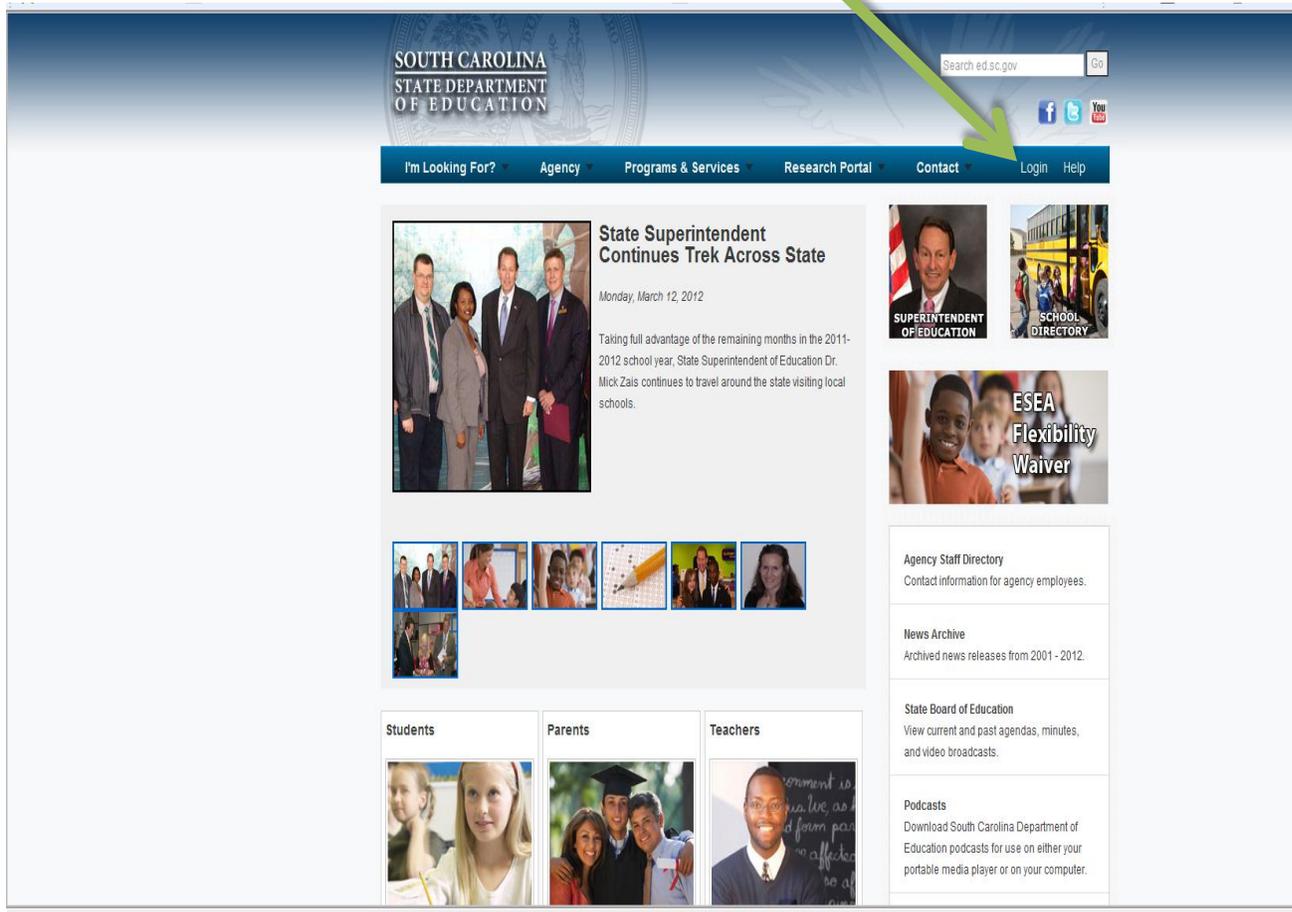


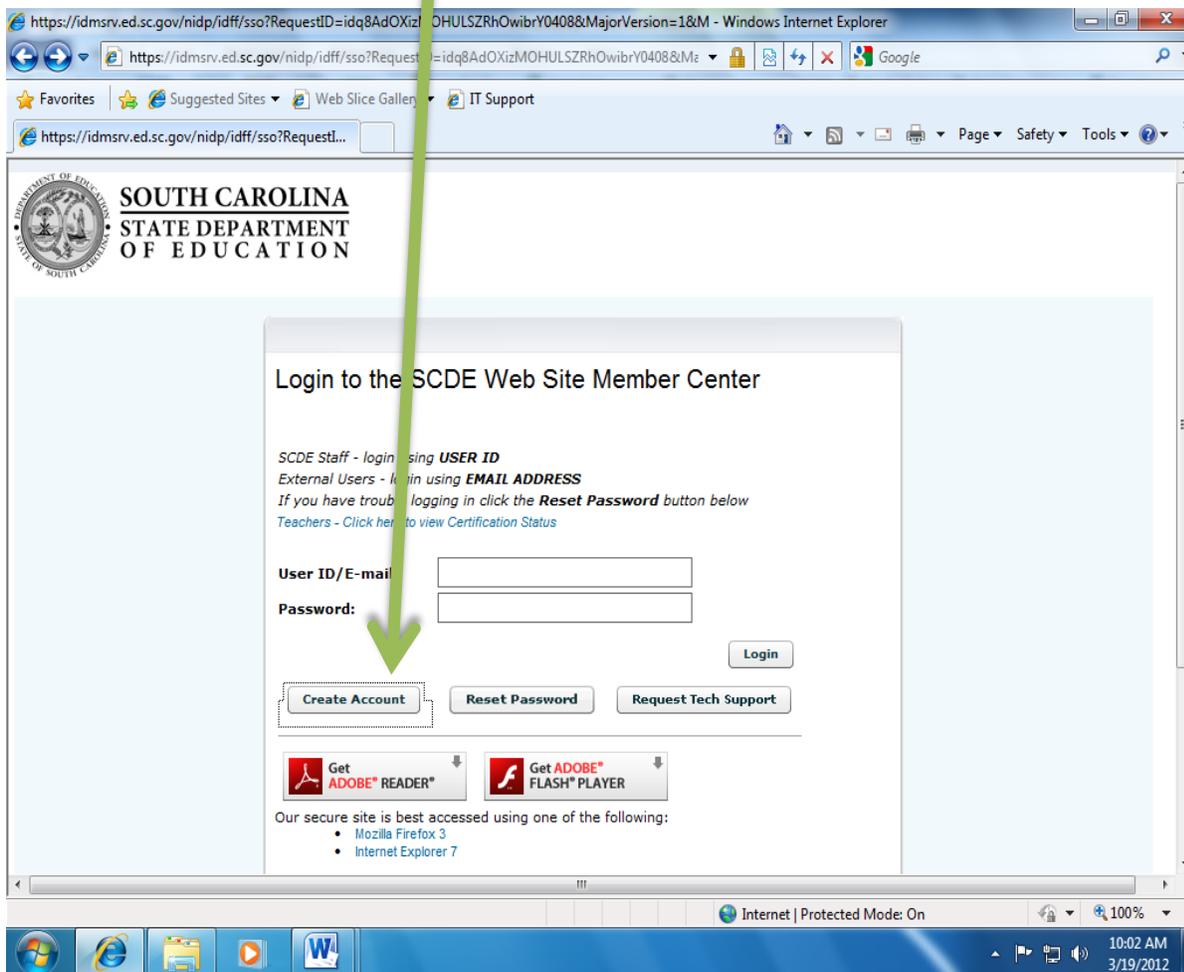
Instructions for Requesting Access to SLICE

1. Go to <http://www.ed.sc.gov> . Click the Login Button.



The screenshot shows the homepage of the South Carolina State Department of Education. At the top left, the logo reads "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". To the right is a search bar with the text "Search ed.sc.gov" and a "Go" button. Below the search bar are social media icons for Facebook, Twitter, and YouTube. A dark blue navigation bar contains the following links: "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". A green arrow points from the instruction above to the "Login" button. The main content area features a large article titled "State Superintendent Continues Trek Across State" dated Monday, March 12, 2012. Below this are several smaller image galleries and a sidebar on the right with links to "Agency Staff Directory", "News Archive", "State Board of Education", and "Podcasts". At the bottom, there are three columns labeled "Students", "Parents", and "Teachers", each with a representative image.

2. Click on Create Account.



3. Click on the **Work or Teach in SC Public School System** tab.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Create Account' page of the South Carolina Department of Education. The browser's address bar shows the URL <https://www.ed.sc.gov/tools/signup/index.cfm?t=t>. The page header features the South Carolina State Department of Education logo and a search bar. A navigation menu includes 'I'm Looking For?', 'Agency', 'Programs & Services', 'Research Portal', 'Contact', 'Login', and 'Help'. The main content area is titled 'Create Account' and contains the text: 'If you do not currently have an SCDE web account, use this page to create an account or request that an account be created for you. Start by selecting the appropriate tab below.' Below this text are two tabs: 'Please Choose >>>' (selected), 'Work or Teach in SC Public School System', and 'Community User'. A green arrow points to the 'Work or Teach in SC Public School System' tab. To the right of the main content is a 'Contact Information' box with the following details: 1429 Senate Street, Columbia, SC 29201, Tel: 803-734-0065, and E-mail: itsupport@ed.sc.gov. The footer includes 'Link To Us | www.sc.gov | Privacy / Legal', '© 2012 South Carolina Department of Education', and 'All other trademarks are the property of their respective holders.' The Windows taskbar at the bottom shows the system tray with the date and time: 10:02 AM, 3/19/2012.

4. If you are currently an employed or contracted employee of a public school district in South Carolina, fill out the following form. Please select your district, enter your personal information and then click submit at the bottom.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Create Account' page for the South Carolina Department of Education. The browser's address bar shows the URL <https://www.ed.sc.gov/tools/signup/index.cfm?t=t>. The page header includes the South Carolina State Department of Education logo and a search bar. A navigation menu contains links for 'I'm Looking For?', 'Agency', 'Programs & Services', 'Research Portal', 'Contact', 'Login', and 'Help'. The main content area is titled 'Create Account' and includes a breadcrumb trail: 'Home > Tools > Signup > Create Account'. Below the title, there is a paragraph explaining that users without an account should use this page to create one or request it. A tabbed interface allows users to select their user type: 'Work or Teach in SC Public School System' (selected) and 'Community User'. The selected tab contains instructions for employees and contractors, stating that their accounts are created by a District staff member. It instructs users to select their district, enter personal information, and click the 'submit' button. It also notes that an email will be sent to the District's Web Access Administrator and that users will login with their email and password. A 'Contact Information' sidebar on the right provides the department's address (1429 Senate Street, Columbia, SC 29201), phone number (803-734-8500), and email address (info@ed.sc.gov). The Windows taskbar at the bottom shows the system tray with the date and time: 10:00 AM, 3/19/2012.

5. Select your district and fill out the required fields.

Create Account - South Carolina Department of Education - Windows Internet Explorer

https://www.ed.sc.gov/tools/signup/index.cfm?t=t

Items marked with a red * are required.

* District: You must select a district

Prefix: Mr.

* First Name:

Middle Name:

* Last Name:

Suffix (Jr., Sr., III, etc):

* E-mail Address:

* Location (Office Location, School Name):

* Contact Phone [format:999-999-9999]:

Extension:

Contact Fax [format:999-999-9999]:

* Street Address:

Suite / Room:

* City:

* State: SOUTH CAROLINA

* Zip Code (xxxxx):

* Enter in your area of responsibility or specific applications that you need access to:

Internet | Protected Mode: On

10:01 AM
3/19/2012

In the field that says **Enter in your area of responsibility or specific applications that you need access to** please type in **ACCESS TO SLICE** and your **ROLE/JOB TITLE** within the district. Then click Send your request (your request will go directly to your district's web access coordinator who will contact SCDE IT Support).

Note: If you do not know who your Web Access Coordinator is, please contact your district's IT Department.

The screenshot shows a web browser window titled "Create Account - South Carolina Department of Education - Windows Internet Explorer". The address bar shows the URL "https://www.ed.sc.gov/tools/signup/index.cfm?i=t". The page contains a registration form with the following fields:

- * First Name:
- Middle Name:
- * Last Name:
- Suffix (Jr., Sr., III, etc):
- * E-mail Address:
- * Location (Office Location, School Name):
- * Contact Phone (format:999-999-9999):
- Extension:
- Contact Fax (format:999-999-9999):
- * Street Address:
- Suite / Room:
- * City:
- * State: SOUTH CAROLINA (dropdown menu)
- * Zip Code (xxxxx):

Below the form is a large text area with the label "Enter in your area of responsibility or specific applications that you need access to:" and a "Send your request" button. The footer of the page includes "Last Updated: 02/09/2012", "Link To Us | www.sc.gov | Privacy / Legal", and "© 2012 South Carolina Department of Education. All other trademarks are the property of their respective holders." The Windows taskbar at the bottom shows the time as 11:43 AM on 3/19/2012.

- You will receive a confirmation email with your username and password within 2-4 weeks, granting you access to SLICE. Note: Your SLICE Password cannot be changed at this time!