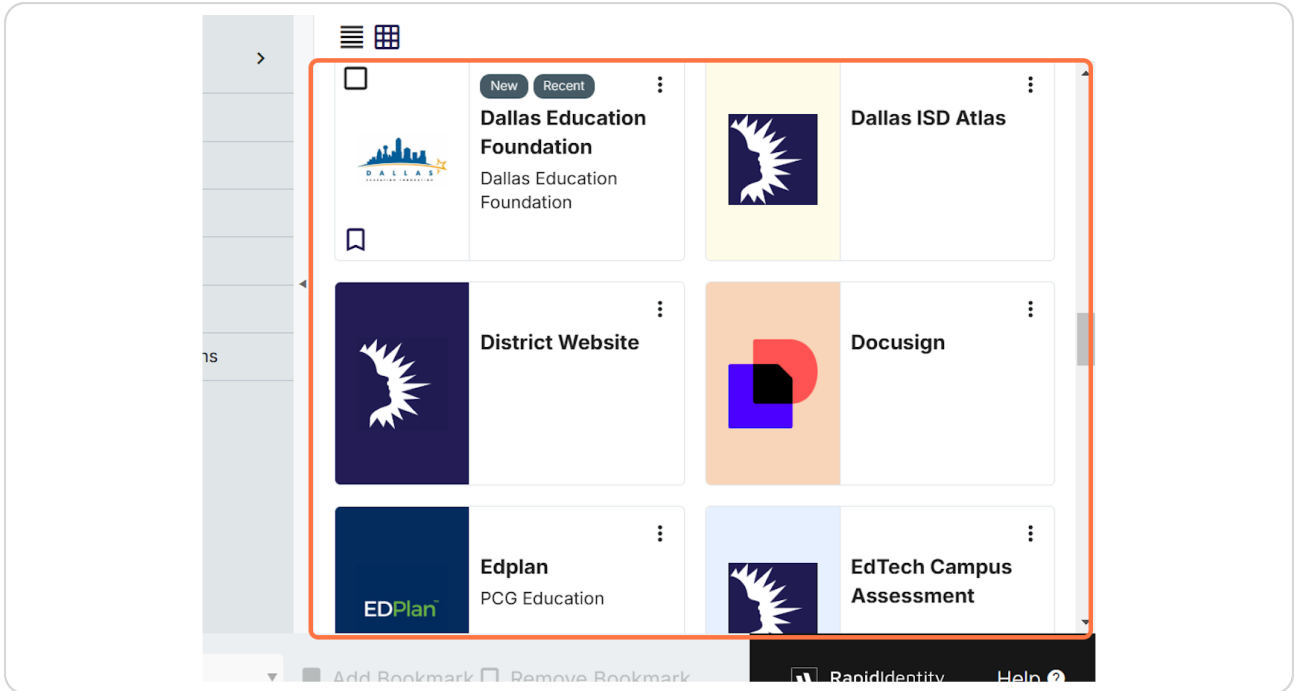




How to Make A Contribution on the Dallas ISD Portal as Part of the Employee Giving Campaign

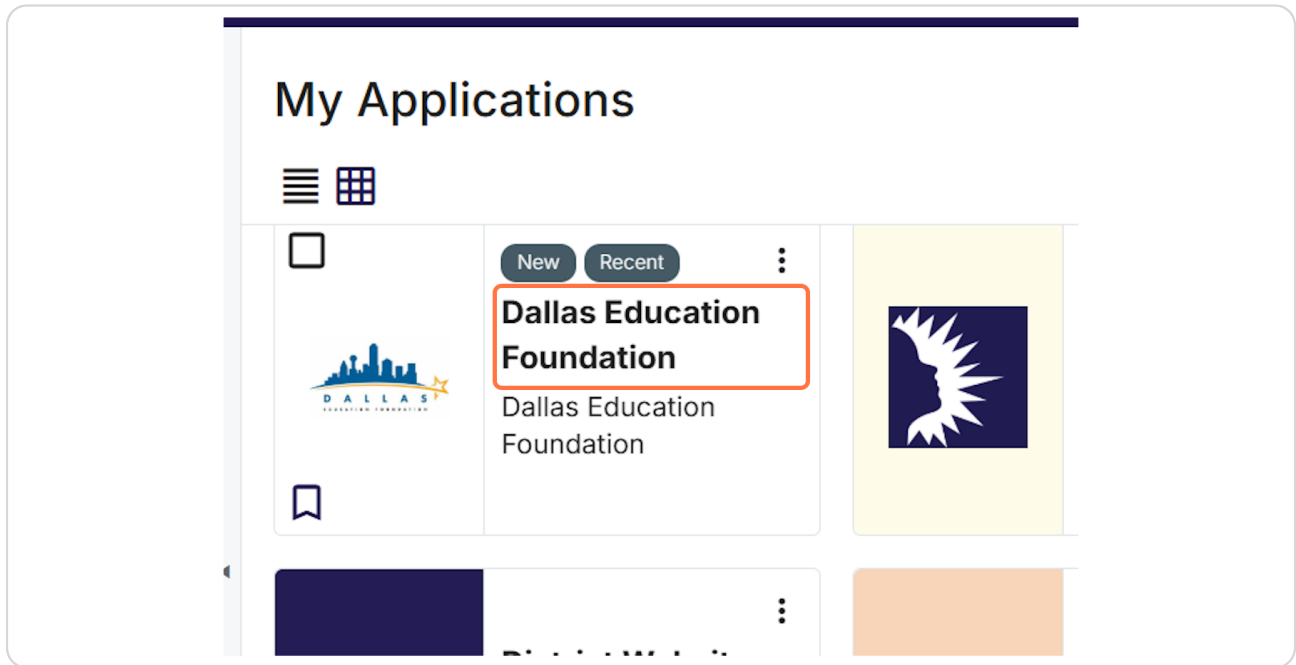
STEP 1

Drag highlighted element



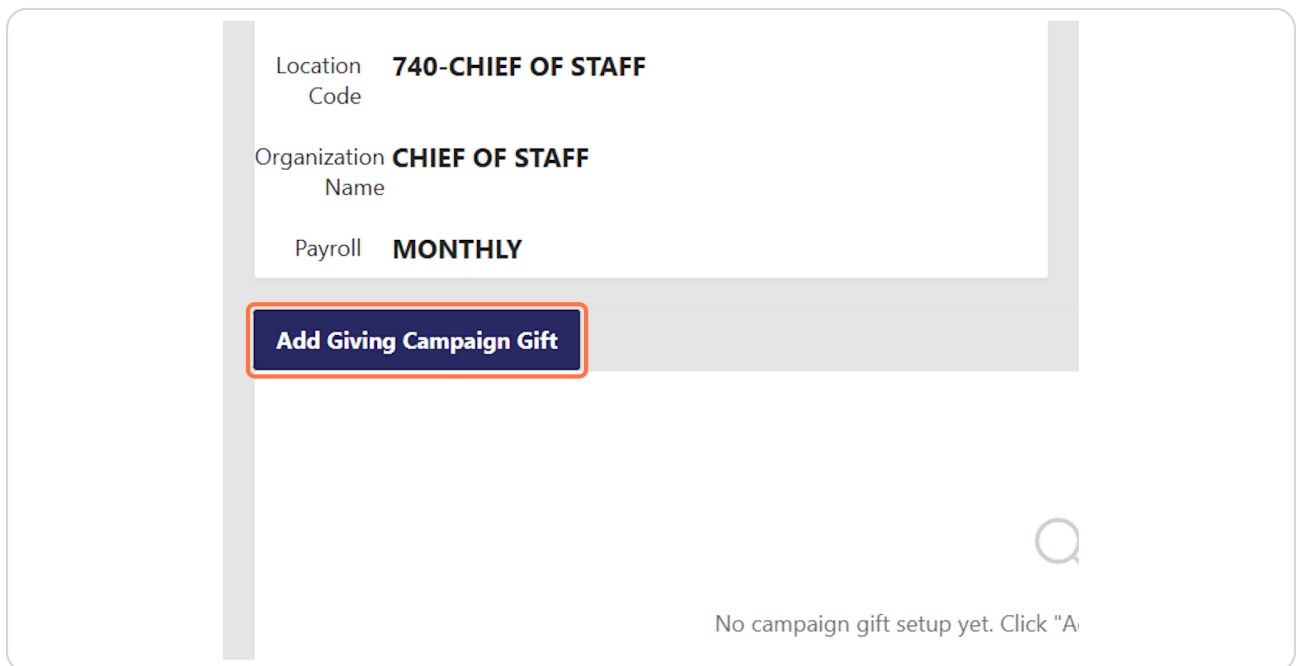
STEP 2

Click on Dallas Education Foundation



STEP 3

Click on Add Giving Campaign Gift



STEP 4

Select One Time Contribution

Employee Number

Email Address

Location Code

Organization Name

Payroll

Add Giving

Entry

Campaign
Dallas Education Foundation (2025-2026)

Gift Frequency

One Time Contribution

Pay Per Period

Total Annual Amount

Auto Renew

No. Do not auto renew.

Yes. Auto renew next year

STEP 5

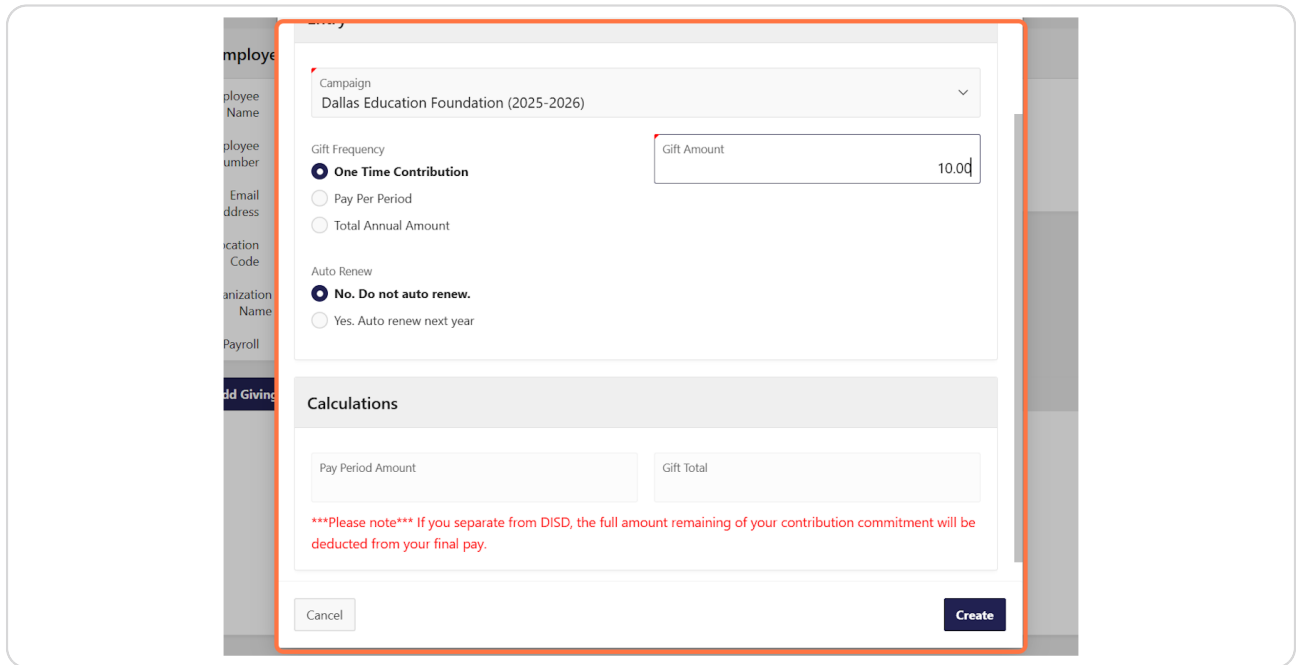
Type "10.00"

Gift Amount

10.00

STEP 6

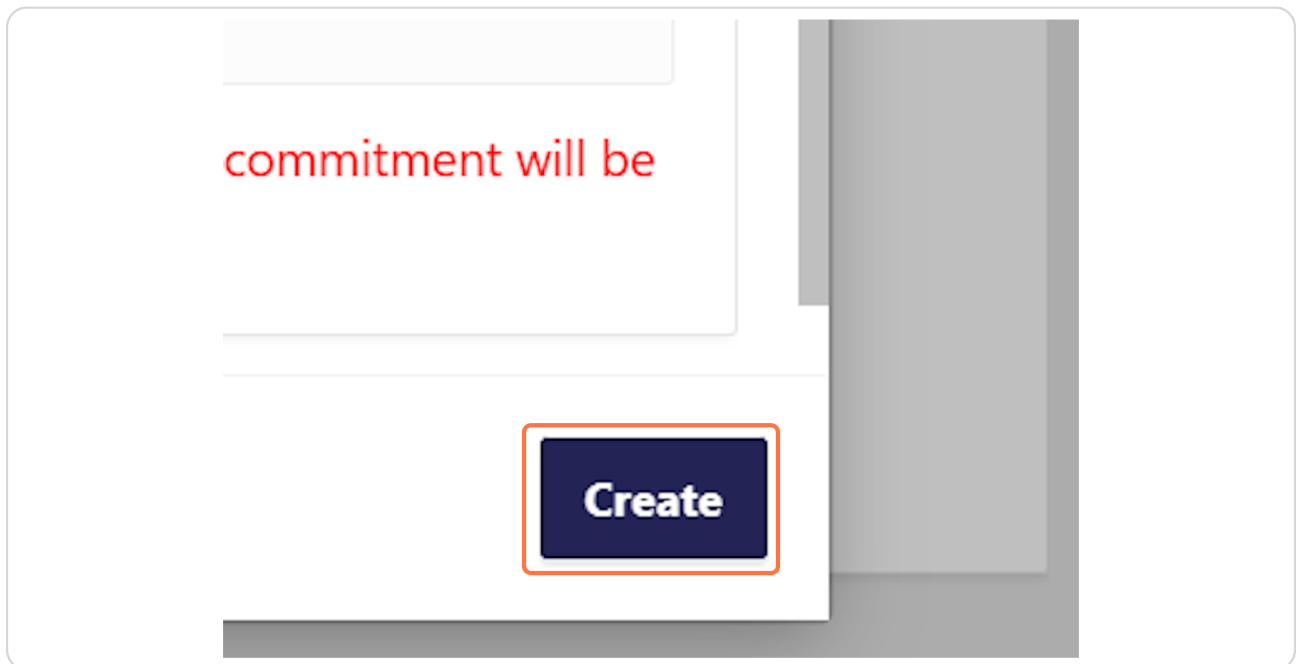
Drag highlighted element



A screenshot of a web form for creating a contribution. The form is titled "Add Giving" and is partially obscured by a sidebar on the left. The sidebar contains labels for "Employee Name", "Employee Number", "Email Address", "Location Code", "Organization Name", and "Payroll". The main form area is highlighted with a red border. It includes a "Campaign" dropdown menu set to "Dallas Education Foundation (2025-2026)". Below this is the "Gift Frequency" section with three radio buttons: "One Time Contribution" (selected), "Pay Per Period", and "Total Annual Amount". To the right of these options is a "Gift Amount" input field containing "10.00". Below the frequency options is the "Auto Renew" section with two radio buttons: "No. Do not auto renew." (selected) and "Yes. Auto renew next year". A "Calculations" section contains two input fields: "Pay Period Amount" and "Gift Total". Below these fields is a red warning message: "***Please note*** If you separate from DISD, the full amount remaining of your contribution commitment will be deducted from your final pay." At the bottom of the form are "Cancel" and "Create" buttons.

STEP 7

Click on Create and you are Done



A close-up screenshot of the bottom portion of the form. The red warning message "***Please note*** If you separate from DISD, the full amount remaining of your contribution commitment will be deducted from your final pay." is visible. Below the message is a dark blue "Create" button with white text, which is highlighted with a red border. The "Cancel" button is also visible to the left of the "Create" button.

STEP 8

Donation Complete

DALLAS INDEPENDENT SCHOOL DISTRICT Dallas Education Foundation amasanchez

Employee Details

Employee Name: **SANCHEZ, AMANDA CHRISTINA**

Employee Number: [REDACTED]

Email Address: **AMASANCHEZ@dallasisd.org**

Location Code: **740-CHIEF OF STAFF**

Organization Name: **CHIEF OF STAFF**

Payroll: **MONTHLY**

Address

Address: [REDACTED]

City: [REDACTED]

State: **TX**

Zip Code: [REDACTED]

Add Giving Campaign Gift

	Campaign	Employee Number	Giving Year	Gift Frequency	Gift Amount	Gift Total	Pay Period Amount	Auto Renew
	Dallas Education Foundation (2025-2026)	83185	-	One Time Contribution	10	10	10	No

1 - 1

Release 1.0 ^

