

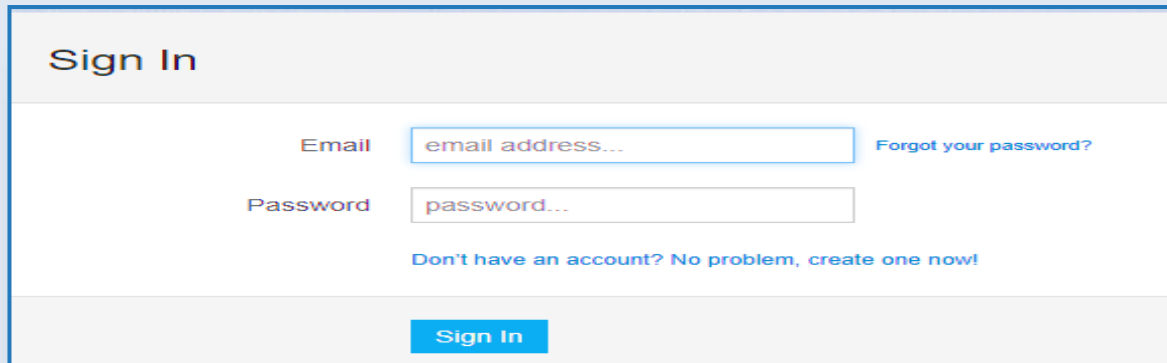
Registration Process

General Speaker User Guide

How to Register as a General Speaker

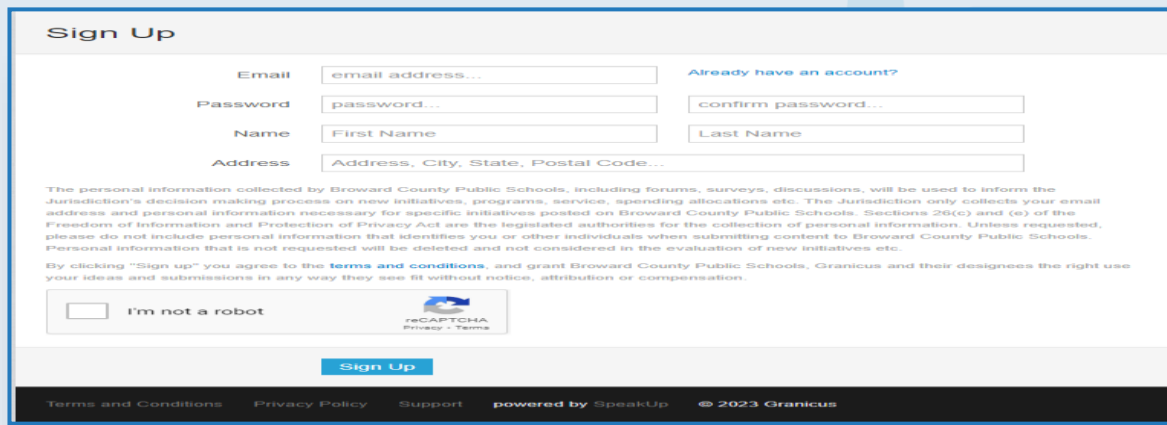
How to Access the Public Participation Granicus Portal

1. Log into Granicus by going to: https://browardschools.granicusideas.com/users/sign_in
2. Enter your log in credentials, then click **sign in**.



The screenshot shows the 'Sign In' page. At the top left is the title 'Sign In'. Below it are two input fields: 'Email' with a placeholder 'email address...' and 'Password' with a placeholder 'password...'. To the right of the email field is a link 'Forgot your password?'. Below the password field is a link 'Don't have an account? No problem, create one now!'. At the bottom center is a blue button labeled 'Sign In'.

3. If you do not have an account, please proceed with creating an account by providing the following information: a valid email address, password, first and last name, city, and zip code.

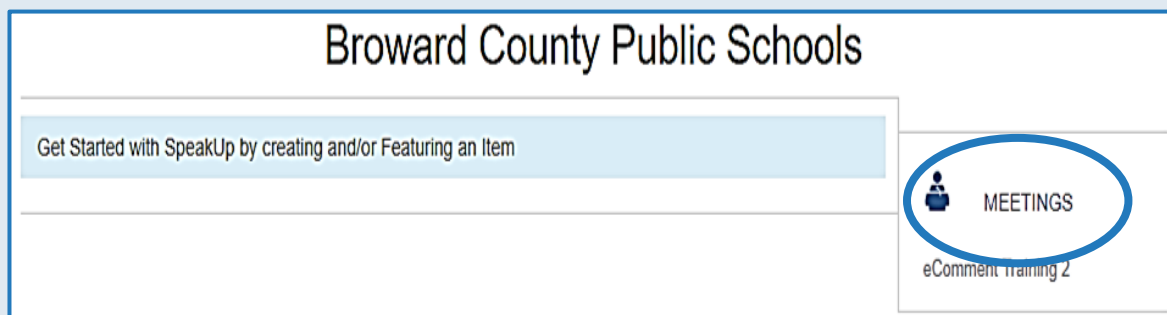


The screenshot shows the 'Sign Up' page. At the top left is the title 'Sign Up'. Below it are several input fields: 'Email' (placeholder 'email address...'), 'Password' (placeholder 'password...'), 'confirm password...' (placeholder 'confirm password...'), 'Name' (split into 'First Name' and 'Last Name'), and 'Address' (placeholder 'Address, City, State, Postal Code...'). To the right of the email field is a link 'Already have an account?'. Below the input fields is a paragraph of text: 'The personal information collected by Broward County Public Schools, including forums, surveys, discussions, will be used to inform the Jurisdiction's decision making process on new initiatives, programs, service, spending allocations etc. The Jurisdiction only collects your email address and personal information necessary for specific initiatives posted on Broward County Public Schools. Sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act are the legislated authorities for the collection of personal information. Unless requested, please do not include personal information that identifies you or other individuals when submitting content to Broward County Public Schools. Personal information that is not requested will be deleted and not considered in the evaluation of new initiatives etc.' Below this text is another paragraph: 'By clicking "Sign up" you agree to the [terms and conditions](#), and grant Broward County Public Schools, Granicus and their designees the right use your ideas and submissions in any way they see fit without notice, attribution or compensation.' Below the text is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom center is a blue button labeled 'Sign Up'. At the very bottom is a footer with links: 'Terms and Conditions', 'Privacy Policy', 'Support', 'powered by SpeakUp', and '© 2023 Granicus'.



How to Access Meetings and Agendas in the Granicus Portal

4. Once you have logged in, click the **meetings** tab to access upcoming and past agendas.

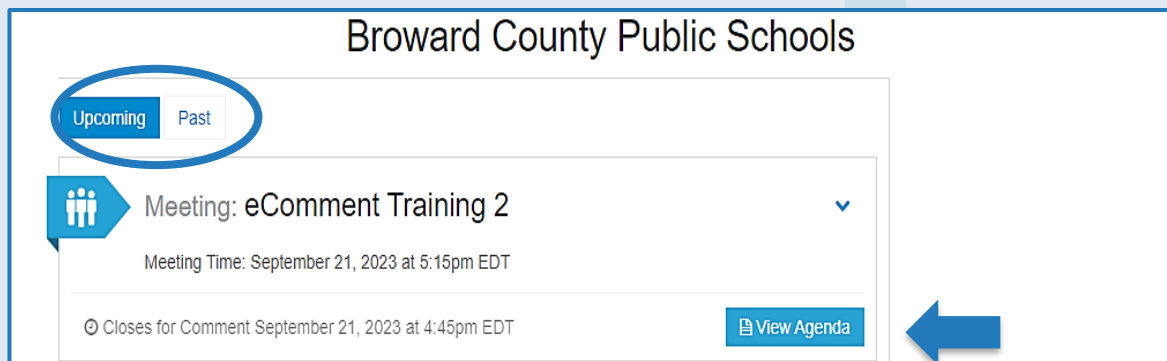


Broward County Public Schools

Get Started with SpeakUp by creating and/or Featuring an Item

MEETINGS
eComment Training 2

5. Once you have selected the meeting, click **view agenda**.



Broward County Public Schools

Upcoming Past

Meeting: eComment Training 2

Meeting Time: September 21, 2023 at 5:15pm EDT

⌚ Closes for Comment September 21, 2023 at 4:45pm EDT

View Agenda



How to Register as a General Speaker in the Granicus Portal

6. You will have the option to register to speak in the morning (A.M.) or in the afternoon (P.M.). Please note that you can only register to speak once per meeting.

Speakers (A.M.)

SPEAKERS

Register to Speak Comment

REPORTS

Register to Speak Comment

AGENDA COMMENTS

Register to Speak Comment

Speakers (P.M.)

INFORMATION TECHNOLOGY (OPEN)

Register to Speak Comment

SPEAKERS

Register to Speak Comment

BOARD MEMBER DISCUSSION(S)

Register to Speak Comment

7. After selecting the A.M. or P.M. session, click **I agree, Register Me**. This option will allow you to register as a general speaker.

SPEAKERS

Hide Request Comment

This meeting is open for public comment. By registering to speak, you agree to be present during the meeting time. You will be called to speak by your name.

I agree, Register Me



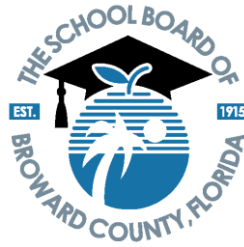


Congratulations

You have completed the process to register as a general speaker. Please note that each listed speaker will be allowed three minutes to address the Board and Superintendent. Speakers are asked to address the issue at hand and refrain from obscenity, vulgarity, or other breach of respect and refrain from words or statements, which from their usual construction and common acceptance are construed as insults and tend to incite violence or breach of the peace. The Board will not discuss or take official action on any comments made; however, the Superintendent will arrange for appropriate District staff to respond after the meeting to any public comments or concerns.

Per Policy 1100A, there shall be a maximum of ten (10) speakers or 30 minutes reserved (five (5) speakers in the A.M. and five (5) speakers in the P.M.) on each RSBM agenda for public speakers. For persons who have not registered to speak at least five (5) calendar days in advance or in the event that more than ten (10) speakers register to speak, these names shall be placed on a waiting list. If time permits during the 30 minute-time period, these speakers may be recognized at the end of the School Board meeting at the discretion of the Chair.





Lori Alhadeff, Chair
Debra Hixon, Vice Chair

Torey Alston
Brenda Fam, Esq.
Daniel P. Foganholi
Dr. Jeff Holness
Sarah Leonardi
Nora Rupert
Dr. Allen Zeman

Dr. Peter B. Licata
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

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