



# Waco ISD Non-Employee District Support Request for Online Access Form

**\*\*To be completed by requesting Administrator *after* application is completed in TEAMS\*\***

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Entity or Employer: \_\_\_\_\_

Position: \_\_\_\_\_  
(ie. TA, Intern, BEAR Project, CIS, etc.)

Campus(es) you will serve: \_\_\_\_\_

### Online Program(s) Access Requested:

Active Directory

Gmail

Eduphoria

TEAMS

Please list specific menus needed: \_\_\_\_\_

Access Begin Date: \_\_\_\_\_

Access End Date: \_\_\_\_\_

**Note: Requesting Administrator should immediately notify Human Resources as soon as online access is no longer needed.**

### Computers and Networks Agreement:

I understand the WISD Acceptable Use Guidelines for Computers and Networks. I will abide by them in letter and spirit, and understand that violating them will result in disciplinary action by the school, up to and including termination. I understand and agree that WISD may without charge and without limitations, reproduce, display, or use any product, literary materials, or document or part thereof developed by the undersigned as a WISD staff member in whole or in part using WISD computer equipment or technology in whole or in part. I also understand that WISD does not warrant that computers or networks will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

\_\_\_\_\_  
**Print/Signature** of Non-Employee District Support Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Print/Signature** of Administrator Requesting Access

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Print/Signature** of Supervisor of Employee Relations

\_\_\_\_\_  
Date

### Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner. For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email [titleixcoordinator@wacoisd.org](mailto:titleixcoordinator@wacoisd.org) or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.

### Human Resource Use Only

Verification of Background Check/Clearance:  Cleared  Not Cleared \_\_\_\_\_ HR Specialist

Date entered: \_\_\_\_\_ PCN: \_\_\_\_\_ Completed By: \_\_\_\_\_



## Waco ISD Non-Employee District Support Request for Online Access Instructions

1. Complete a Non-Compensated Employee/Contractor application in TEAMS
  - <https://waco.teams.hosting/submission/EntryPointHomeAction.do> or
  - [www.wacoisd.org](http://www.wacoisd.org), click on Employment, click on “Feel free to go directly to our job search website on TEAMS now” – this will take you to the main page of the application.
2. Register for an account or login (if you have previously completed an application).
3. Begin entering your information into the application. When you get to the section stating, “Select a Job Category”, select Non-Compensated/ Contractors and check the box that most closely matches your position:
  - Bear Project Intern
  - CIS Program Manager
  - Child Nutrition-Non Compensated
  - Contracted Services – Social Worker
  - Contracted Services – Special Education
  - Contractor
  - Graduate Assistant
  - Intern – Homeless Outreach
  - Intern – Social Worker
  - Non Compensated Employee
  - Non Compensated Administrator
  - STS – Discipline Supervisor
  - Teacher Assistant (this will include student teachers/interns, etc.)
4. Complete application and submit.
5. The Supervisor/Principal will complete a Non-Compensated Employee Recommendation Form (marking the access needed) and submit with their signature to Supervisor of Employee Relations, whom will then forward to the Staffing Specialist in Human Resources for final approval and set up. The Recommendation Form cannot be processed without the “applicant” completing the application in TEAMS and a non-compensated employee cannot be set up without the appropriate approvals.