

scheduling_staff_id

Table of Contents

In the Staff ID field, do one of the following depending on how the district has established Student Applications Staff ID (this can be viewed in Registration > Maintenance

District Profile > District Information > District Maintenance > Control Info): If the Staff ID is still set to SSN, type the instructor's social security number.

If the Staff ID is set to Employee Number, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number.

If the Staff ID is set to Employee Number, and the employee demographic table contains employee number information, you must click to select an instructor's employee number. Employees and non-employees will be available in the lookup if the employee demographic table contains values for their social security number, date of birth, and sex.

Notes:

If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.

If you have run the Set Staff ID to Employee Number utility, and an employee needs to have a login for txGradebook, you can assign them a temporary staff ID by selecting the Create Temp Staff ID field and clicking Search. The next available temporary staff ID, which will have a T followed by five digits, is displayed. Click the temporary employee number. It is assigned to the employee.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover