

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>

User Information | **Portal Options**

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 separated by semicolon) test1@aol.com;test2@yahoo.com;test3@gmail.com;test4@aol.com;test5@yahoo.com;test6@gmail.com

Employee ID Last Updated 8/24/2022 2:51:58 PM

Update

* Denotes Required Field

<ShopDoE>

SHOPDOE My Account **Order History** News Sign Out Help

Search Over 600,000 Products... All Products Search Shopping Cart 10 item(s) - \$101.70

Books Electronics Furniture Instructional Software & Media Supplies

Announcement
1/18/2018
As noted in the January 17, 2018 Principals' Weekly, beginning Friday January 19, 2018, ShopDOE will have a new web site address. Please use this new ShopDOE link http://www.shopdoe.com and update your favorites/bookmarks. For technical assistance please contact clientservices@schools.nyc.gov

SHOPPING CART

Save Share Clear Cart

PRODUCT	IN STOCK	PRICE	UNIT	QUANTITY	SUBTOTAL	
GI Group, Inc. How to Be Richer, Smarter, and Better-Looking Than Your Parents Paperback		\$10.17	EACH	10	\$101.70	Delete

Did you make changes? Update Cart **Total: \$101.70**

Checkout

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

<Portal-User Profile>

User Information | Portal Options

Name*

Work Address*

Room No. Borough*

Zip Code* Phone No.*

Cell No. Fax

DOE E-mail (40 chars)

Alternate E-mail (40 chars)

Other E-mail Addresses (up to 6 email addresses seperated by semicolon)

Employee ID Last Updated 8/24/2022 2:42:29 PM

<ShopDoE>

SHOPDOE My Account News Sign Out Help

Search Over 600,000 Products... All Products Search Shopping Cart 1 item(s) - \$86.81

Books Electronics Furniture Instructional Software & Media Supplies

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SHOPPING CART

Save Share Clear Cart

PRODUCT	IN STOCK	PRICE	UNIT	QUANTITY	SUBTOTAL
Cdw Government, Llc.					MINIMUM: \$25.00
Canon Battery Pack BP-727 - camcorder battery - Li-Ion		\$86.81	EACH	<input type="text" value="1"/>	\$86.81 Delete

Did you make changes? [Update Cart](#) **Total: \$86.81**

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

<Portal-User Profile>

The screenshot shows a web-based user profile form with two tabs: "User Information" (selected) and "Portal Options". The form contains the following fields and values:

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)			
Employee ID		Last Updated	8/24/2022 2:51:58 PM

Update

* Denotes Required Field