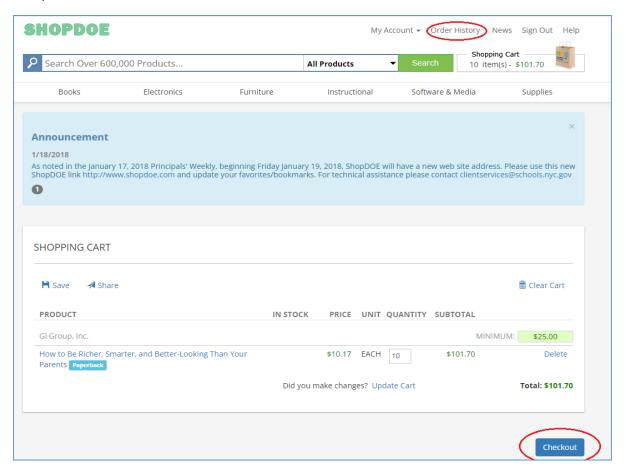
Only NPS(district 55) users will be able to see "Other Email Addresses" field. The email addresses added to this field will have access to create and manage order requests on ShopDoE. The email addresses will be removed from User Profile (portal) if there's no log-in record for 60 days.

Case 1-1. NPS (District 55) – When logging into ShopDoE with a non-DoE email address which has been added to Other E-mail Addresses on User Profile, the user will have access to create and manage order requests.

<Portal-User Profile>

Name*	JEAN KIM					
Work Address*	65 Court	65 Court				
Room No.	1000	Borough*	Brooklyn 🕶			
Zip Code*	11201	Phone No.*	(718)935-2751			
Cell No.		Fax				
DOE E-mail (40 chars)	JKIM37@schoo	JKIM37@schools.nyc.gov				
Alternate E-mail (40 :hars)						
Other E-mail Addresses (up to 6 email addresses seperated by semicolon)	test1@ao1.com;	test1@aol.com;test2@yahoo.com;test3@gmail.com;test4 @aol.com;test5@yahoo.com;test6@gmail.com				
Employee ID			8/24/2022 2:51:58 PM			

<ShopDoE>

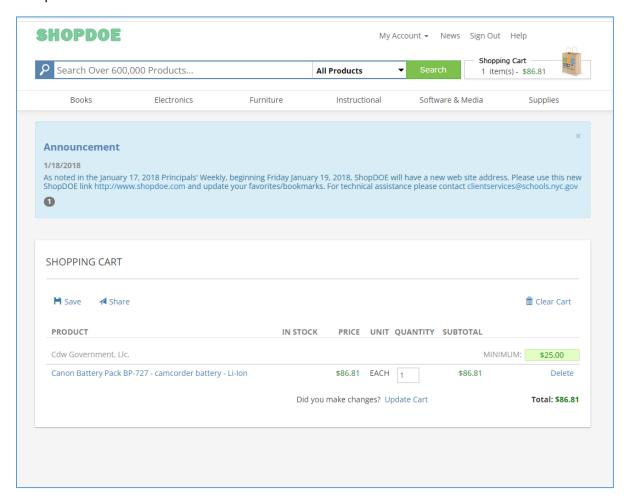


Case 2-2. NPS (District 55) – When logging into ShopDoE with a non-DoE email address which is NOT added to Other Email Addresses on User Profile, the user will NOT have access to create and manage order requests.

<Portal-User Profile>

User Information						
Name*	JEAN KIM					
Work Address*	65 Court					
Room No.	1000	Borough*	Brooklyn ▼			
Zip Code*	11201	Phone No.*	(718)935-2751			
Cell No.		Fax				
DOE E-mail (40 chars)	JKIM37@schools.nyc.gov					
Alternate E-mail (40 chars)						
Other E-mail Addresses (up to 6 email addresses seperated by semicolon)						
			4			
Employee ID		Last Updated	8/24/2022 2:42:29 PM			
Update						

<ShopDoE>



Case 2. Other Districts - other than D55, no one will have access for "Other Email Addresses" field.

<Portal-User Profile>

