



Technology Services Department Whereabouts

Beginning Wednesday, September 12, 2018, Technology Services will begin using our newly designed “Whereabouts” program to document the locations of team members when not in their assigned work areas. This applies to individuals leaving the ISC complex, not walking down the hall.

For immediate assistance, please contact our
Customer Care Center at 281-897-4357

[Contact Listing](#) [Technology Assignments](#) [Technology Organizational Chart](#) [Campus/Principal Cluster Groups](#) [Campus North/South Zones](#) [District Organization Chart](#)

After Hours and Emergency Technology Services Support - Call 832-243-8337 (teacheteer)

Technology Services Schedule and Whereabouts

[Schedule](#) [Sign In/Out](#) [Report](#)

[Employee Whereabouts Process](#)

All employee schedules have been submitted to Katie Hernandez by the department leads and can be viewed [here](#) or by clicking the Schedule button found in the [Contact](#) portion of the Technology Services website.

An entry is not required if there is a previously approved Aesop entered absence.

To access the Whereabouts link, go to the Technology Services website, select the Contact link at the top of the page and click the [Sign In/Out](#) button. Enter your network credentials and press Continue. Enter the specific information shown on the screen and press **Submit** to complete the entry.

As a team member leaves their current location, their next location is logged into the Whereabouts system found [here](#). If an employee leaves their assigned office area for over 30 minutes (excluding lunch) by driving out of the parking lot or leaving the building, an entry in employee whereabouts is required.

This entry should be completed before leaving the assigned office area or within 10 minutes of arriving at the new location.

Please contact your team lead with any questions or concerns.

Employee Whereabouts Entry

Date Selected: 8/30/2018

Departure Time: All Day Return Time: All Day

Employee Name: JENNIFER MILLER

Driving: No Mileage Required

From: Select a Location

To: Select a Location

Reason: [Text Field]

Submit Reset