Go to the ASPIRE Portal

- Visit www.houstonisd.org/ASPIRE and click on “My Resources.”

Login

- Returning users will use your email address and password from last year. If needed, click “Forgot Password?” to reset your password.
- New users will use your email address as your user name and your five-digit HISD identification number plus the last four digits of your social security number for your temporary password (e.g., a password for employee identification number 05249 and the last four digits of the social security number of 3455 would be 052493455).
- New charter school employees: Contact aspireaward@houstonisd.org for assistance in setting up your user name and password.

Navigate the “Link” Page

- On the “My Resources Home” page, in the “Link” section, click on “Link.”
- Campus information is at the top of the page under the campus name. User information is in the center of the page under the user’s name.
- The “Support Team” and “Resources” sections are on the right side of the page.

Review or Create Support Team: Beginning April 20, 2015

- Click “Change” to add or remove Support Team members.

Campus Setup: April 20–24, 2015

- Review award eligibility and categorization for your campus noting that this data is tentative.
  - Submit override requests where necessary.
- Review expected linkages.
- Review teachers and classes for accuracy.
  - Remove incorrect classes.
  - Add classes as necessary.
- Review alerts.
  - Submit override requests where necessary.
- Attend an optional workgroup, staffed by the ASPIRE team, that provides hands-on assistance for principals and support team members completing Campus Setup tasks.

Roster Verification/Teacher Linkage Period: April 27–May 15, 2015

- Facilitate teacher training. Encourage teachers to attend an optional workgroup, staffed by the ASPIRE team, that provides hands-on assistance.
- Monitor teacher completion frequently during the Roster Verification/Teacher Linkage period.
- Review student instruction claims.
- Review alerts and notifications.
  - Submit override requests where necessary.

Review and Approval: May 18–22, 2015

- Review student instruction claims.
- Review alerts, award alerts, and notifications, and correct all actionable alerts.
- Review submitted roster summaries.
- Attend an optional workgroup, staffed by the ASPIRE team, that provides hands-on assistance for principals and support team members completing Review and Approval tasks.

Approve Rosters: By May 22, 2015

- Review Teacher Completion Report.
- Review Student Instruction Report.
- Approve rosters.

Assistance is Available!

- Optional workgroups have been scheduled during the Campus Setup period, the Teacher Linkage/Teacher Linkage period, and the Review and Approval period at campuses across the district. These workgroups will be staffed by experienced ASPIRE team members. Each workgroup is specifically tailored to the tasks required during that period.
- Principals and support team members may receive assistance at any one of these workgroups; teachers should attend workgroups during the Teacher Linkage/Teacher Linkage period to make the best use of their time and ASPIRE team resources.
- For an up-to-date list of locations, dates, and times for workgroups, please visit the ASPIRE portal.