STONEMAN DOUGLAS EAGLE REGIMENT

★ STAFF REQUIREMENTS ★

Complete All 4 Steps in Order

EAGLE REGIMENT

STEP 1
BECOME A LEVEL I CLEARED BCPS VOLUNTEER

Broward County Public Schools Volunteer Clearance

★ All Stoneman Douglas Eagle Regiment staff members must be **Level I cleared volunteers** with Broward County **Public Schools (BCPS).**

1 COMPLETE THE BCPS VOLUNTEER APPLICATION

Complete the Broward County Public Schools volunteer application and request clearance as a Level I Volunteer.

2 SELECT MARJORY STONEMAN DOUGLAS HIGH SCHOOL

When completing your volunteer information, be sure to select:

Marjory Stoneman Douglas High School

as the school where you will be volunteering.

3 COMPLETE THE LEVEL I CLEARANCE PROCESS

Complete all information and requirements requested by Broward County Public Schools for Level I Volunteer Clearance.

Make sure that the information you provide matches your identification and district records.

4 WAIT FOR APPROVAL

Submitting a volunteer application does not mean you are cleared.

You must wait until Broward County Public Schools has processed your application and you have been **approved/cleared** as a Level I Volunteer.

5 EMAIL CLEARANCE EMAIL TO MR. BROADBENT

Once you have received your LEVEL I clearance email forward it to Mr. Broadbent at **DBroadbent@Eagleregiment.com**

STEP 1 IS COMPLETE WHEN:
Mr. Broadbent has received your Level I Clearance email.

STEP 2
OBTAIN YOUR BCPS VENDOR ID

Register Through Ariba / SAP Business Network

All Eagle Regiment staff must begin by registering with Broward County Public Schools through Ariba.

1 GO TO ARIBA AND REGISTER
Your first step is to go to Ariba and begin the BCPS vendor/supplier registration process. Register using an email address that you check regularly. This email will be used throughout the registration and approval process.

2 WATCH FOR YOUR ARIBA INVITATION
After beginning the registration process, watch your email for a message from the Ariba Administrator regarding your registration with The School Board of Broward County. Follow the link contained in that email to continue your registration. Be sure to check your **spam/junk folder** if you do not see the email.

3 CREATE YOUR SAP BUSINESS NETWORK ACCOUNT
From the invitation, select: **CREATE NEW ACCOUNT**
If you already have an SAP Business Network/Ariba account, select the option to use your existing account.

4 COMPLETE YOUR ACCOUNT & CONFIRM YOUR EMAIL
Enter the requested account information, accept the required terms, and complete the security verification.
SAP Business Network will then ask you to confirm your email address. You must complete the email confirmation before proceeding.

5 COMPLETE THE BCPS SUPPLIER REGISTRATION QUESTIONNAIRE
After your account is established, navigate to:
Ariba Proposals and Questionnaires
Locate the Supplier Registration Questionnaire from The School Board of Broward County. Complete all required information. When finisked, select: **SUBMIT ENTIRE RESPONSE**

6 WAIT FOR BCPS APPROVAL
Submitting the questionnaire does not mean you are approved yet. Watch your email for confirmation from Broward County Public Schools that your supplier registration has been **APPROVED.**

7 OBTAIN YOUR BCPS VENDOR ID NUMBER
Once your registration has been approved, locate and save your BCPS Vendor ID Number.
You will need this number to complete the remaining Eagle Regiment employment requirements.

8 EMAIL YOUR VENDOR ID TO MR. BROADBENT
Once you receive your BCPS Vendor ID Number, you MUST send it to Mr. Broadbent.
Email your Vendor ID Number to: **dbroadbent@eagleregiment.com**
Subject: Eagle Regiment Staff – Vendor ID – Your Name
Please include the following in your email:
- Name: Your First & Last Name
- BCPS Vendor ID #: Your Vendor ID Number

Your Vendor ID requirement is not considered complete with the Eagle Regiment until Mr. Broadbent has received your Vendor ID Number.

STEP 2 CHECKLIST

Before moving to Step 3, confirm that you have completed ALL of the following:

- ☐ Registered through Ariba.
- ☐ Received and followed the Ariba/SAP registration instructions.
- ☐ Created or connected my SAP Business Network account.
- ☐ Confirmed my email address.
- ☐ Completed the BCPS Supplier Registration Questionnaire.
- ☐ Selected Submit Entire Response.
- ☐ Received BCPS approval.
- ☐ Received my BCPS Vendor ID Number.
- ☐ Emailed my Vendor ID Number to dbroadbent@eagleregiment.com.

DO NOT MOVE ON TO STEP 3 UNTIL YOU HAVE YOUR VENDOR ID NUMBER AND HAVE EMAILED IT TO MR. BROADBENT.

STEP 3
COMPLETE STONEMAN DOUGLAS CLINICIAN FORM

Required Eagle Regiment Employment Form

✓ Complete the Stoneman Douglas Clinician Form

★ Incomplete forms will delay your employment process. Please complete carefully and legibly.

STEP 3 IS COMPLETE WHEN:
Mr. Broadbent has received your completed Stoneman Douglas Clinician Form.

STEP 4
MR. BROADBENT WILL CONTACT YOU WHEN EVERYTHING IS COMPLETE

Final Signature Required

- ✓ Once Steps 1–3 are complete and all documents have been received, Mr. Broadbent will contact you.
- ✓ You will be asked to come in to sign the final Clinician documents.
- ✓ These signed documents will then be submitted to the school/district for processing.

★ You must sign in person when Mr. Broadbent contacts you. Do not sign any final documents until instructed.

STEP 4 IS COMPLETE WHEN:
You have signed the final papers with Mr. Broadbent.

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