

 P

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Dear

Congratulations!

This email confirms that an organization or agency providing services to the NYC Department of Education (NYCDOE) has nominated you for a position. This email covers paid positions and unpaid roles, including but not limited to student teachers, vendor employees and independent providers. In order for you to begin working or providing services, your prompt action is required. This nomination is contingent upon a satisfactory outcome of several pre-employment screening activities including: fingerprinting, the completion of a questionnaire and a security clearance review. Any person working in NYCDOE buildings, working with NYCDOE students, or who has access to NYCDOE confidential information is required under NYS law to undergo a security clearance review prior to commencing services, including a fingerprint review by the NYS Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

You may **not** begin working until you have successfully completed this process and been granted security clearance. Please be advised that if the NYCDOE does not grant you security clearance, your nomination is rescinded effective immediately and you may not work for or provide services to the NYCDOE.

Next Steps - Applicant Gateway:

Your next step is to activate your account in the DOE's Applicant Gateway!

To activate your account, please follow this link: <https://www.nycenet.edu/Offices/DHR/agway/> and follow the instructions for activating your account. Please note, to ensure that you correctly activate your account, you must use