




## Maintaining Staff Catalog

### Adding a Staff Member

#### Step 1 – Navigate to the Staff Catalog

- Click on the Menu dropdown | Scheduling  | Courses | Resources | **Staff** or
- Type **Staff** in the Search Quick Search bar and click on **Staff**

#### Step 2 – Search for Teacher

- Click on the Plus sign in the top right corner 
- Enter teacher's Last Name in the Search Criteria of Duplicate Staff Search
- Click on Load Records icon 

#### Duplicate Staff Search



**Search Criteria**

<b>Last Name *</b>	<input type="text" value="McClain"/>	<b>Social Security Number</b>	<input type="text"/>
<b>First Name</b>	<input type="text"/>	<b>Login ID</b>	<input type="text"/>
<b>Middle Name</b>	<input type="text"/>		

**Search Results**

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Staff Name	Staff ID	Building	Add Building Staff Record	Social Security Number	Impersonate (TAC)
<a href="#">McClain, Patti</a>	20000	1082, 3043	<a href="#">New Building</a>		<a href="#">PATRICIA.MCCLAIN</a>
<a href="#">McClain, Patti</a>	20000	1082, 3043	<a href="#">New Building</a>		<a href="#">PATRICIA.MCCLAIN</a>

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#### Step 3A - Add a New Staff Member already in the School District

- If name appears on Duplicate Staff Search reassign to your building
  - Click on the **New Building** link
  - Click on **Building** dropdown and select Building
  - Verify **Display Name** and change if needed (this is how the name will appear on report cards)
  - Update General Information
  - If Elementary Teacher, enter grade level in **House Team** field
  - Enter **Primary Homeroom** Number

- Click on **Save**

▾ Staff Identification

Staff ID	13718	Staff Name	Patti McClain
Building	3009 - Frederick High School	Display Name*	McClain, Patti

▾ General Information

Initials	PM	Active	<input checked="" type="checkbox"/>
Phone Number	(240) 236-7000    Extension	Staff Type	<input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Advisor
House/Team		Staff Availability	<input checked="" type="checkbox"/> Regular Year <input type="checkbox"/> Summer School
Department		Primary Building	<input type="checkbox"/>
Primary Homeroom		Takes Lunch Counts	<input type="checkbox"/>
Secondary Homeroom		Allow Overrides	<input type="checkbox"/>
Room		Maximum Contiguous*	0
Group Code		Maximum Per Day*	0

- Click on the Go Back to Previous Page icon
- Verify or Enter the Email field
- Verify or Enter the Login ID field

▾ General Information

Gender	<input type="radio"/> Female	<input type="radio"/> Male	
Birthdate	<input type="text"/>		
Hispanic/Latino Ethnicity	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Unanswered
<span style="font-size: 1.2em;">▾</span> Race <span style="float: right;">+</span>			
Order*	Race		
Federal Code ⓘ			
Email	Patricia.McClain@fcps.org		
Login ID	PATRICIA.MCCLAIN		

- **SAVE**

Step 3B – Add a new Staff Member that is not in the School District


- If name does not appear on Duplicate Staff Search
  - Enter Staff ID - It is **CRITICAL**, that the staff ID matches the number assigned in PeopleSoft
  - Enter **First Name**
  - Verify **Last Name**

▾ Staff Information

Staff ID*	12345	Title	<input type="text"/>
First Name*	Patti	Birth/Maiden Name	<input type="text"/>
Middle Name		Social Security Number	<input type="text"/>
Last Name*	Meadows	State Staff ID	<input type="text"/>

- Enter **Email address**
- Enter **Login ID** (FirstName.LastName)

Note: All items with a red \* must be completed before saving and moving to the next page

- **Save**
  
- Click on the plus sign  on the Building Information panel to assign to a new building
  - Click on the Building drop down to select **Building**
  - Verify **Display Name**
  - Enter Primary Homeroom
  - Enter House Team if an Elementary Teacher
  - Make sure **Active** is checked
  - Make sure **Staff Type** is checked (Teacher, Counselor or Advisor)
  - **Staff Availability** is checked (Regular Year )
  - **Save**

Staff Building Information
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Staff Identification

Staff ID	123456	Staff Name	Patti Meadows
Building	3013 - Gov. Thomas Johnson High School	Display Name*	Meadows, Patti

General Information

Initials	PM	Active	<input checked="" type="checkbox"/>
Phone Number	(240) 236-8200	Staff Type	<input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Advisor
House/Team		Staff Availability	<input checked="" type="checkbox"/> Regular Year <input type="checkbox"/> Summer School
Department		Primary Building	<input type="checkbox"/>
Primary Homeroom		Takes Lunch Counts	<input type="checkbox"/>
Secondary Homeroom		Allow Overrides	<input type="checkbox"/>
Room		Maximum Contiguous*	0
Group Code		Maximum Per Day*	0


Class Lists

Staff member has not been assigned to any courses in the Master Schedule yet.

District-Defined

Staff member has not been assigned to any district-defined screens yet.

## Making a Staff Member Inactive

- Search for Staff Member
  - Navigate to Staff Catalog
  - Click on Simple Search
  - Enter Staff Members Name or ID
- Click on **Load Records** 
- Click on name link to open record

Meadows, Patti
123456
3013

- Click on Building link to open Building Panel

Building Information						
Building	Teacher	Counselor	Advisor	Status	Prim. Building	
▶ 3013 - Gov. Thomas Johnson High School	✓			Active		<input type="checkbox"/>

- Uncheck **Active** Box
- Uncheck **Staff Type**
- Uncheck **Staff Availability**
- Remove **Primary Homeroom**
- Remove **Secondary Homeroom**

General Information	
Initials	PM
Phone Number	(240) 236-8200 Extension
House/Team	
Department	
Primary Homeroom	
Secondary Homeroom	
Room	
Group Code	
Active	<input type="checkbox"/>
Staff Type	<input type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Advisor
Staff Availability	<input type="checkbox"/> Regular Year <input type="checkbox"/> Summer School
Primary Building	<input type="checkbox"/>
Takes Lunch Counts	<input type="checkbox"/>
Allow Overrides	<input type="checkbox"/>
Maximum Contiguous*	0
Maximum Per Day*	0

- Click on **Save**