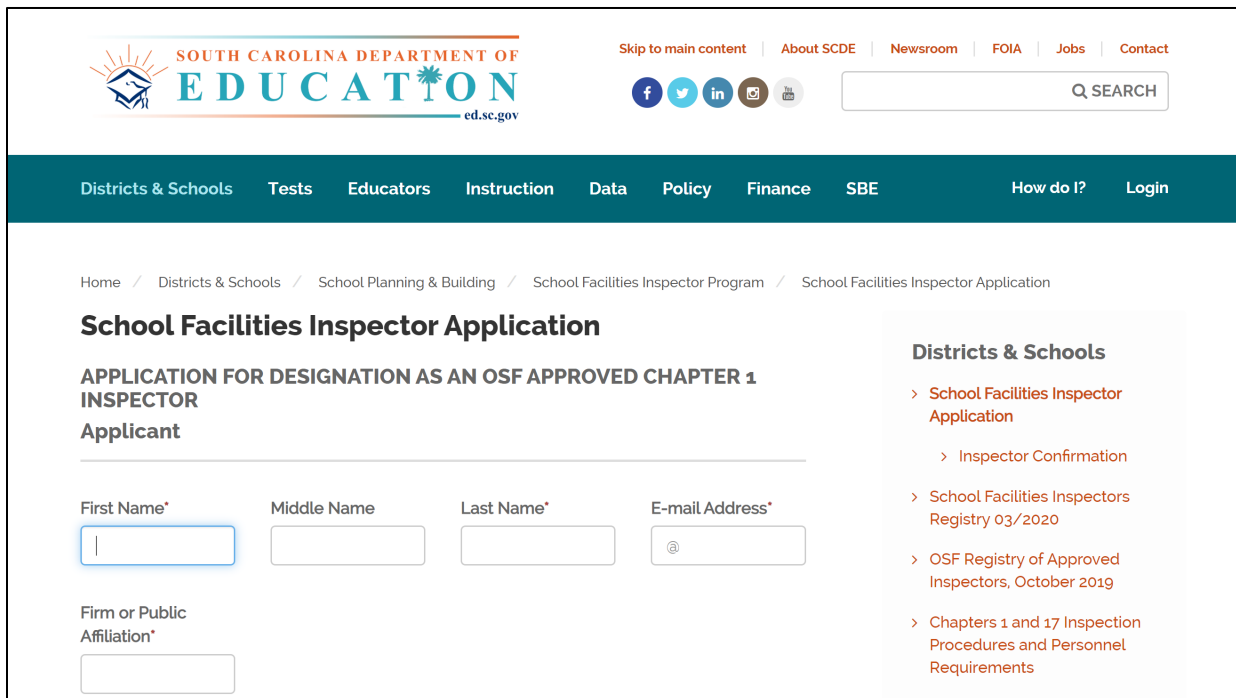


Division: District Operations & Support
Department: Office of School Facilities

Inspector First Time User Instructions (Electronic Portal)

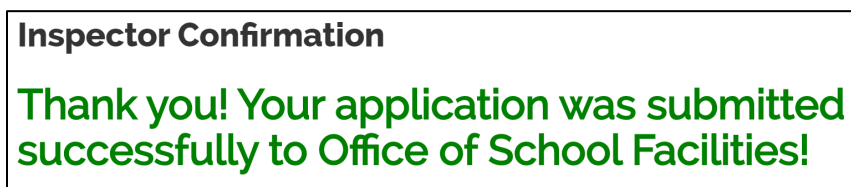
- 1) Complete the School Facilities Inspector New Application (**First Time User Only – Do not use for Renewals**)



The screenshot shows the South Carolina Department of Education website. The header includes the logo, navigation links (Skip to main content, About SCDE, Newsroom, FOIA, Jobs, Contact), and a search bar. The main navigation bar lists various categories: Districts & Schools, Tests, Educators, Instruction, Data, Policy, Finance, SBE, How do I?, and Login. The breadcrumb trail indicates the path: Home / Districts & Schools / School Planning & Building / School Facilities Inspector Program / School Facilities Inspector Application. The main heading is "School Facilities Inspector Application" followed by "APPLICATION FOR DESIGNATION AS AN OSF APPROVED CHAPTER 1 INSPECTOR". The form is for an "Applicant" and includes fields for First Name*, Middle Name, Last Name*, and E-mail Address*. There is also a field for "Firm or Public Affiliation*". On the right side, there is a "Districts & Schools" sidebar with links to "School Facilities Inspector Application", "Inspector Confirmation", "School Facilities Inspectors Registry 03/2020", "OSF Registry of Approved Inspectors, October 2019", and "Chapters 1 and 17 Inspection Procedures and Personnel Requirements".

(Figure 1 – Chapter 1 Inspector Application)

- 2) OSF Receive Inspector New Application



(Figure 2 – Chapter 1 Inspection Confirmation Message)

- 3) Submit your Resume, LLR Certification, and Signed Memorandum of Understanding to SchoolFacilities@ed.sc.gov
- 4) OSF Receives the New Application
- 5) OSF Review & Approve (or Rejects) Credentials



6) Chapter One Inspector Submits Payment (via Check) to:

MS. JASMEEN SHAW, P.E.
INSPECTION PROGRAM ADMINISTRATOR
OFFICE OF SCHOOL FACILITIES
1429 SENATE STREET, ROOM 801-B
COLUMBIA, SOUTH CAROLINA 29201

Example Payment Schedule:

- 1) New Application (or Renewal Application)
 - a. Building Inspector
 - b. Mechanical Inspector

Total = \$40.00
- 2) Adding Categories Prior to Renewal
 - a. Electrical Inspector - \$25
 - b. Plumbing Inspector - \$25

Total = \$50.00
- 7) OSF Receive the Payment via Mail
- 8) OSF Approve (or Reject) the Application
- 9) Once receiving Approval of the Application, you will need to create a **Community Account** in order to access the Office of School Facilities Application. Please follow the steps below:

To access the South Carolina Department of Education Member Center, go to the SC Department of Education website: <https://ed.sc.gov>



(Figure 3 – South Carolina Department of Education Website)

- a. Click 'Login' near the top-right of the page next to 'How do I?'



- b. Select “Proceed to Application Web Portal Login”



(Figure 4 – SCDE Website Member Center)

- c. Click ‘Create it’

Application Web Portal

Username

Password

Forgot your password? [Reset it](#)

Don't have an account? [Create it](#)

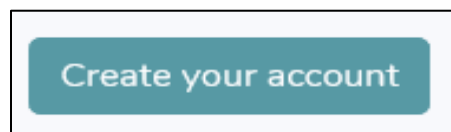
(Figure 5 – Application Web Portal)

- d. Choose the “Community Account” option



(Figure 6 – Member Services User Signup)

- e. Complete the required fields and click “Create your account”



(Figure 7 – Member Services Community Account)

- f. Once you have filled out the form, you will receive a temporary password to the E-mail address you provided. You will use your E-mail address to log in to the system. **Note: You must log in with the temporary password within 24 hours, or else you will have to register again.**



- g. Once you have successfully logged in with the user-set password, please notify Office of School Facilities - Darius Williams at (803) 734-4836 or dswilliams@ed.sc.gov that you have successfully created your account and require access to the application. **Important: This step must be done in order for your account to have access to the Office of School Facilities application.**

If you have any questions concerning the Inspector Application processes, please contact Darius Williams at (803) 734-4836 or dswilliams@ed.sc.gov