

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**.

District Staff Search

Students
Staff
Parents
District Students
District Staff

Search for a staff member by entering information in any or all of the fields below. Staff who match **ALL** of the criteria entered will be displayed.

Last Name

Employee ID

First Name

Employee ID

Search

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.

District Staff Search Results

Staff members that matched your search criteria are displayed below. Click on the pencil icon to add the staff member to your school.

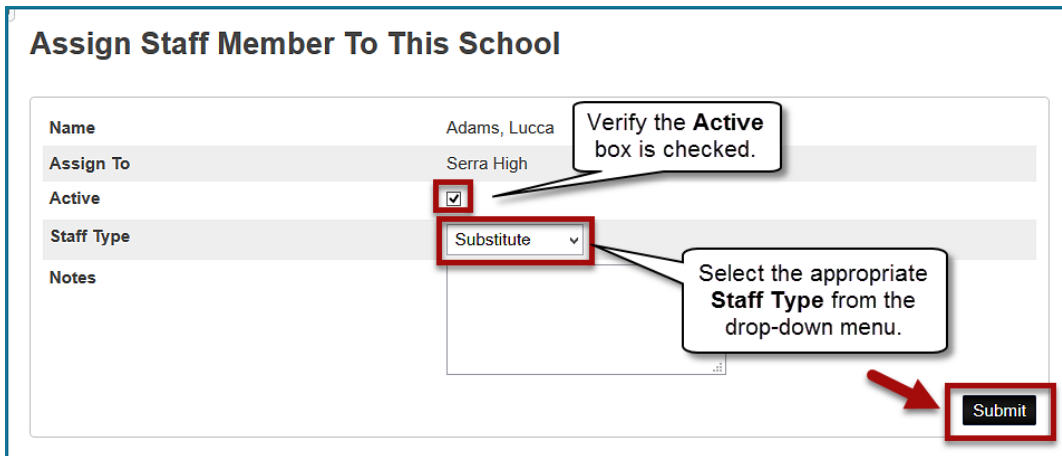
Search criteria:

✓ Last Name contains: **adams**

19 staff members found

Last Name ↕	First Name, Middle Initial	Employee ID	Home School	Assign
Adams	Kaili	151994	Gompers Preparatory Academy	
Adams	Lucca, A	159613	Crawford High	
Adams	Simone, J	112097	Mission Bay High	
Adamson	Anish, M	142993	Cadman Elementary	
Adamson	Katherin	zzteacher0362	Twain High	

- Verify and complete the information on the **Assign Staff Member to This School** page, click **submit**.



Assign Staff Member To This School

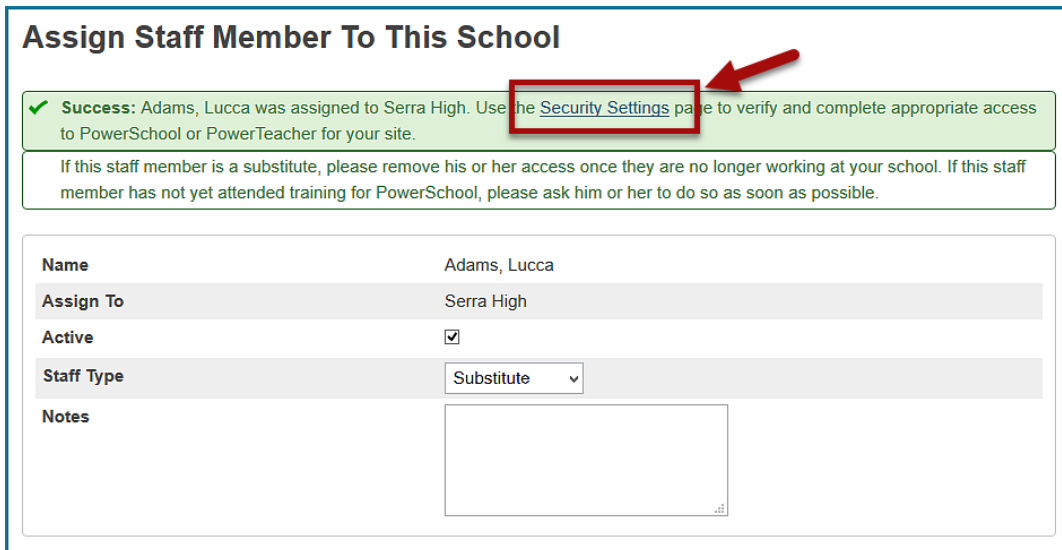
Name	Adams, Lucca
Assign To	Serra High
Active	<input checked="" type="checkbox"/>
Staff Type	Substitute
Notes	

Verify the **Active** box is checked.

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	<input checked="" type="checkbox"/>
Staff Type	Substitute
Notes	

- See the [System Administration for Power Users Handbook](#) for more information regarding how to assign staff security access.