

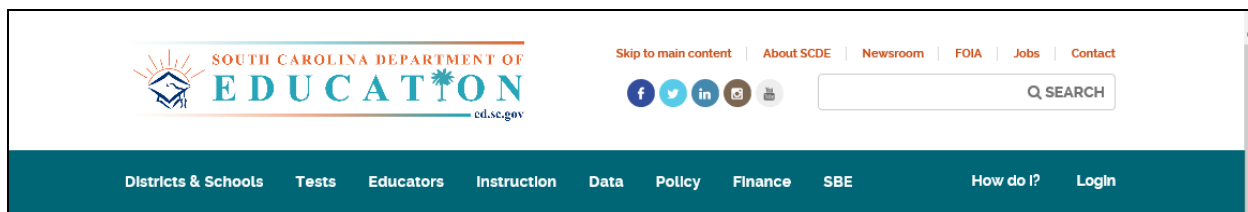
Division: District Operations & Support  
Department: Office of School Facilities

## **District Facilities User Instructions** (Electronic Portal)

1) Notify your District’s Web Access Coordinator (WAC) to give you access to the Office of School Facilities’ (OSF) Web Application called “**School Facilities Portal.**”

2) How to find your Web Access Coordinator?

A. Go to [www.ed.sc.gov](http://www.ed.sc.gov) and select Login.



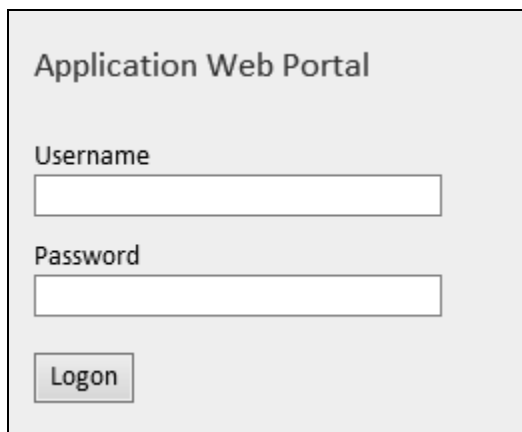
*(Figure 1 – SC Department of Education Home Page)*

B. Under Application Web Portal, select Proceed to Application Web Portal Login.



*(Figure 2 – Proceed to Application Web Portal Login)*

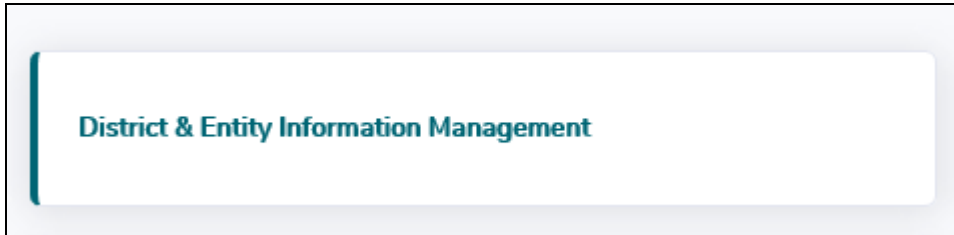
C. Sign into the Application Web Portal using your normal Username and Password.



*(Figure 3 – Application Web Portal Login)*

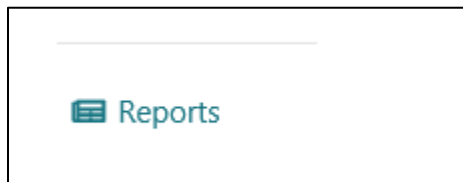


D. Select District & Entity Information Management.



(Figure 4 – District & Entity Information Management)

E. Choose Reports.



(Figure 5 – Choose Reports)

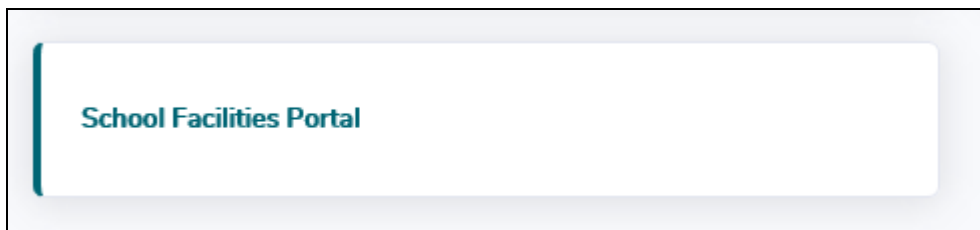
F. Under District Contact Role drop down box select “Web Access Coordinator (WAC).” After the selection, click Download District Contacts for Role.



(Figure 6 – Web Access Coordinator Role Selection)

- 3) Once your Web Access Coordinator has given you access, you should see the following School Facilities Portal icon under your Applications.

**\*\*Please be sure that you are requesting the role of “Facilities Data Entry”\*\***



(Figure 7 – School Facilities Portal Access)

If you have any questions concerning the District Facilities User access, please contact Darius Williams at (803) 734-4836 or [dswilliams@ed.sc.gov](mailto:dswilliams@ed.sc.gov)