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To: School District Personnel

From: Arizona School Facilities Board Staff

RE: ACTION REQUIRED: Choose Professional Role for your SFB Online Profile

A new SFB website feature, available starting today, allows school district personnel to choose their professional roles. District personnel with SFB online profiles can log in today and choose either 'Superintendent', 'Business Manager', 'Facilities Manager', or 'Other' roles. There is no limit to the number of employees who can choose a role and employees should choose all roles that apply.

Once the SFB launches the new online BRG application in a few weeks, any district employee who has chosen a professional role will receive email notification whenever a BRG application has been submitted from the district. They will also receive all SFB updates to the application. Currently, only the person submitting the application receives such notifications.

You must first create your own account profile on the SFB website before you can choose your professional role. If you haven't created your SFB profile, click [HERE](#) for easy instructions. If you have an SFB profile: **Log-in to your profile, click USER PROFILE under the MAIN menu, check the box next to your professional role(s), click 'SAVE SELECTED'.**

Choosing your professional role will increase the number of people who can track a BRG application; this safeguards against funding delays. Log on and choose your role today.

About the Arizona School Facilities Board

Created in 1998, the Arizona School Facilities Board (AZSFB) is a cabinet-level, state-government agency managing nearly \$300 Million in state funding appropriated for K-12 school district facilities. The 10-member board meets monthly to grant funding for new school construction and to correct deficiencies at existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.