2013–2014 Principal Checklist

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

Campus Setup
- 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.

Roster Verification
- Facilitate teacher training.
- Monitor teacher completion frequently during the roster verification period.
- Review student instruction claims.
- Review alerts and notifications.
  - Submit override requests where necessary.

Review and Approval
- Review student instruction claims.
- Review alerts, award alerts, and notifications, and correct all actionable alerts.
- Review submitted roster summaries.

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

Assistance is Available!
- Open labs have been scheduled during the Campus Setup period, the Linkage and Verification period, and the Approval period at campuses across the district.
- For an up-to-date list of locations, dates, and times for open labs, please see the ASPIRE portal.

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