

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 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 full e-mail address so the SCDE offices can send direct communications via this media.
 - 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 assigned to the teacher in that district PowerSchool database. This is not the teacher's certification number or teacher ID.
 - h. **School**: The staff member school name will display as read only.
 - i. **Lunch ID**: Only populate this field if school is using PowerLunch in PowerSchool. (if applicable)
 - j. **Home Phone#**: Enter the staff members home phone number (*if available at the time*). Format: 803-123-4567 or (803)123-4567
 - k. **School Phone#**: Enter the staff members school/office phone number (*if available at the time*). Format: 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 (optional)**: This is optional because this is no longer collected by the SCDE, but you can enter the staff members social security number. Format: ###-##-####. Note: If they 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. Format: MM/DD/YYYY.
 - p. **Staff Type*:** We recommend that you assign a staff status to each staff member. This makes searching for and selecting staff members more efficient. Note: Select Teacher for staff type so their name will appear as an option when creating sections.
4. **Submit:** To save.

Additional Information:

- If you populate the StatePrid (SIF_StatePRID) field with a viable certification number issued to a teacher through the Office of Educator Services, then you do not need to populate the SSN field.
- If the teacher's certification number is not available, populate the SSN field temporarily until the StatePrid field can hold valid data. Immediately upon verifying the accuracy of data entry, remove the SSN.
- If a teacher is assigned the Teacher staff type their classes will be queried/validated during data collection.

* Indicates field is collected for data collections.

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 ▾		