RICHLAND ONE

New Principal and/or Transfer Principal Account Information Form

Updated: June 17, 2026

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. Stephanie Williams at stephanie.williams@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: Select your school by using the arrow

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?

Select your school by using the arrow

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

District-issued Cell Phone Number:

Alternate/Personal Cell Phone Number:

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Application	Overview	Department
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: • Absence Management • Hiring/Recruiting • Frontline Central	These systems are used for various reasons. • Absence Management used for substitutes. • Hiring/Recruitment for processing applications and job postings. • Frontline Central for managing forms to sign distributed by HR.	Human Resources (HR)
GEMS (Grants Electronic Management System)	System you will use to update your school renewal plan.	AARE
Kronos	District system for payroll.	Payroll
MasteryConnect	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
Munis	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
PowerSchool Admin Login PowerTeacher Login	PowerSchool is the state's student information system (SIS). Only those that have approval will have admin access.	AARE
Raptor	Visitor, volunteer management system, and emergency/drill management	Security and Emergency Services
Renaissance Place	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
SCDE Web Portal	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

Application	Overview	Department
SC Lead	This is SCDE's portal in which you manage personnel evaluation and SLO/GBE processes and your PADEPP process.	HR
SC School Improvement Council (SIC)	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