

grade_reporting_gradebook_admin_staff_id

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Type the employee's social security number or employee number, depending on the district's setting for **Student Applications Staff ID** on Registration > Maintenance > District Profile > District Maintenance > Control Info.

If the employee number is used at the district, you can click ⋮ to select a principal/counselor or instructor.

The administrative user must have a record in the campus principal/counselor table, the campus instructor table, or the employee demographic table (employee or non-employee). The user's information is verified against the data in one of the tables.

NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating an instructor login.

The **Status** field is displayed in place of the **Staff ID** field (below the grid) once the record is saved, and it is set to *Reset* by default. Click the **Change Status** button to change the status. The options are as follows:

Inactive - Prevent a user from logging on to TeacherPortal.

Reset - Reset a user's account allowing him to register using the **New User** link on the TeacherPortal Login page.


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