



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.



The screenshot shows a form with the following fields:

- Name: (empty text input)
- User Name: (empty text input)
- Staff ID: (empty text input) with a dropdown arrow icon to its right.
- Type of User: (dropdown menu showing "Read Only" with a downward arrow)
- Run Group Report: (checkbox, currently unchecked)

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.



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