

Not an NYCDOE school? Please make sure all steps are taken to include your student teacher in your school's remote learning environments, with full access to classroom tools.

NYCDOE Galaxy System & NYCDOE email addresses

A principal or school administrator will need to enroll the student teacher as a PNOB (people not on budget) in order to secure an NYCDOE email and then be enrolled in the Galaxy system to have full access to your school's remote learning environment.

Our email provides you with partial information. **You will need to gather the additional information directly from your student teacher (i.e. Social Security number and intended date of graduation)**, so that you can enroll her/him in your school's online classroom environment. ALL Lehman College candidates have been cleared in the PETS fingerprinting system.

NYCDOE Guidance:

Provide student teachers with an active DOE email account, which is necessary to access remote-learning platforms, by using the instructions below to enter student teachers in Galaxy.

- *Add the student teacher to PNOB by selecting 'Student Teacher' from the assignment drop-down menu; this will trigger the creation of a DOE email address for the student teacher, which will then enable them access to remote-learning platforms.*
- *Note that if the student teacher was previously entered in Galaxy, you must remove the student teacher from PNOB first, add the student teacher back to PNOB, and then select 'Student Teacher' from the assignment drop-down menu. This is required for the address generation process to take place.*
- *Please collect the student's social security number and intended date of graduation directly from the student.*

People Not on Budget info

People Not on Budget

First Name:

Last Name:

SSN : - -

Employee ID:

PRI:

Assignment: Student Teacher

College/University: Cuny - Lehman College

Certification: [Please Select a Certification]

Intended Date of Graduation: [Please Select a graduation date]

Personal Email Address:

Degree Type: [Please Select a Degree]

Notes:

Inactive:

Employee of an NYC agency outside of DOE
Please enter the person's full e-mail address at their NYC Agency (e.g. ACS, DOIIT, etc)
NYC Agency E-Mail: