



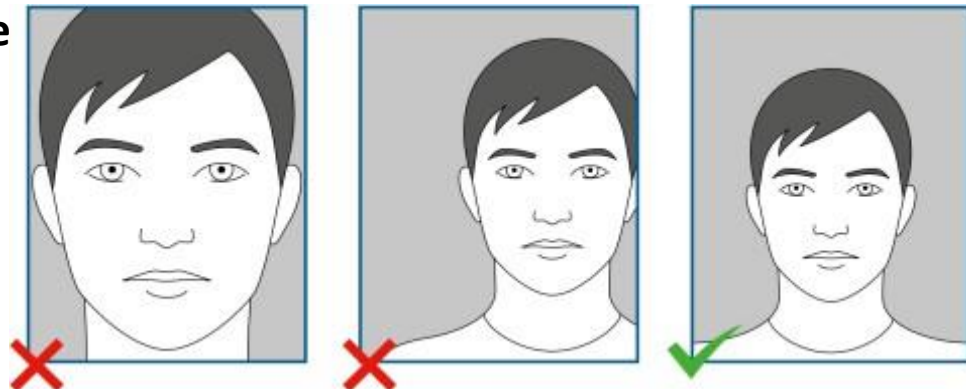
HOUSTON INDEPENDENT SCHOOL DISTRICT
HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER
4400 WEST 18TH STREET • HOUSTON, TX 77092-8501

HISD New Employee ID Badge Request

To complete and submit your HISD ID Badge request, with a picture, please follow the steps outlined below:

1. Take a photo. Photos must be in color with a clear image of your face. No filters or selfies, and please take off your glasses to avoid glare. Use a plain white, off-white, or blue background to take your photo. Photos will be reviewed for approval, but if not approved you will receive notification to retake your picture. Pictures need to be saved as a .jpg if not automatically done.
2. Visit WWW.HOUSTONISD.ORG/HRHELP (Other Inquiries) to create a FootPrint ticket and submit your photo. Please save your ticket under your full name with your ID Badge Photo after your name. Make sure to provide all your information for us to process your badge in a timely manner. If you need assistance, please contact Rosa Hernandez at rhernan2@houstonisd.org.
3. Employee will be notified, following receipt of their FootPrint ticket, by an Employee Services representative. The request will be in a pending status, until completed.
4. Once your badge has been completed, your ticket will be updated to include a response, in red, notifying you that the badge is available for pick-up. The pickup location is the Hattie Mae White building, at 4400 W. 18th Street, Houston 77092.

Photo Guide



Once your HR Representative has completed your paperwork, your HISD ID Badge request will be processed. If any other information or steps are needed, you will be contacted directly by a representative within Human Resources.