

Creating New Staff – School Level Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. A. Staff Information Step 1. Go to Admin>Staff Info> Find/Add Staff Step 2. Always search for the staff member first, to make sure they are not already in the SIS from a previous employment

Step 3. If they are not in the system, click ADD NEW STAFF Step 4. Complete as much information on the Demographics, Education, District Information and Language Fluency tabs as possible. In the District tab, the Staff Login will be completed in step B Step 5. SAVE after completing final tab

B. Employment Data Step 1. Complete the employment tab. You will know if the employment tab has not been completed if the staff member is highlighted in red on the staff list. Click on Employment

Step 2. Click Add Staff Employment Record

Step 3. Fill in required fields which are: Start date, Hiring Terms, and Time Base. SAVE

C. Job Classification/ Assignment Information To complete information for highly qualified and classified staff for State Reporting-CALPADS, complete the following: Step 1. Click on the Job/Assignments tab

Step 2. Choose add new job classification Step 3. Select the Job Classification field. If a teacher, enter the FTE (what % of their day is spent teaching.) If a Classified member, choose the Job Classification and then select from one of the checkboxes below. Do NOT enter an FTE for a classified staff member.

D. Credentials/NCLB Step 1. Complete as much information as possible. SAVE

Step 2. On Credentials/NCLB tab choose Edit NCLB Status. Check the courses the teacher is qualified to teach. Set how they are qualified to teach. Set how they are qualified. You can set all at the same time by using the fields at the top. SAVE

E. Staff Login Step 1. Admin»Settings»Security»Security Choose Define Users

Step 2. Click Add New User

Step 3. Type in the first initial and last name of the new staff member for the Username

Step 4. Choose a simple password by following the instructions on that page. We typically enter a simple password to get the staff member started in the system as they will be required to set a new password on first access to the system. SAVE Step 5. Back on the list of staff names, click on the “Unlinked Accounts” button, click UPDATE then find the new staff member in the list. To the right of the staff member’s name, click on set details Step 6. Click on the EDIT LINK TO icon Step 7. Find the staff member’s name in the list on the right. Click on the green circle button next to the staff member’s name. This links the staff member’s file the log in. If there is not matching name, steps A and B has not been completed.

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