New Tech Resource Request Process

Teacher

Have you done a demo of the resource or seen it in action?

YES

Fill out the New Tech Resource Request Form - it is sent electronically to principal and IT

The IT Dept will be in touch when they have account information for you.

Principal

Receive New Tech Resource Request Form

Confirm Curriculum Alignment

NO → Teacher notified

YES ↓

Identify if there are budget funds available

School-based Prioritization Process

Teacher notified if product is a YES or NO from Principal

Send Budget Code to IT

IT

Receive New Tech Resource Request Form

Tech specs reviewed

Privacy Checked

Teacher notified if product is a YES or NO from IT.
If yes, an ETA will be provided.

Admin email account created

Add to subscription spreadsheet

Determine if PD is needed

Determine admin of account

Accounts Payable for Purchase Order

Order Service

Set up and Deploy

add to sjisd.org

Deliver log on information and passwords to teacher(s).

Provide PD, if needed.

Maintain dashboard

SAN JUAN ISLAND SCHOOL DISTRICT