INSTRUCTIONS FOR USING eCOMMENT

1. Find meeting agenda at https://houstonisd.legistar.com/. The meeting agenda will be published no later than 72 hours prior to the meeting time.

2. Click on “eComment” for the meeting at which you would like to speak.

3. To sign up to speak, you will need to create a new account. To do so, enter your email into the “Sign Up” box.
4. Complete the requested information in the Sign Up window and click “Sign Up.”

5. When prompted by the notice (below), check your email inbox for the confirmation email.
6. In the confirmation email, click the link that says, “Click here to confirm your account.”

7. Return to houstonisd.legistar.com and confirm you are logged in to eComment, then click the View Agenda button.
8. Notice the “Register to Speak” button next to each agenda item. Click on the “Register to Speak” button for each specific item you would like to address.

9. Confirm each item by clicking “I agree. Register Me.”
10. Check that you have received a confirmation email for each agenda item.

You are signed up to speak!

11. To remove yourself as a registered speaker, click on “Unregister Me.”
12. Sign out before exiting the program.