Adding New Staff to Your School

Version 1.0 ● October 20, 2016

Use the **District Staff** tab to search for NEW staff members and assign them to your site. Once a new staff member has been added, the Power User can then assign the appropriate role/permission.

Sites no longer contact the Help Desk to assign new staff members.

To add a new staff member to your site:

1. On the **Start Page**, select the **District Staff tab**.
2. On the **District Staff Search page**, enter the **Staff Name** and/or **Employee ID**.

3. On the **District Staff Search Results** page, click on the **pencil icon** to Assign the staff to your site.
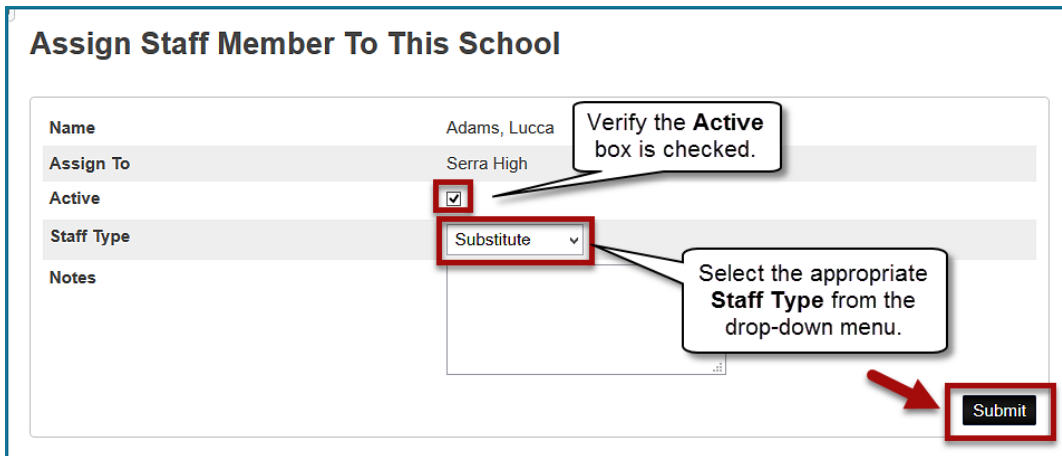
- Verify and complete the information on the **Assign Staff Member to This School** page, click **submit**.
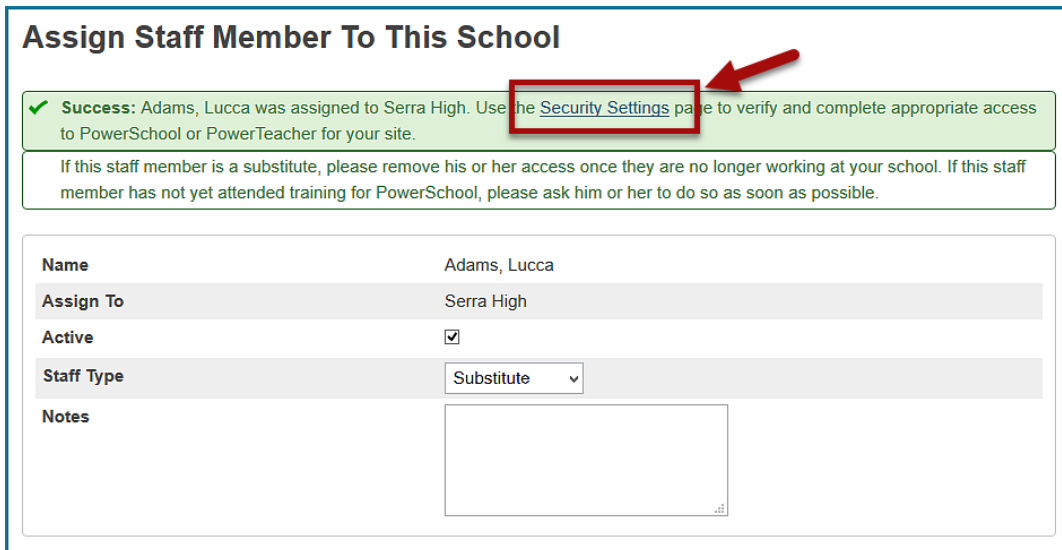
Assign Staff Member To This School

Name	Adams, Lucca	Verify the **Active** box is checked.
Assign To	Serra High	
Active	☑	
Staff Type	Substitute	
Notes		Select the appropriate **Staff Type** from the drop-down menu.

Submit

- Use the **Security Settings** link to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

Assign Staff Member To This School

✔ **Success:** Adams, Lucca was assigned to Serra High. Use the **Security Settings** page to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please ask him or her to do so as soon as possible.

Name	Adams, Lucca
Assign To	Serra High
Active	☑
Staff Type	Substitute
Notes	

- **See the System Administration for Power Users Handbook for more information regarding how to assign staff security access.**