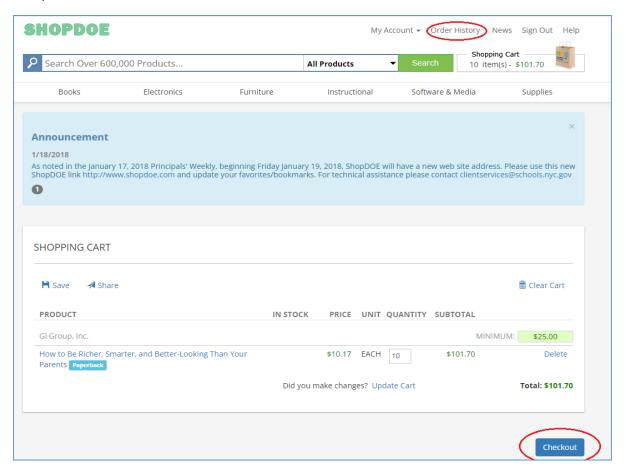Only NPS(district 55) users will be able to see "Other Email Addresses" field. The email addresses added to this field will have access to create and manage order requests on ShopDoE. The email addresses will be removed from User Profile (portal) if there's no log-in record for 60 days.

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.

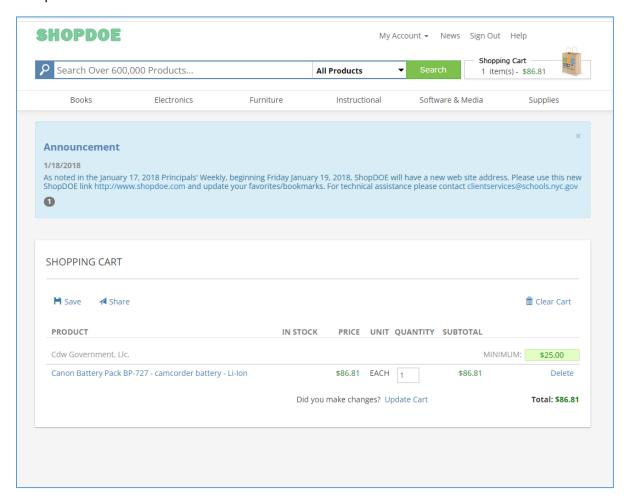<Portal-User Profile>

<ShopDoE>

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>

<ShopDoE>

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

<Portal-User Profile>