

Other functions and features:

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Campus ID	The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click **Retrieve**.

Existing principals and counselors for the campus are displayed.

❑ Click **+Add** to add a principal/counselor record.

The fields below the grid are enabled allowing you to add data.

Advisor Number	Type the employee's three-digit advisor number, which is locally determined and assigned. The ID must be unique within the campus, but the same advisor number can be used across campuses.
Name	Type the employee's first, middle, and last name. Select a generation code if applicable.
Role ID	Select the employee's role at the campus. Select 000 (*Other*) for an employee who is neither a principal nor a counselor, but is being set up as an administrative user of TeacherPortal. If 000 is selected, **Staff ID** is required. If 000 is selected and the employee has been set up as an administrative user with access to either one campus or all campuses, the record cannot be deleted after the information is saved.
From\To Grade Level	Select the beginning and ending grade levels for the range to which the employee is assigned, if applicable. If you select a **From Grade Level**, you must select **To Grade Level**, and vice versa. You can select the same grade level for both fields.
From\To Name Range	Type the two-character alphabetical codes indicating the range of student last names assigned to the employee, if applicable (e.g., AA and MC).
Staff ID	Type the employee's staff ID according to the setting of the **Student Applications Staff ID** field on Maintenance > District Profile > District Maintenance > Control Info: If **Student Applications Staff ID** is still set to *SSN*, type the social security number. If **Student Applications Staff ID** is set to *Employee Number*, but the employee demographic table does not exist in the Human Resources application, type the employee number. If **Student Applications Staff ID** is set to *Employee Number*, and the employee demographic table contains employee number information, click ⋮ to select the employee number. Principal/counselors who are also instructors will only have one staff ID. If you change a staff ID on this page, the staff ID will be changed across all applications and campuses.

Phone	Type the area code and phone number for the employee. Type a phone extension if applicable, up to four digits.
Discipline Approver	Select if the employee is a discipline approver. The field must be selected in order for the employee to be able to view discipline referrals on Discipline > Maintenance > Referrals.
Receive Discipline Referral E-mail	Select if the discipline approver wants to receive email notification of new pending discipline referrals. If selected, you must enter the employee's email address in the **E-mail Address** field.
E-mail Address	Type a valid email address for the employee.

❑ Click **Save**.

Other functions and features:

	Edit a record. The data is displayed in the fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.
	Delete a row. 1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). • If the principal/counselor record is deleted, the program automatically checks for any TeacherPortal login records for the principal/counselor based on the staff ID. The appropriate records are inactivated. • If the principal/counselor works only at the campus from which he is being deleted, all TeacherPortal login records are inactivated. • If the principal/counselor works at more than one campus, only TeacherPortal login records specific to the campus from which he is being deleted are inactivated.


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