

# University Student HR Registration

## STEP 1

*(as SOON as Assigned)*

**Contact** your assigned Cooperating/Host Teacher and **Confirm:** your start & end dates, your assigned building, room # and courses or grade level. **You MUST have this information** in order to complete the Confidentiality form.

## STEP 2

*(4-6 weeks before placement)*

Follow these links & Download the [RESC Fingerprint Form](#) & [Confidentiality Form](#). Complete & Email your forms to WPS HR

## STEP 3

*(3-4 weeks before placement)*

Complete [Pre-enrollment](#) online for your background check and **Schedule** your Fingerprints at **Biometrics**. Complete your fingerprinting card at Biometrics and **Contact WPS HR within 24hrs** to schedule an HR appointment.

## STEP 4

*(2-3 weeks before placement)*

Report to your HR meeting with your fingerprinting card & pre-enrollment confirmation page (barcode and tracking number). At this meeting have your district **ID badge** made.

## STEP 5

*(2 weeks before placement)*

**Call** the Principal of your assigned school and **schedule** your 15 min "Meet & Greet" with them and your host teacher. This meeting must take place within a week of you starting in their building.

## STEP 6

*(1 week before placement)*

Check the **email** account you put on file for your login credentials from our Tech Dept. Please **follow** the **instructions** in their email **to set your account up** asap.

### HR Contact

Leanne Brookman  
860-687-2020 x 1232  
lbrookman@windsorct.org