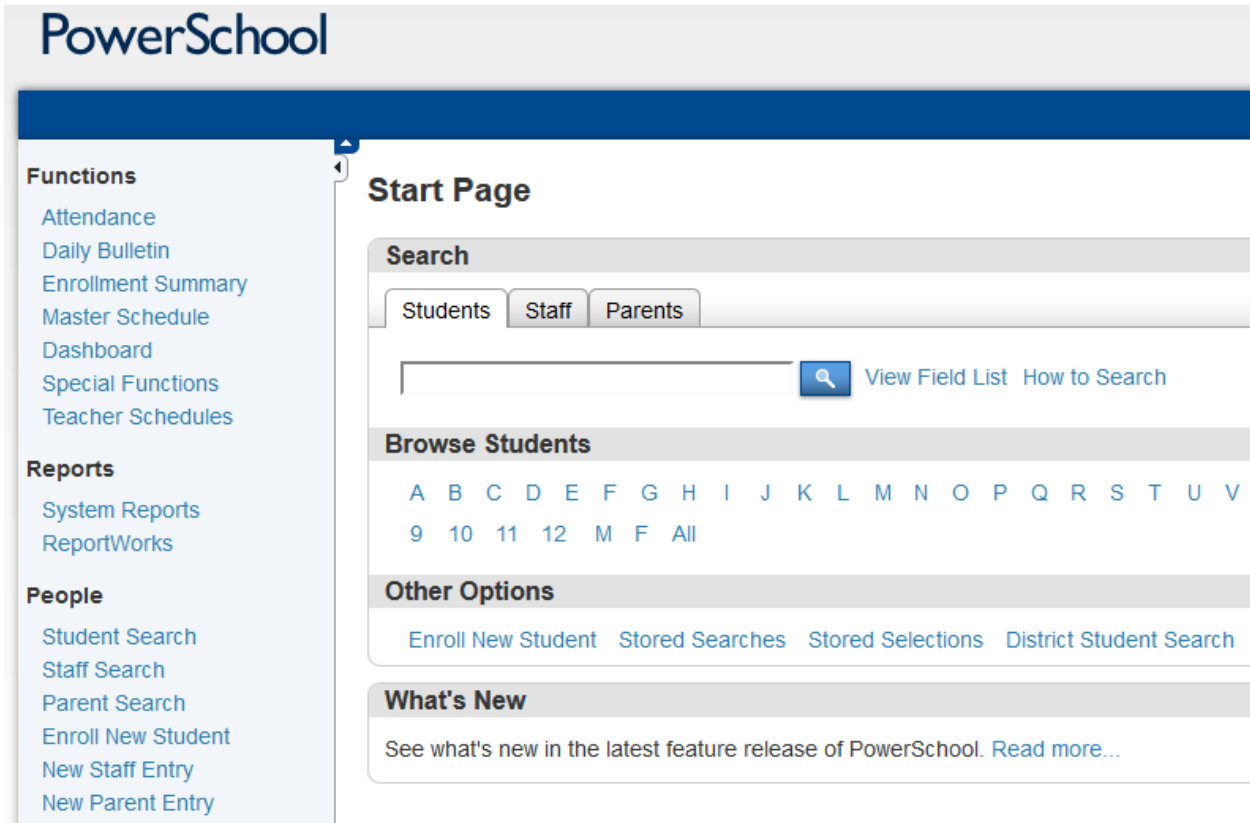


# Adding a New Staff Entry

1. Log into PowerSchool
2. Click on **New Staff Entry**



3. Fill in all the state required fields
  - **Name (Last, First MI)**
  - **Email Address**
  - **Gender**
  - **Ethnicity**
  - **ID\*** (*this number is automatically populated so you do not have to fill this field in*)
  - **SSN** (*in the format ###-##-####*)
  - **DOB**
  - **Staff Status** (*options: Teacher, Staff, Lunch Staff, Sustitute*)

## New Staff Member

Name (Last, First MI)	Doe * , John * *
Preferred Name	
Email Address	jdoe@sccharter.org
Title	
Gender	Male
Ethnicity	Two or More Races (M)
ID *	190235411 *
Homeroom	
School	East Point Academy
Lunch ID	
Home Phone #	
School Phone #	
Street	
City, State, Zip	
SSN	123-45-6789
DOB	
Staff Status	Teacher
* Required	
<input type="submit" value="Submit"/>	

4. After filling out all the state required fields, click **Submit**.

*You are not done yet because there are more SCDE required fields that must be completed and you must set up the Security Settings.*

5. From the start page, click the **Staff** tab and enter the staff member's last name that you just created. Select that staff member's name.
6. Once you have the staff member account up click on **Information**.

- Search Staff
- ← List (11) →
- Current Schedule
- Information
- Functions
- Photo
- Schedule Setup
- Schedule Matrix
- Security Settings
- Transactions
- Custom Screens**
- Postion Funding

# PowerSchool


Start Page > Staff > Select A Staff Member > Information - [dropdown]

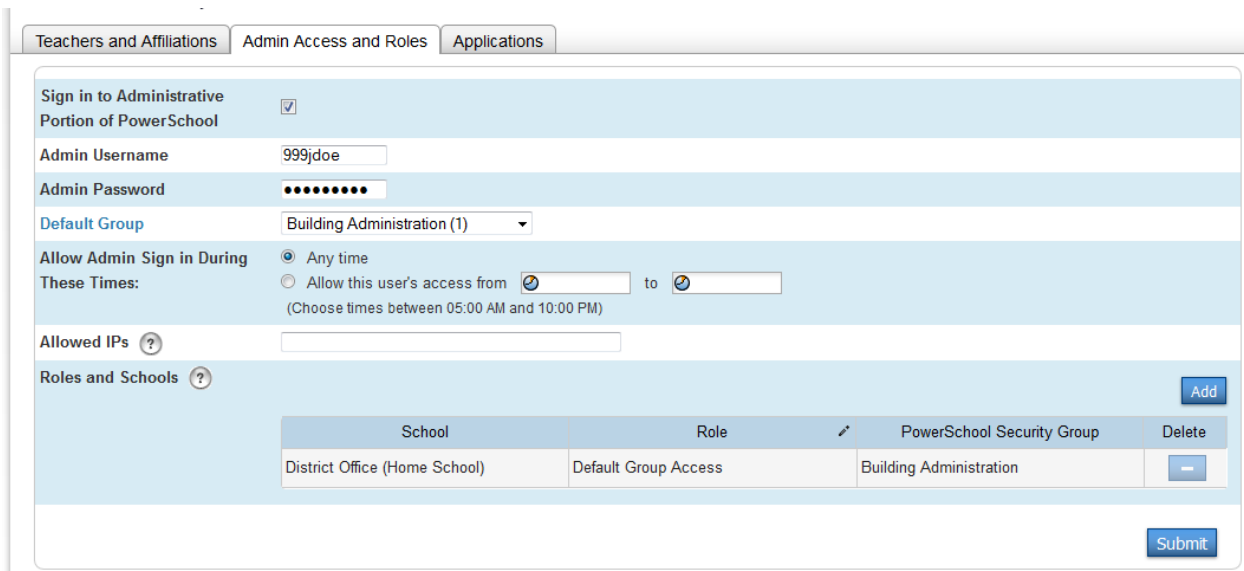
## Information -

Name (Last, First MI)	Doe * , John *
Preferred Name	
Email Address	jdoe@sccharter.org
Title	
Gender	Male
<b>Federal Ethnicity and Race</b>	
Ethnicity	<b>Is the staff member Hispanic or Latino?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
Race	<b>What is the staff member's race?</b> <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input checked="" type="checkbox"/> White
Reporting Ethnicity	White (W)
ID	190235411 *
StatePrid	123214
Homeroom	
Home School	Coastal Leadership Academy

7. Under Edit Information fill out the other state required fields:
  - **Race** (At least one race must be selected, even if staff member is of Hispanic ethnicity. Choose whatever race that staff member identifies with.)
  - **StatePrid (Cert #)** – must be 6 digits (this field is only required for teachers)
  - **Active** – check the box to make the account active
8. Click **Submit**
9. Then under the staff member’s account click **Security Settings**

10. If you are creating a PowerSchool account click on the **Admin Access and Roles** tab: *(if you are only creating an account for a teacher to use PowerTeacher skip to step 11.)*

- a. **Sign in to Administrative Portion of PowerSchool** – check this box to give access to PowerSchool
- b. **Admin Username** – use your school id # *(if you do not your school’s id number in PowerSchool contact the district office)* and first initial and last name.  
Example: 999jdoe
- c. **Admin Password** – this can be anything *(the district office normally uses **changeme**)*, being this is just a temporary password. When the new staff member logs into PowerSchool for the first time they will be prompted to change this temporary password.
- d. **Default Group** – choose the staff members security permission group. *(You can choose any group except the **Administrator (9)** group. This **Administrator (9)** must only be assigned by the district staff)*
- e. **Roles and Schools** – click the **Add** button  then under *Add User Access Roles* select your school name > leave *Role as **Default Group Access*** and click **OK**.
- f. Click **Submit**



Teachers and Affiliations Admin Access and Roles Applications

Sign in to Administrative Portion of PowerSchool

Admin Username

Admin Password

Default Group

Allow Admin Sign in During These Times:  Any time  
 Allow this user's access from  to   
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs

Roles and Schools

School	Role	PowerSchool Security Group	Delete
District Office (Home School)	Default Group Access	Building Administration	<input type="button" value="-"/>

11. If you are creating an account for PowerTeacher click the **Teacher and Affiliation** tab:
  - a. **Sign in to PowerTeacher** – check this box to give access to PowerTeacher
  - a. **Teacher Username** - use your school id # (*if you do not know this contact the district office*) and first name and last name. Example: *999johndoe*
  - b. **Teacher Password** - this can be anything (*the district office normally uses **changeme***), being this is just a temporary password. When the new teacher logs into PowerTeacher for the first time they will be prompted to change this temporary password.
  - c. **Staff Type** - Teacher
  - d. Click **Submit**.

Teachers and Affiliations | Admin Access and Roles | Applications

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Sign in to PowerTeacher

Teacher Username

Teacher Password

School Affiliations

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input checked="" type="checkbox"/>	Coastal Leadership Academy	Teacher	<input type="button" value="✎"/> <input type="button" value="✖"/>