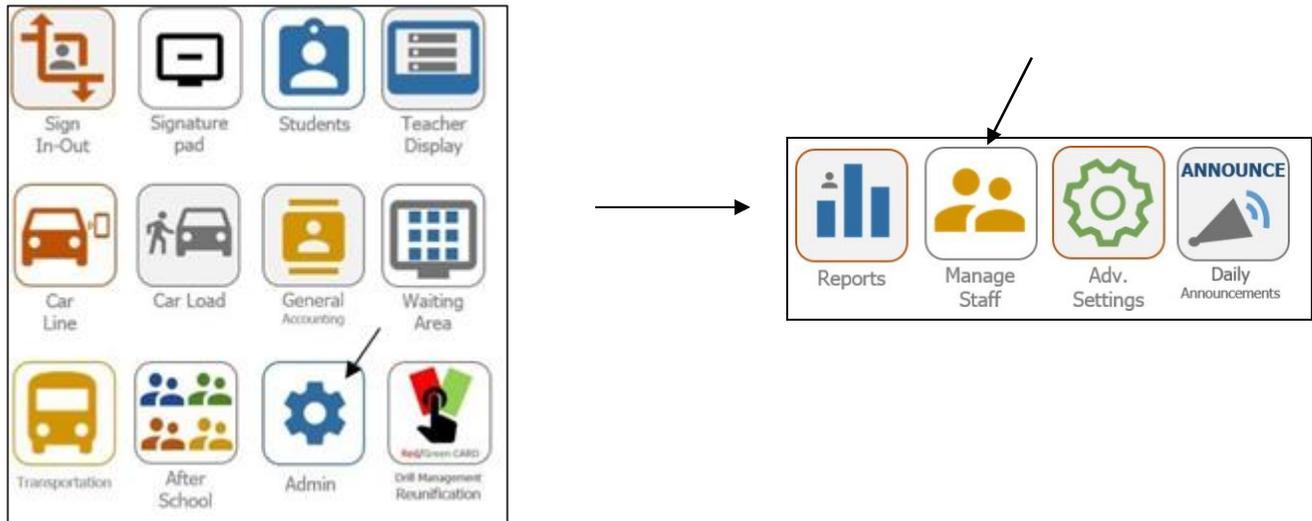


Managing Staff

This user guide describes how to add or modify a staff member. You must have an Administrator role and authority to access this area. Please see your administrator if you need to gain access or contact us.

To access the staff management area, choose the Admin icon, and then Manage Staff.



The next page will display a list of staff members and their profile information.

[Create New Account](#) | |

Staff Accounts

Staff List Page: **1** | [Previous Page](#) | [Next Page](#)

Name	Username	Email	Role	Last Login	Status	Actions
Office Confirmation	oconf		Signature Pad Account	Never	Disabled	Modify Account
Ashley Angle	aangle	ashley.angle@jcschools.us	Signature Pad Account	Never	Active	Modify Account
Jessica Bax	jbax	jessica.bax@jcschools.us	Teacher	Never	Active	Modify Account
Kaitlynn Bax	kbax	kaitie.bax@jcschools.us	Teacher	Never	Active	Modify Account
Ashlie Beck	abeck	ashlie.beck@jcschools.us	Teacher	Never	Active	Modify Account
Andrew Berhorst	aberhorst	andrew.berhorst@jcschools.us	Teacher	Never	Active	Modify Account
Julie Blunt	jublunt	jublunt@kidaccount.com	Teacher	Never	Active	Modify Account
James Blunt	jblunt	jblunt@kidaccount.com	Teacher	Never	Active	Modify Account
Tammy Bopp	tbopp	tammy.bopp@jcschools.us	Teacher	Never	Active	Modify Account
Christina Brauner	cbrauner	christina.brauner@jcschools.us	Teacher	Never	Active	Modify Account

Managing Staff

Modify Staff Information: To modify information for a current staff member, select the “[Modify Account](#)” link to the right of their information.

[Create New Account](#) | |

Staff Accounts

Staff List Page: **1** | [Previous Page](#) | [Next Page](#)

Name	Username	Email	Role	Last Login	Status	Actions
Office Confirmation	oconf		Signature Pad Account	Never	Disabled	Modify Account
Ashley Angle	aangle	ashley.angle@jcschools.us	Signature Pad Account	Never	Active	Modify Account
Jessica Bax	jbax	jessica.bax@jcschools.us	Teacher	Never	Active	Modify Account
Kaitlynn Bax	kbax	kaitie.bax@jcschools.us	Teacher	Never	Active	Modify Account
Ashlie Beck	abeck	ashlie.beck@jcschools.us	Teacher	Never	Active	Modify Account
Andrew Berhorst	aberhorst	andrew.berhorst@jcschools.us	Teacher	Never	Active	Modify Account
Julie Blunt	jublunt	jublunt@kidaccount.com	Teacher	Never	Active	Modify Account
James Blunt	jblunt	jblunt@kidaccount.com	Teacher	Never	Active	Modify Account
Tammy Bopp	tbopp	tammy.bopp@jcschools.us	Teacher	Never	Active	Modify Account
Christina Brauner	cbrauner	christina.brauner@jcschools.us	Teacher	Never	Active	Modify Account

The staff profile will pop up where you can add or modify the user email, role, or cell phone number. To change the role, choose a new role from the drop-down. Select “Submit” to keep your changes. Your changes will appear on the staff list.

NOTE: If there has been a name change to a staff member, please reach out to you IT department so they can send over the correct data to us.

Account Profile For **Freedom Atterberry**

|

Name:

Freedom
Atterberry

Email

Email

Username

fsub

Mobile Number

Mobile Number

Account Type

Standard Login

Account Role

School Administrator

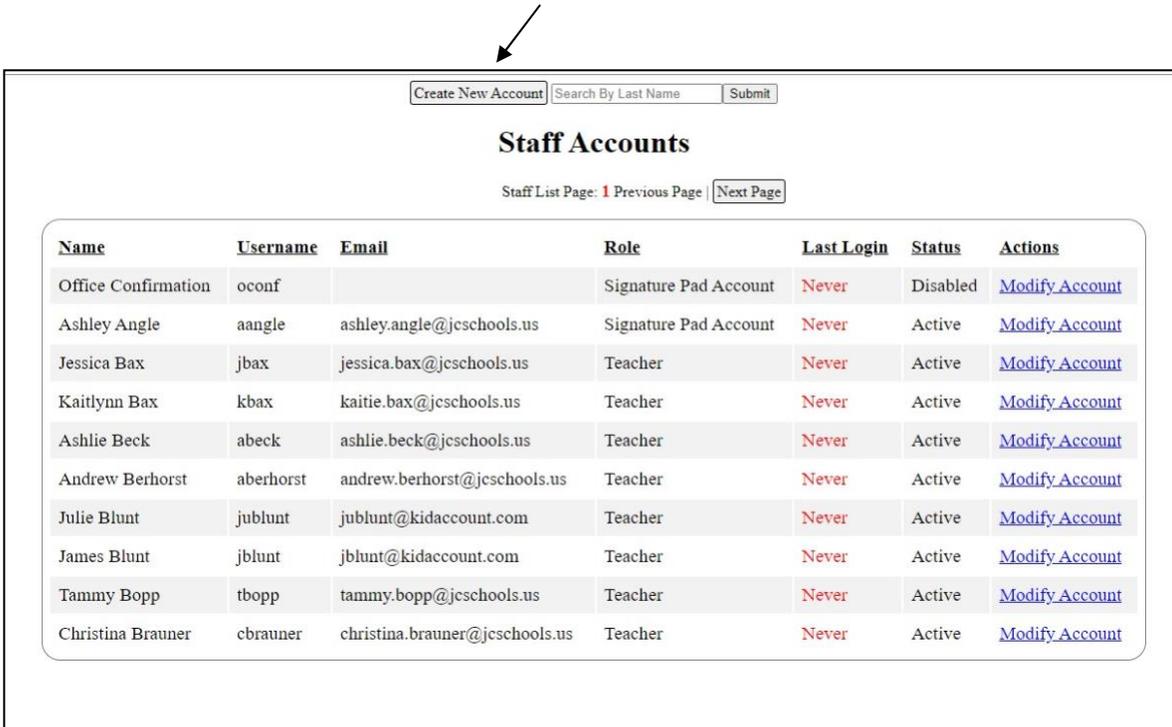
School Administrator

Teacher

Signature Pad Account

Managing Staff

To add a new staff member, select the “Create Account” button.



Staff Accounts

Staff List Page: **1** Previous Page Next Page

Name	Username	Email	Role	Last Login	Status	Actions
Office Confirmation	oconf		Signature Pad Account	Never	Disabled	Modify Account
Ashley Angle	aangle	ashley.angle@jcschools.us	Signature Pad Account	Never	Active	Modify Account
Jessica Bax	jbax	jessica.bax@jcschools.us	Teacher	Never	Active	Modify Account
Kaitlynn Bax	kbax	kaitie.bax@jcschools.us	Teacher	Never	Active	Modify Account
Ashlie Beck	abeck	ashlie.beck@jcschools.us	Teacher	Never	Active	Modify Account
Andrew Berhorst	aberhorst	andrew.berhorst@jcschools.us	Teacher	Never	Active	Modify Account
Julie Blunt	jublunt	jublunt@kidaccount.com	Teacher	Never	Active	Modify Account
James Blunt	jblunt	jblunt@kidaccount.com	Teacher	Never	Active	Modify Account
Tammy Bopp	tbopp	tammy.bopp@jcschools.us	Teacher	Never	Active	Modify Account
Christina Brauner	cbrauner	christina.brauner@jcschools.us	Teacher	Never	Active	Modify Account

In the pop-up window, add the appropriate information and select the Staff Role from the drop-down. Enter a temporary password with a minimum of 12 characters. Select the “Add Staff” button to complete the process.

Staff Role Note:

Teacher = Classroom teachers or Sub accounts

Administrator = Office Staff

Add A New Staff Member

First Name:

Last Name :

Email:

Staff Role: SigPad

Authentication Type: Login With KidAccount Username/Password

SigPad URL (optional):

Password:

Managing Staff

Trouble shooting

The system will not allow a duplicate email address in the system. If the email address is already in the system, you will not be able to add the staff member again. All staff members from the entire district are in a single database which increases the opportunity for a duplicate. If a staff member has worked at another school, they may still be associated with that school and will therefore need to be changed by your IT department or by calling customer service at ***customerservice@kidaccount.com***.

Managing Staff

This concludes the Managing Staff overview.

Please contact us if you have any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

