

[admin essential](#), [staff records](#)

## Creating New Staff - School Level

### 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

The screenshot shows the 'Find/Add Staff' interface. The search bar contains 'Higgins'. Below the search bar, there are filters for 'Last Name', 'First Name', 'Middle Name', and 'Local ID or State ID'. The 'Search' button is highlighted with a red box. To the right, there are links for 'Export CSV', 'Printable', 'Intake Roster (Not Employed Staff)', and 'Add New Staff'. A list of embedded files is shown on the right, including 'STAFF EMERGENCY CARD pdf', 'Staff Information Form - Blank docx', and 'Staff information Form - Blank pdf'.

- 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

The screenshot shows the 'Add/Edit Staff' form with the 'Demographics' tab selected. The 'Demographics' tab is highlighted with a red oval. The form includes fields for First Name, Middle Name, Last Name, Gender, Birthdate, AKA First Name, AKA Middle Name, AKA Last Name, Teacher Number, State Educator ID, Emergency Contact, Address, City, State, Zip Code, Home Phone, Cell Phone, Fax Number, and Contact Phone. A note on the right states: 'Note the fields that are colored in are required fields and marked by asterisks in the SIS.'

### 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

										1 Employed
										1 Total Shown
Search: <input type="text"/>										
Sel	Name ?	ID	Number	LC	Started	Phone	E-mail	Address	Info	Employment
<input type="checkbox"/>	Higgins, Marianna B	4200	123234380		11/09/2015		bailey@schoolpathways.com	73880 Highway 70		Employment

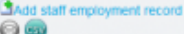

- Step 2. Click Add Staff Employment Record

Search List Staff Info Job Class / Assignments Credentials / NCLB Employment Notifications Dashboard

**Staff Employment**

Add staff picture **Marianna Higgins** Staff Number: 123234380 Contact Phone:  
 73880 Highway 70 Gender: F Work E-Mail: bailey@schoolpathways.com  
 Portola, CA 96122 Job Classification: Teacher

List of Employment Records

Search:

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

Admin Reports 'Schools' Teachers Portal Help Type to quick page find

Search List Staff Info Job Class / Assignments Credentials / NCLB Employment Notifications Dashboard

**Staff Employment**

Add staff picture **Marianna Higgins** Staff Number: 123234380 Contact Phone:  
 73880 Highway 70 Gender: F Work E-Mail: bailey@schoolpathways.com  
 Portola, CA 96122 Job Classification: Teacher

**Employment Entry**

Beginning date of Employment: 03/14/2016 (MM/DD/YYYY)  
 Hiring Terms: --CHOOSE--  
 Time Base: --Choose--  
 Supervised by: -- Choose / No Supervisor --  
 Position Title:   
 Average Weekly Work Hours: 0  
 Percent Administrative Time: 0 %  
 Percent Teaching Time: 0 % (If specified, this value will override the available percentage for teaching assignments)  
 Hiring Notes:

## 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

Search List Staff Info Job Class / Assignments Credentials / NCLB Employment Notifications Dashboard

**Job Classifications & Non-Classroom Assignments**

Add staff picture **Marianna Higgins** Staff Number: 123234380 Contact Phone:  
 73880 Highway 70 Gender: F Work E-Mail: bailey@schoolpathways.com  
 Portola, CA 96122 Job Classification: Teacher

List of Job Classifications / Assignments



Search:

- 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.

**Add Job Classifications and Non-Classroom Assignments**

Job Classification: -- Select --

FTE Percentage:  %

Select all non-classroom assignments for this staff member under this job classification and click Save when done

<input type="checkbox"/> 0100 Superintendent	<input type="checkbox"/> 0209 Other medical professional	<input type="checkbox"/> 142 Admin environmental education
<input type="checkbox"/> 0102 Deputy or associate superintendent (general)	<input type="checkbox"/> 0211 Special ed speech pathology/therapy/hearing	<input type="checkbox"/> 143 Admin instructional television
<input type="checkbox"/> 0103 Administrative assistant (general)	<input type="checkbox"/> 0212 Special ed audiology	<input type="checkbox"/> 145 Admin year-round schools
<input type="checkbox"/> 0104 Admin finance/business	<input type="checkbox"/> 0213 Special ed physical therapy	<input type="checkbox"/> 146 Admin summer schools
<input type="checkbox"/> 0105 Admin instructional/curriculum services	<input type="checkbox"/> 0214 Special ed vision therapy	<input type="checkbox"/> 147 Admin alternative education
<input type="checkbox"/> 0106 Admin public relations/information	<input type="checkbox"/> 0215 Special ed guidance counselor	<input type="checkbox"/> 148 Admin independent study
<input type="checkbox"/> 0107 Admin staff personnel services	<input type="checkbox"/> 0216 Special ed psychologist	<input type="checkbox"/> 149 Admin physical education
<input type="checkbox"/> 0108 Admin pupil personnel services	<input type="checkbox"/> 0217 Special ed parent counseling/training	<input type="checkbox"/> 150 Admin proficiency/competency
<input type="checkbox"/> 0109 Admin program evaluation/research	<input type="checkbox"/> 0218 Special ed nurse	<input type="checkbox"/> 151 Admin region/area
<input type="checkbox"/> 0110 Admin staff development	<input type="checkbox"/> 0219 Special ed social worker	<input type="checkbox"/> 152 Admin integration/desegregation
<input type="checkbox"/> 0111 Admin food services	<input type="checkbox"/> 0220 Special ed recreation therapy	<input type="checkbox"/> 153 Admin government relations/legal services
<input type="checkbox"/> 0112 Admin data management	<input type="checkbox"/> 0221 Special ed diagnostic staff	<input type="checkbox"/> 154 Admin work experience education

## D. Credentials/NCLB

- Step 1. Complete as much information as possible. SAVE

Search List Staff Info Job Class / Assignments **Credentials / NCLB** Employment Notifications Dashboard

Add staff picture **Marianna Higgins** Staff Number: 123234380 Contact Phone:   
 73880 Highway 70 Gender: F Work E-Mail: bailey@schoolpathways.com   
 Portola, CA 95122 Job Classification: Teacher

**Add / Edit Credential**

Type of Credential: -- CHOOSE --

Credential/Matches List:   
 30 DAY SUB DESIGNTD SUBJ VOCED

Credential Description:   
 Or, search for credential description by keyword / partial word (2 characters minimum to search):

Associated Education Degree: (for reporting purposes only) -- CHOOSE --

Name on Credential: Last Name:  First Name:

Document Number:

Last effective date:  (MM/DD/YYYY) - Leave blank if credential never expires.

Original issue date:  (MM/DD/YYYY)

Authorized Teaching Areas (What does this credential let the staff member teach?)

- 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

Recent Pages

Admin Reports 'Schools' Teachers Portal Help

**Security Administration in milestone**

List of Publicly Available Pages   
 Lists the pages which are available to be viewed by the public.

Staff Information   
 List of staff members.

Define Security Groups   
 Create and manage security groups.

Student Logins / Users   
 Manage Student Login Accounts

Parent Logins / Users   
 Manage Parent Login Accounts

Define Users   
 Define users, place users into security groups or edit their login information.

Automated Setup for Logins/Passwords   
 Create and email account information to selected users.

Deletion Log   
 Searches for records of deletions within a logfile and lists them.

- 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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