# Enrolling New Staff

1. First search for staff to make sure they were not previously entered in PowerSchool at your school. Do this by entering a forward slash and their name, ex. /Doe, John. If a name appears matching your search selections stop and find out if the teacher previously worked for the school (contact Human Resource). If it's determined this teacher has worked for the district previously activate the teacher's old PowerSchool account. If nothing returns on the search proceed to add a new staff entry, step 2.
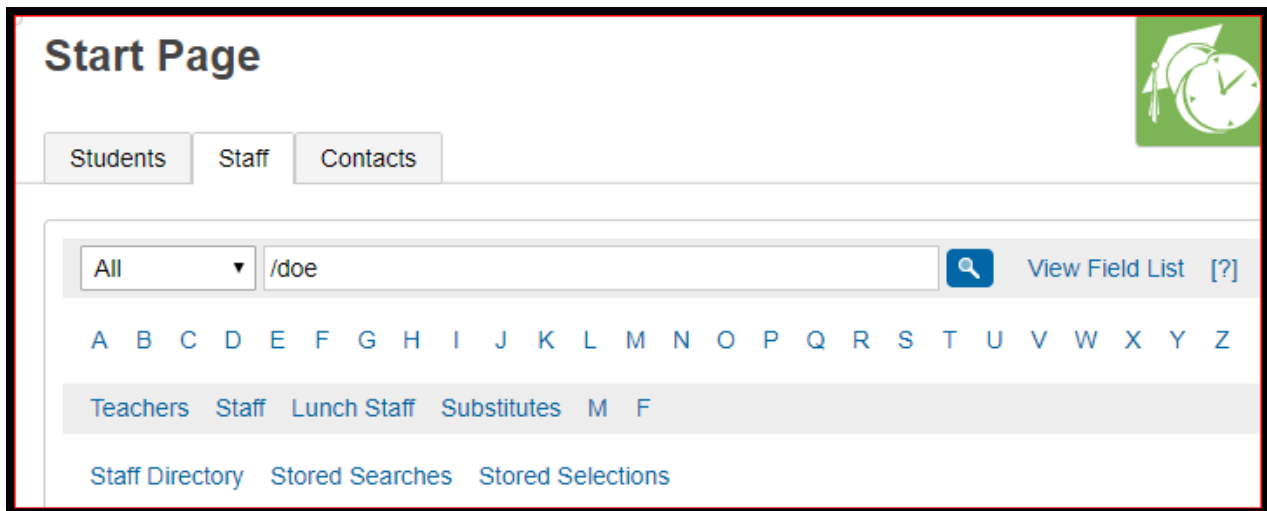
2. On the Start Page in the left menu bar click **New Staff Entry.**
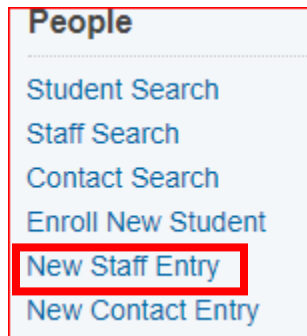
3. Proceed to fill out the New Staff Member page:
   a. **Last Name*, First Name*, Middle Name***: Must enter the staff members legal name as written on their birth certificate. Note: No initials for middle name unless it's an initial on the student's birth certificate.
   b. **Preferred Name:** Enter the staff member's preferred name, such as a nickname. (if applicable)
   c. **Email Addresses*:** Enter the teacher's school e-mail address.
   d. **Title:** Enter staff members title (ex. Principal, Guidance Counselor, Nurse, Assistant Principal, etc.)
   e. **Gender*:** Must select the student's gender of Male (M) or Female (F).
   f. **Ethnicity*:** Select the ethnicity that the staff member identifies as.
   g. **ID*:** This is will be the unique teacher number automatically assigned to the teacher in that district PowerSchool database. This is not the teacher's certification number or teacher ID. **DO NOT CHANGE OR EDIT THIS NUMBER.**
   h. **School***: The staff member school name will display as read only.
   i. **Lunch ID (optional):** Only populate this field if school is using PowerLunch in PowerSchool.
   j. **Home Phone#:** Enter the staff members home phone number (*if available at the time*). <u>Format:</u> 803-123-4567 or (803)123-4567
   k. **School Phone#:** Enter the staff members school/office phone number (*if available at the time*). <u>Format:</u> 803-123-4567 or (803)123-4567
   l. **Street:** Enter the staff members street address.
   m. **City, State, Zip:** Enter the staff members city, state and zip code.
   n. **SSN (SCDE Recommends not to populate this field):** This is optional because this is no longer collected by the SCDE, but you can enter the staff members social security number. <u>Format:</u> ###-##-####. Note: If the SSN is being populated secure this page so that only staff with appropriate security levels may view the teacher data.
   o. **DOB***: Staff members date of birth. <u>Format:</u> MM/DD/YYYY.
   p. **Staff Type*:** We recommend only selecting "Teacher" for staff members who will be teaching a class. All other staff members if it applies to them would either be Staff, Substitute, or Lunch Staff.
4. **Submit:** To save.

New Staff Member

Name (Last, First MI)	Doe	* , John	*
Preferred Name	Johnny		
Email Address	jdoe@gmail.com		
Title	Principal		
Gender	Male ▾		
Ethnicity	White (W) ▾		
ID	9998950	*	
Homeroom			
School	District Office		
Lunch ID			
Home Phone #	808-803-2222		
School Phone #			
Street			
City, State, Zip			
SSN			
DOB	10/6/1973		
Staff Type	Staff ▾		

<u>After Staff Is Entered:</u>

1. Search and select the staff again then on the **Information** page populate these fields:

   a. **Race*** - You MUST choose a race option. In some cases, you might have to choose the race the staff member identifies as but a race must be selected. This normally applies to a staff member of Hispanic ethnicity. You can choose multiple races also.

   b. **Reporting Ethnicity*** – Select the staff member ethnicity.

   c. **StatePrId (Cert #)*** – if the staff member is teaching a class/course at your school they must have a teacher certification number entered. If the teacher is teaching a class/course and they do not have their teacher certification yet, enter six zeros (000000) until they get their teacher certification number. Note: If the staff is not teaching a class/course this field is optional/not applicable.

   d. **Active*** – this field needs to be checked for an active staff member. If the staff is no longer an employee, you should uncheck this field to deactivate the account.

   e. **Generation*** - this field is required if this is applicable to the staff member.

   f. **Educator ID*** - Identification number for matching the teacher instructional records to teacher certification records.

Federal Ethnicity and Race		
Ethnicity	Is the staff member Hispanic or Latino? ○ Yes ● No	
Race	What is the staff member's race? ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☑ White	
Reporting Ethnicity	White (W)	
ID	123456789 *	
StatePrId (Cert #)	123456	
Homeroom		
Home School	Mevers School of Excellence	
Lunch ID	0	
Home Phone #		
School Phone #		
Street		
City, State, Zip		
SSN		
DOB	1/1/1970	
Staff Type	Staff	
Active	☑	

Additional South Carolina State Report Information for Staff	
Civil Rights Data Collection (CRDC)	
Generation (Jr., Sr., etc.)	- None ▾
Educator ID	123456 ⊘

Additional Information:

- The Teacher Certification Number (StatePrld (Cert #)) and Educator ID in most if not all cases will not be the same number.
- If a teacher is assigned the Teacher staff type their classes will be queried/validated during state reporting data collection.
- To find a StatePrld (Cert #) and Educator ID: https://ed.sc.gov/educators/teaching-in-south-carolina/current-south-carolina-teachers/view-certification-status/ After searching and finding the teacher, click the Printer icon to see the teachers Certification Number (License Number).

* Indicates field is collected for data collections.