

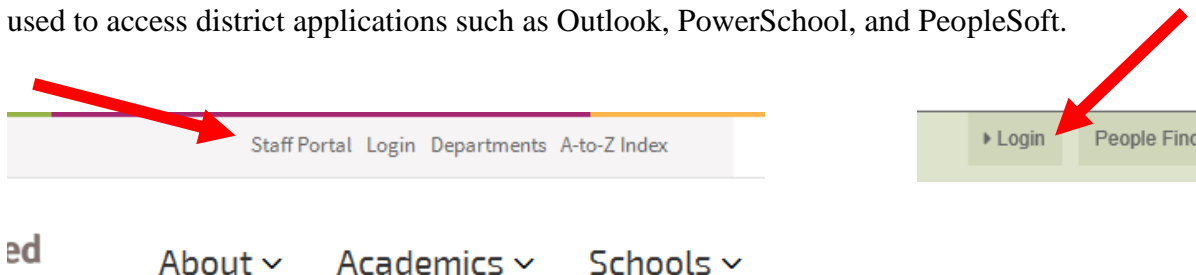


DELEGATING THE TASK OF COMPLETING THE ONLINE CONTACTS FORM

How principals can delegate responsibility for the Contacts Form to another staff member

Log in to the district webpage

- On the upper section of the district webpage (<https://www.sandiegounified.org>), click **Staff Portal**.
- Click **Login** at the top of the screen and enter your district ID and password. This is the same login used to access district applications such as Outlook, PowerSchool, and PeopleSoft.



Navigate to the Contacts Form

- Select **Departments** >> **Data Analysis and Reporting** >> **My Responsibilities** >> **Contacts Form**



Update the data contact for the Contacts Form

- Select **Contacts Form** under **Area**. Select a name from the **Staff List** and click **Assign**. If needed, go to the **Manage Staff List** section of the page to add or remove staff from your school's staff list.

If you need help or have questions, please do not hesitate to contact us:

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