



# admin-txeis-grade\_reporting\_staff\_id



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Type the employee's employee number, or click  to select a principal/counselor or teacher.

**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 a teacher login.

**IMPORTANT:** If you are setting up a teacher and a district administrator using the same Staff ID, you must add the teacher first, and then add the administrator.

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 that user to register using the **New User** link on the TeacherPortal Login page.