

Memorandum

To: School Principals and District Department Heads

From: Dr. Candice L. Coppock, Executive Director of Information Technology 

Date: February 6, 2025

Re: **Updated Memo:** New IDs

The district has implemented a new ID System. The following process has been outlined for all district staff to receive a new Richland One ID. Our goal is to have all staff with a new Richland One ID by the **end of the 2024-2025 school year**.

Middle and High School Assigned Staff

Staff assigned in Munis to middle and high schools must have their IDs made at their **assigned school**.

Elementary Assigned Staff

In the past, elementary teachers have gone to their middle and/or high school cluster site to have their ID made. At this time, they **are not** to go to these sites to have their IDs made.

Elementary school teachers and/or assigned staff (not departmental staff) **are not** to go to SAB to have their new IDs made at this time. The IT Department arranged onsite sessions with cluster elementary schools in the fall and will be working with schools to hold some additional sessions again in March, April, and May.

All Other District Department Staff

District departments have been scheduled and staff assigned to those departments/offices are to click on the links below for more information about your scheduled session. We recommend supervisors post these flyers in a central location. Staff must log in to view the flyers.

[Lower Richland Student Transportation Staff](#)

[Nutrition Services](#)

[Operations Team Members](#)

[Lyon Street and Waverley](#)

[North Main Student Transportation Staff](#)

[Administrative Assigned Staff](#)

Staff assigned to SAB are to follow the process outlined below for new staff.

Returning departmental staff **are not** to go to SAB to have their IDs made.

NEW HOURS FOR IDs FOR NEW STAFF AT SAB

New staff to Richland One are to go to SAB to have their IDs made at this time from Wednesdays from 9:00 am – 12:00 pm and 2:00 pm – 4:30. Contact Human Resources at 803- 231-7419 for any questions.

Returning staff are not to come to SAB for an ID.

We will update the information when SAB is open for any staff to have their IDs made.

