



admin-txeis-grade_reporting_staff_id_campus

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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.

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.



A screenshot of a user creation form. The form contains the following fields and controls:

- Name:** (Label)
- User Name:** (Text input field)
- Staff ID:** (Text input field) with a dropdown arrow icon to its right.
- Type of User:** (Dropdown menu) with "Read Only" selected and a downward arrow.
- Run Group Report:** (Checkbox)

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.