School Leadership Doesn't Happen Behind a Desk.

DISTRICT IT AUTHORIZATION & VENDOR SECURITY PACKET

Google Workspace + Microsoft 365

01 I PRINCIPALGO AT A GLANCE

PrincipalGO™ is a mobile-friendly Command Center designed for school leaders who spend their days moving between classrooms, meetings and conversations. Leaders capture tasks and follow-ups in the moment by voice or text; PrincipalGO organizes them in one view of meetings, priorities, delegated work and items requiring attention. The SaaS web application is operational in desktop and mobile browsers and is completing an invitation-based beta at https://beta.principal-go.com. Native iOS and Android apps are in development and are not required to use the web application.

PrincipalGO is operated by Nielsen Family Holdings LLC. Learn more and explore the guided demo at https://principal-go.com.

02 I DISTRICT AUTHORIZATION REQUEST

PrincipalGO requests authorization as a third-party productivity application for eligible school leaders to connect district-managed Google Workspace or Microsoft 365 accounts. Administrators retain control of which staff may connect and may authorize current and future eligible leaders under district policy. If district web filtering blocks the application, allowlisting principal-go.com and beta.principal-go.com may also be necessary; website access and OAuth/Entra authorization are separate controls.

- Google Workspace OAuth application: PrincipalGO Dev Web I Google Cloud project: resonant-gizmo-506002-n2
- Google OAuth Client ID: 163820639044-jk7657n25cag7n6t3t0s7u1mqfajcjqg.apps.googleusercontent.com
- Microsoft Entra app registration: PrincipalGO I Application (client) ID: b06b9def-3ae7-4732-b82e-04a045fae8c6

03 I WHAT SCHOOL LEADERS DO WITH PRINCIPALGO

- **Tell GO** — Speak or type a task, reminder or follow-up as it arises; optionally attach photos.
- **My Day** — View upcoming meetings and, when requested, check availability and manage calendar events.
- **My GO List** — Organize the leader's own work into Do First, Today, Tomorrow and Later.
- **In Motion** — Assign tasks by email and track progress. Recipients can choose Mark Done or Need Help from a task-specific link without creating a PrincipalGO account.

- **Email Sweep** — Surface selected recent inbox messages that may require action. The sweep displays review cards, not a second inbox; it does not send, delete, move or archive original emails. The leader decides what to do with a card and separately initiates any delegation.
- **Documents & Brand Kit** — Create or edit supported Google Docs or Microsoft Word documents in user-approved file locations, using approved school branding.
- **Done** — View completed tasks and activity history.

04 I GOOGLE WORKSPACE OAUTH PERMISSIONS

- gmail.readonly I https://www.googleapis.com/auth/gmail.readonly — Read connected Gmail messages for Email Sweep.
- gmail.send I https://www.googleapis.com/auth/gmail.send — Send principal-directed messages and delegated tasks.
- calendar.freebusy I https://www.googleapis.com/auth/calendar.freebusy — Check availability.
- calendar.events.owned I https://www.googleapis.com/auth/calendar.events.owned — Manage events on calendars owned by the connected user.
- drive I https://www.googleapis.com/auth/drive — Support document creation and file workflows. This provider permission grants full Drive access to the connected account; PrincipalGO applies additional user-approved folder/file controls within the product.

05 I MICROSOFT 365 DELEGATED PERMISSIONS

- openid, profile, email, User.Read — Sign in and identify the connected user.
- offline_access — Maintain the authorized connection.
- Mail.Read — Read mailbox information for Email Sweep.
- Mail.Send — Send principal-directed messages and delegated tasks.
- Calendars.ReadWrite — Support connected calendar views and user-requested event changes.
- Files.ReadWrite — Support OneDrive/Word file workflows. This delegated account-level grant is broader than the selected files and folders PrincipalGO uses in its standard workflows.

06 I DATA ACCESS, STORAGE & WORKFLOW BOUNDARIES

- **Connected accounts** — Each leader signs into an authenticated PrincipalGO workspace and may connect one active Google Workspace or Microsoft 365 provider at a time. Connecting an account does not itself publish emails, calendar events or files, or change their sharing settings. The district retains its existing provider-level access controls.
- **Email Sweep** — Selected message details, such as sender, subject, snippet and original message reference, may be retained in private review/task records. Original messages remain in Gmail or Outlook; PrincipalGO does not import the entire mailbox or modify emails when running a sweep.
- **Tasks and delegation** — PrincipalGO stores task descriptions, priorities, due dates, assignments, status, contacts and follow-through history. Delegated task emails use the principal's connected mailbox; task-response links expire and may be revoked. Separate automated task reminders may be delivered using the transactional email service described below.

- **Calendars and documents** — Connected calendar entries remain in Google Calendar or Outlook Calendar. Existing source documents remain in the leader's connected Drive or OneDrive. PrincipalGO may store file references and approved-location settings, and may create or modify documents there on the user's instruction.
- **Photos and branding** — Delegated-task photos travel as email attachments and are not kept in a permanent PrincipalGO photo library. A temporary on-device recovery copy can assist if a send is interrupted; delivered attachments follow the email provider's retention practices. User-uploaded Brand Kit assets may remain in the workspace.
- Connected-service permissions may technically permit access beyond the information shown in the interface. PrincipalGO's approved-location rules are application-level controls and do not reduce the underlying Google or Microsoft OAuth/Graph grants.

07 I SECURITY, HOSTING & USER CONTROLS

Google OAuth verification is complete, and PrincipalGO passed its CASA AL1 security assessment on September 22, 2026. Google and Microsoft refresh credentials are encrypted using AES-256-GCM. Authenticated server endpoints protect connected operations, and users can disconnect work accounts.

The web application and API endpoints operate on Vercel. Neon supports authentication and PostgreSQL workspace data; the current PrincipalGO database is hosted in AWS us-west-2. Other infrastructure services, logs and backups may follow their respective provider arrangements.

Delegated-response links use token validation, expiry and revocation checks. The recipient's link gives access to that assigned-task response rather than the principal's Command Center. District administrators retain control over authorization and can revoke a connected application's provider-level access.

08 I VOICE INPUT, AUTOMATION & SERVICE PROVIDERS

- **Voice input** — The browser's speech-recognition feature converts optional spoken requests into text. Depending on the browser and device, recognition may be processed by the browser provider rather than entirely on-device. Leaders can type requests instead.
- **Command handling** — PrincipalGO interprets requests through application-level workflow routing. Standard task, calendar and email workflows do not require a district to configure a separate generative-AI account.
- **Service providers** — Vercel hosts the web application and APIs; Neon provides authentication and workspace data. Connected Google Workspace or Microsoft 365 accounts support the selected work functions. Resend sends beta invitations and some automated task reminders, which may include a recipient's email address, task title, due date and response link. Principal-directed delegations use the connected work mailbox.
- **Vendor documentation** — Security, privacy and service-provider information is available from PrincipalGO support for district review.

09 I K–12 INFORMATION GOVERNANCE

PrincipalGO helps principals and school administrators manage daily work and does not connect directly to student-information or human-resources databases. Connected district email and files may nevertheless contain

confidential information. The district determines which categories of information and workflows may be used under its policies and any applicable agreement.

PrincipalGO's published Privacy Notice describes service information, connected-data use, retention and requests for access or deletion. PrincipalGO does not sell user data to advertisers or use Google Workspace information for targeted advertising. Organizational data terms, retention and deletion arrangements, incident notification procedures, accessibility documentation and other contractual requirements may be addressed through district procurement.

10 I SUPPORT, SECURITY INFORMATION & CONTACT

Security and procurement questions, district agreements, provider documentation and application authorization support: support@principal-go.com.

Gina Nielsen I **Founder, PrincipalGO**

Product information and guided demonstration: https://principal-go.com

Current web application: https://beta.principal-go.com

Privacy Notice: https://principal-go.com/privacy I **Terms**: https://principal-go.com/terms