

## NEW EMPLOYEE ID BADGE REQUEST

# WELCOME to HISD!

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

### STEP 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 must be saved as a .jpg file format.

#### PHOTO COMPOSITION GUIDE



### STEP 2

**Visit [www.HoustonISD.org/HRHelp](http://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 Employee Services at [EmployeeServices@houstonisd.org](mailto:EmployeeServices@houstonisd.org).

### STEP 3

**Upon receipt of the FootPrint ticket, the employee will be notified** by an Employee Services Specialist. The request will be in a pending status until completed.

### STEP 4

**When the badge is printed, 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: Hattie Mae White Educational Support Center – 4400 W. 18th Street, Houston, TX 77092.

If any other information or steps are needed, you will be contacted directly by a Human Resources Specialist.

If you need any assistance, please contact Employee Services at [EmployeeServices@houstonisd.org](mailto:EmployeeServices@houstonisd.org) or call 713-556-7400.