



## ADDING A NEW STAFF MEMBER (for a specific building)

**Purpose:** *Administrators* - Most (but certainly not all) staff members are assigned to a specific building. This handout will review adding a staff member, editing a staff member and instructions for what to do with teachers when they leave your building or district.

### Adding New Staff

When adding a new staff member for a specific building, it is best to be logged into that building.

#### Adding a Staff Member- from the School Start Page

1. Click the **Staff** Link (under Setup)
2. Click **New Staff Entry** (under Other Options)
3. Complete the demographic information
4. ID is required (**must be unique in your District**)

**NOTE:** There is more widespread use of Staff ID's than in the past. Many Districts utilize these ID's for lunch accounts, pictures, etc. Whenever possible, we encourage you to be consistent in assigning these numbers to your staff, so that this one ID, can cover multiple uses.

5. Staff Status should be indicated
6. When completed – click **Submit**
7. Once you have clicked Submit – you will be taken to the either the staff setup page

where you can choose what next to do or to the page you last used during this session to setup a

new staff member. Either way you want to use the menu in the left column and choose **Security Settings**.

#### Staff

Use the navigation pane on the left to work with the staff listed.

- ◆ Staff include all member of schools staff: teachers, administrators, counselors, custodians, cafeteria personnel, etc.
- ◆ Click the Search staff link to search for staff members.
- ◆ Click the Current Selection to view the current selection of staff.
- ◆ Click Edit Information to change demographic information about the staff member.
- ◆ Click Functions to print a form letter for the staff member.
- ◆ Click Photo to view or update the staff members photo.
- ◆ Click Schedule Setup to add or edit information for the master scheduler builder.
- ◆ Click Security Settings to edit security access and groups.
- ◆ Click Transactions to review lunch transactions for. the staff member

Note: Only authorized users may create or edit records for new staff. You may also see links under the Custom Screens heading. These screens are created by your school / district. Please see your System Administrator for instructions on custom screens.

- Search Staff
- ← List (0) →
- Current Schedule
- Edit Information
- Functions
- Photo
- Schedule Setup
- Schedule Matrix
- Security Settings
- Transactions
- Custom Screens
- Human Resources
- Staff Development
- Yearly Evaluation

Here you will indicate the following:

School: Apple Grove High School  
Term: 06-07 Semester 2  
Logout ?

Start Page > Staff > Select A Staff Member > Security Settings - Booth, John W - 876543 Benson, Scott

### Security Settings - Booth, John W 876543

Label	Value
Admin Login ID	jbooth
Admin Password	*****
May switch to:	<input type="checkbox"/> Washington Elementary <input type="checkbox"/> Cherry Hill Middle School <input checked="" type="checkbox"/> Apple Grove High School (Default) <input type="checkbox"/> Graduated Students <input type="checkbox"/> District Office
Group	System Administrator (9)
IP Addresses	
Log in to administrative portion of PowerSchool?	Yes
Connectivity Key	0 (at least 5 characters)
Restrict Admin login to these times:	No restriction to
Status	Current
Teacher Login ID	
Teacher Password	

Leave the IP Addresses field blank to allow user to log on from any IP address allowed for the server. Enter an IP address to allow this user to log on from a computer with that IP address. More than one IP address may be entered. Multiple IP addresses may be entered, separated ( , ). This IP address restriction applies to browser access, not to PowerGrade access.

Delete Submit

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8. Admin Login ID  
9. Admin Password

These MUST be unique to the district

11. Assign the user to a Group.

10. Check the School, Schools, or District Office access this user should have.

12. Indicate whether or not this individual should be able to log in to the administrative portion of PowerSchool.

This is very important as failing to answer this question correctly, may result in the user being unable to access the system.

If this user also needs access to PowerSchool Teacher provide them a login ID and Password here.

## Editing a Staff Record

To alter an existing Staff Record you will need to do the following – from the School Start Page:

1. Click the **Staff** Link (under Setup)
2. This will alter the Search Screen to be directed at Staff rather than Students.
3. Enter the **Staff Member's Last Name** (or search by Group)
4. If only one record matches the search criteria, then their record will appear on the screen. If more than one matches, you will be provided a list to choose from.
5. There are two links that may be used to alter staff information
  - a. Edit Information
  - b. Security Settings



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6. These two links will allow you to submit changes in demographic information (edit information) and login – security changes through Security Settings.
  7. Once alterations have been made, be sure to click the **Submit** button.

## **HOW SHOULD TEACHERS THAT LEAVE THE DISTRICT BE HANDLED?**

**DO NOT DELETE** Teachers who have left the District. Their names are rolled to Historical Grades, therefore it is recommended that you leave them in the system.

Instead of deleting, it is recommended that you do the following:

- Locate the teacher who has left the district
- In Security Settings, remove access to any and all schools they were involved in.
- Change Access to Administrative portion of PowerSchool to “NO”
- In Edit Information change Status to “NO LONGER HERE”