



Administration Training: Managing Staff Accounts

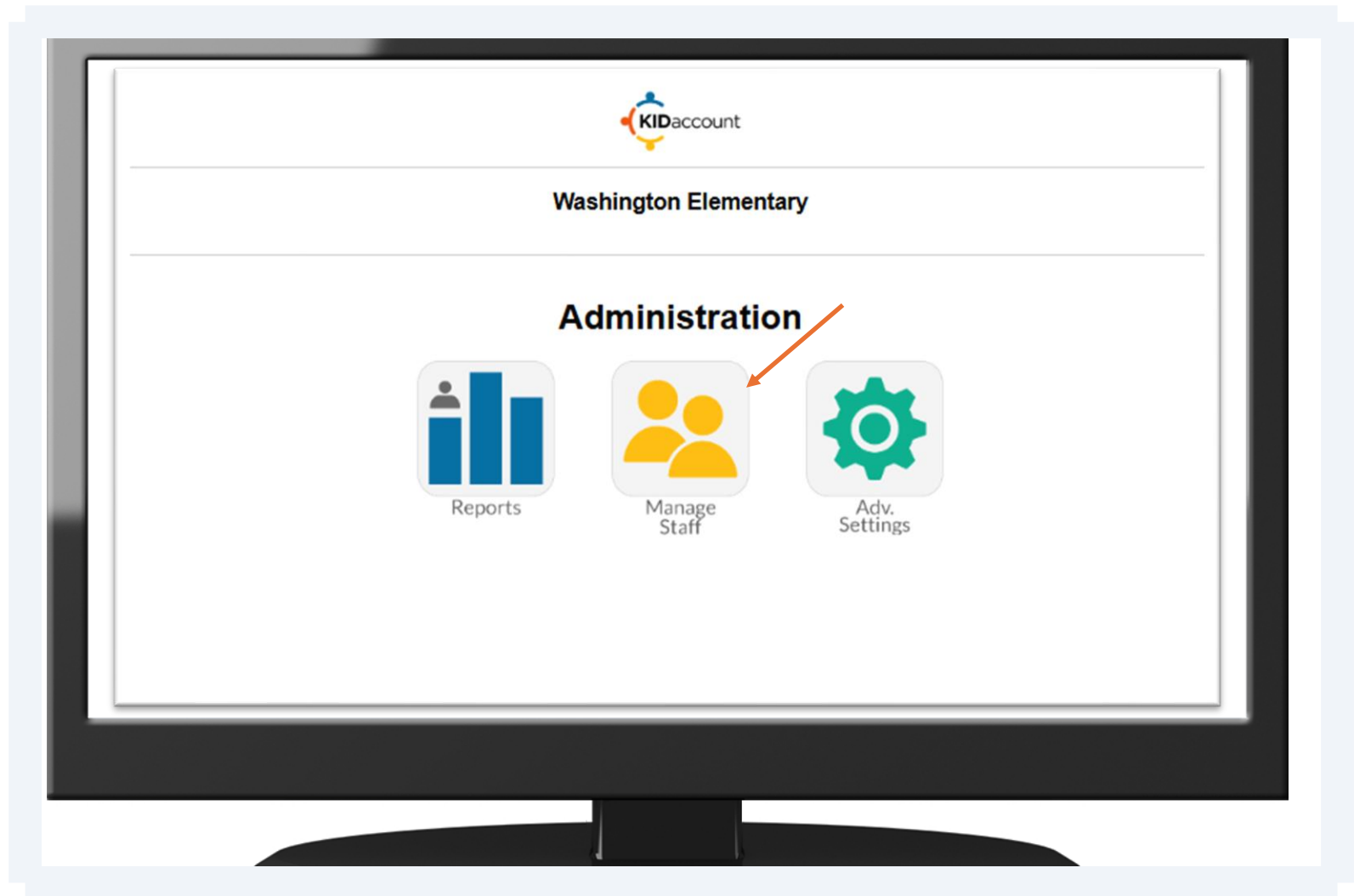
Managing Staff Accounts

Click on the Admin Icon



Managing Staff Accounts

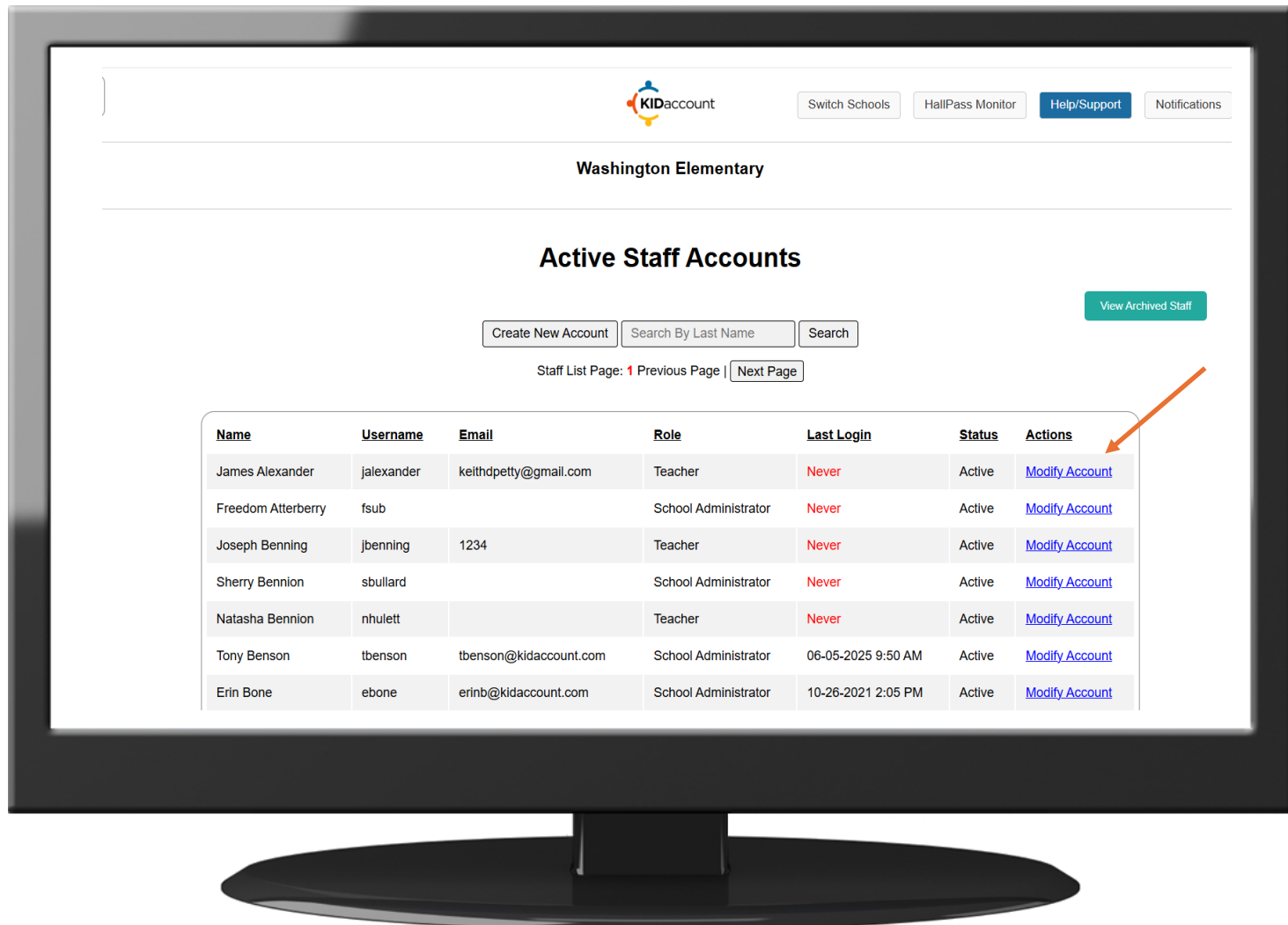
Select “Manage Staff”



Managing Staff Accounts

This page displays a list of staff members and their profile information

To modify a staff member's information such as email, name or role, select Modify Account.



Managing Staff Accounts

There are several fields that can be modified for your staff members. Take a look at all the options to learn how updating each field will affect their account.

Account Profile For James Alexander

[Reset Password](#)

Move Account to Archive

First Name:

James

Last Name:

Alexander

Email:

keithdpetty@gmail.com

Username:

JAlexander

Mobile Number:

Mobile Number

Default School:

Washington Elementary

Account Type:

Standard Login

Account Role:

Teacher

Directory Listed:

Yes

Allow School Traversal:

OFF

Schools for Traversal:

☐ Washington Elementary

☐ Jefferson High School

Login Redirect URL (Optional, Advanced):

Login Redirect URL

Save Changes

Reset Password-For Standard Login Only
**Does not change Google or Microsoft SSO Password

Archive Inactive Staff

Modify Name or Email Address

Edit Default School

Change Role to Teacher, Admin, or Support Staff

Directory Listed: Change to No if you do not want this staff member to appear on staff lists in Hall Pass or EDR

Turn Traversal ON if staff needs to log into other schools in your district. Select the schools they should have access to.

Managing Staff Accounts

Take a closer look at these fields. After you have made the necessary changes, click the “Save Changes” button.

Account Profile For James Alexander

Move Account to Archive [Reset Password](#)

First Name:

Last Name:

Email:

Username:

Mobile Number:

Default School:

Account Type:

Account Role:

Directory Listed:

Allow School Traversal:

Schools for Traversal:
☐ Washington Elementary
☐ Jefferson High School

Login Redirect URL (Optional, Advanced):

Save Changes

Reset Password-For Standard Login Only

**Does not change Google or Microsoft SSO Password

Archive Inactive Staff

If you have staff in KIDaccount that is no longer with your school, you can archive their account. Once an account is archived this user will no longer be able to log in.

Modify Name or Email Address

If a staff member has a name change or change in email, you can change that information here.

Managing Staff Accounts

If you need to edit a staff's default school, change their KIDaccount access, or edit the directory, you can make those changes from these fields.

Account Profile For James Alexander

[Reset Password](#)

Move Account to Archive

First Name:

James

Last Name:

Alexander

Email:

keithdpetty@gmail.com

Username:

JAlexander

Mobile Number:

Mobile Number

Default School:

Washington Elementary

Account Type:

Standard Login

Account Role:

Teacher

Directory Listed:

Yes

Allow School Traversal:

OFF

Schools for Traversal:

☐ Washington Elementary

☐ Jefferson High School

Login Redirect URL (Optional, Advanced):

Login Redirect URL

Save Changes

Edit Default School

If a staff member moves to another school within your district, You can update that staff member's default school here.

Change Role to Teacher, Admin, or Support Staff

Teachers and Support Staff have limited access inside of KIDaccount. You may need to update staff that need administrative access

Directory Listed

This will be defaulted to YES. Change this to NO if you do not want this staff member to appear on staff lists in Hall Pass or Emergency Management.

Managing Staff Accounts

If you have staff that travel from one campus to another, you can turn on Traversal for these staff members. Choose which schools they should have access to. This will allow these staff members the ability to toggle between schools as needed. Click the “Save Changes” button.

Account Profile For James Alexander

[Reset Password](#)

Move Account to Archive

First Name:

James

Last Name:

Alexander

Email:

keithdpetty@gmail.com

Username:

JAlexander

Mobile Number:

Mobile Number

Default School:

Washington Elementary

Account Type:

Standard Login

Account Role:

Teacher

Directory Listed:

Yes

Allow School Traversal:

OFF

Schools for Traversal:

☐ Washington Elementary

☐ Jefferson High School

Login Redirect URL (Optional, Advanced):

Login Redirect URL

Save Changes

Traveling Staff

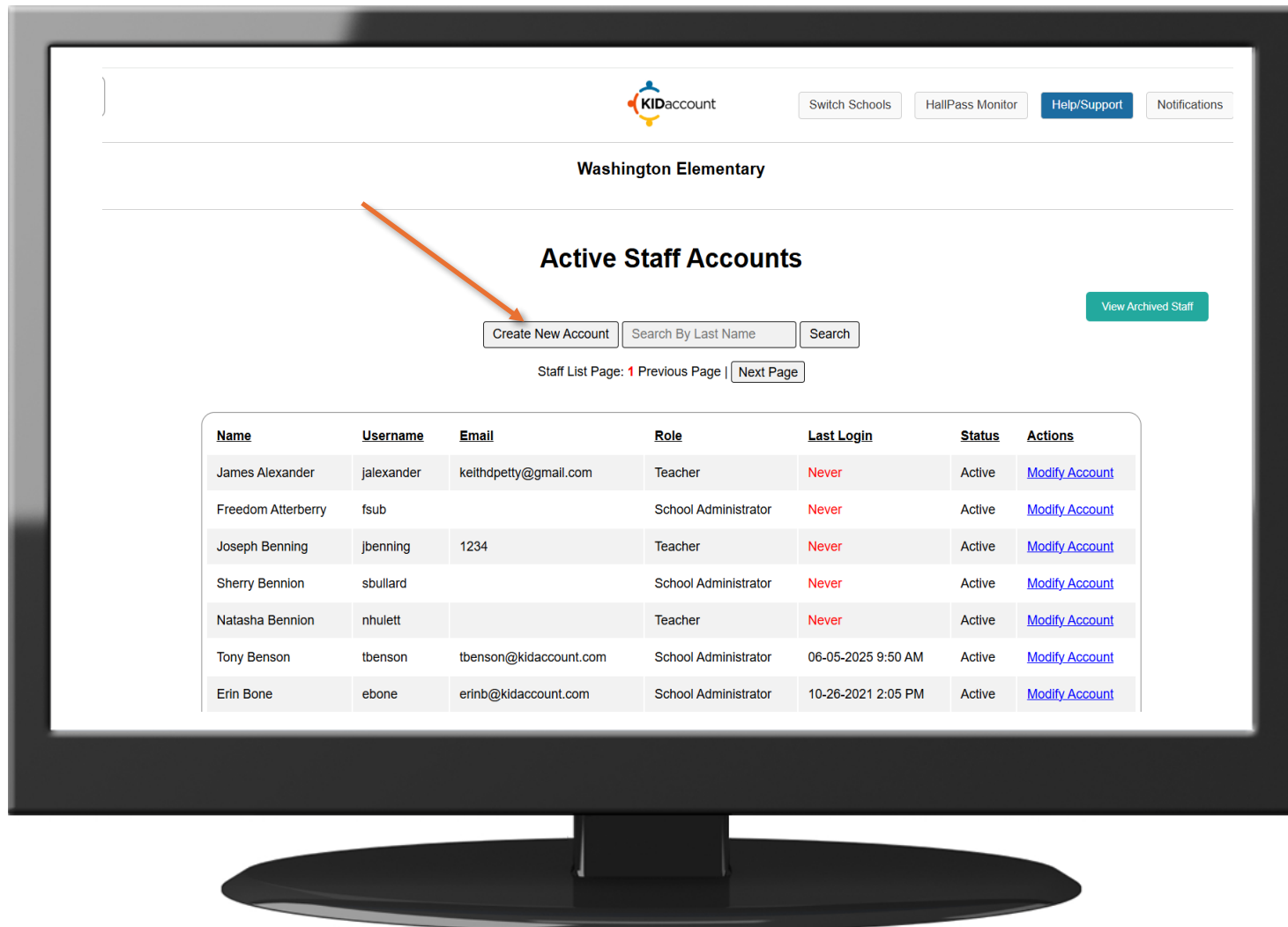
1. Turn Traversal ON if a staff member needs to log into other schools in your district.
2. Select the schools they should have access to.

Login Redirect URL

This is for KIDaccount or Super Admin use only. Please leave this field blank.

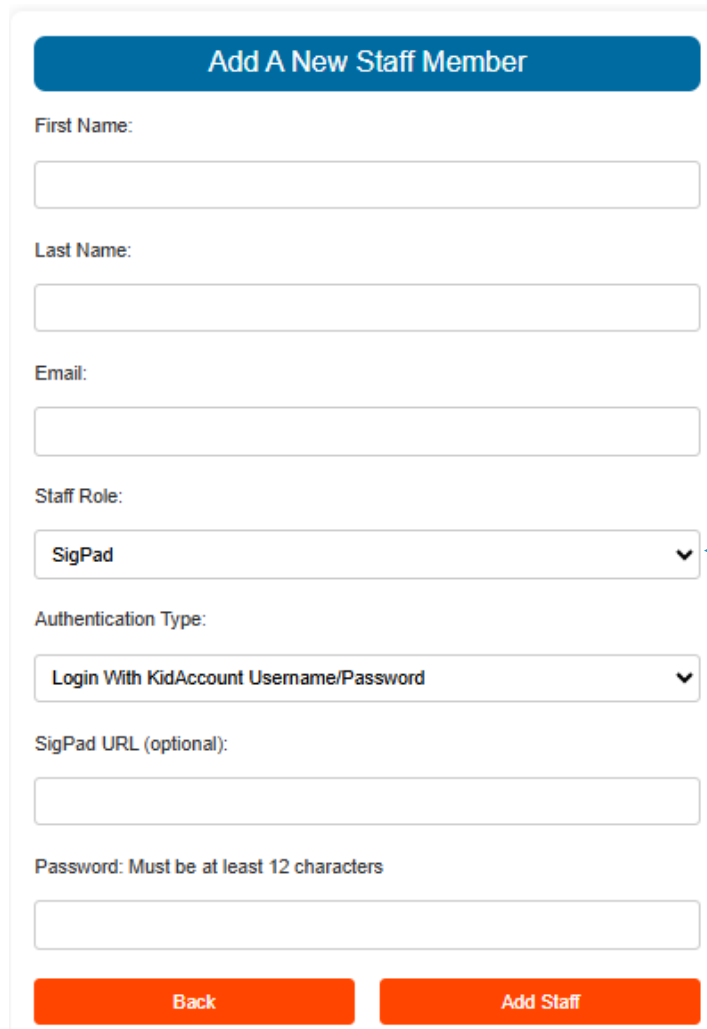
Adding Staff Accounts

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



Adding Staff Accounts

To add a new staff member, select the “Create New Account” button. You will need to add any staff that did not come to KIDaccount in the data. Click the “Add Staff” button to create account.



The form is titled "Add A New Staff Member" and contains the following fields and options:

- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Staff Role:** A dropdown menu with "SigPad" selected.
- Authentication Type:** A dropdown menu with "Login With KidAccount Username/Password" selected.
- SigPad URL (optional):** A text input field.
- Password:** A text input field with a note: "Must be at least 12 characters".

At the bottom of the form are two buttons: "Back" and "Add Staff".

Add Name and School Email Address

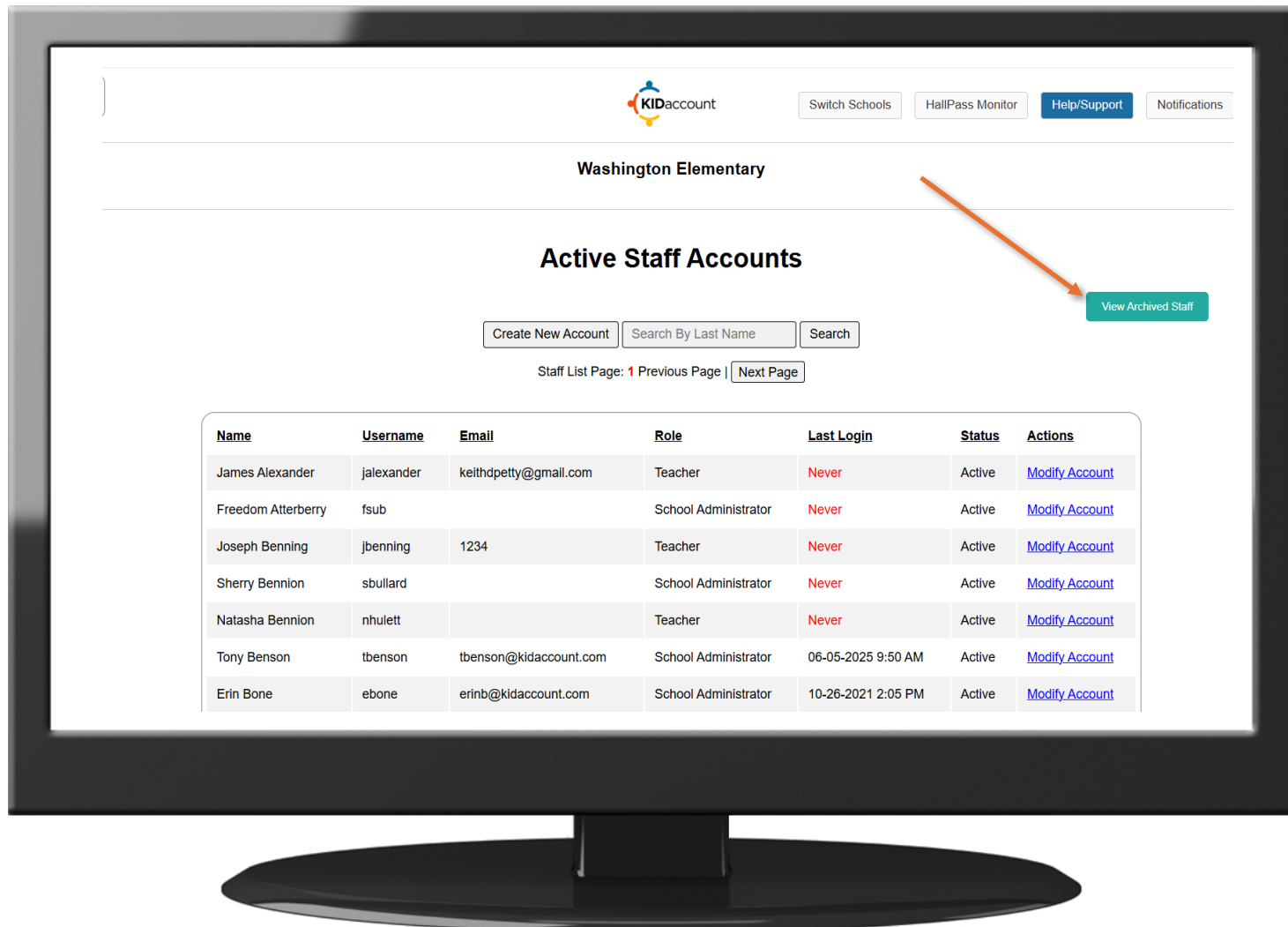
Change Role to Teacher or Administrator

Select Authentication Type.
If your school uses Google or Microsoft
SSO choose that option.

Password is ONLY needed if you do not use
Google or Microsoft SSO.
Password must be at least 12 characters.

Restoring Archived Staff Accounts

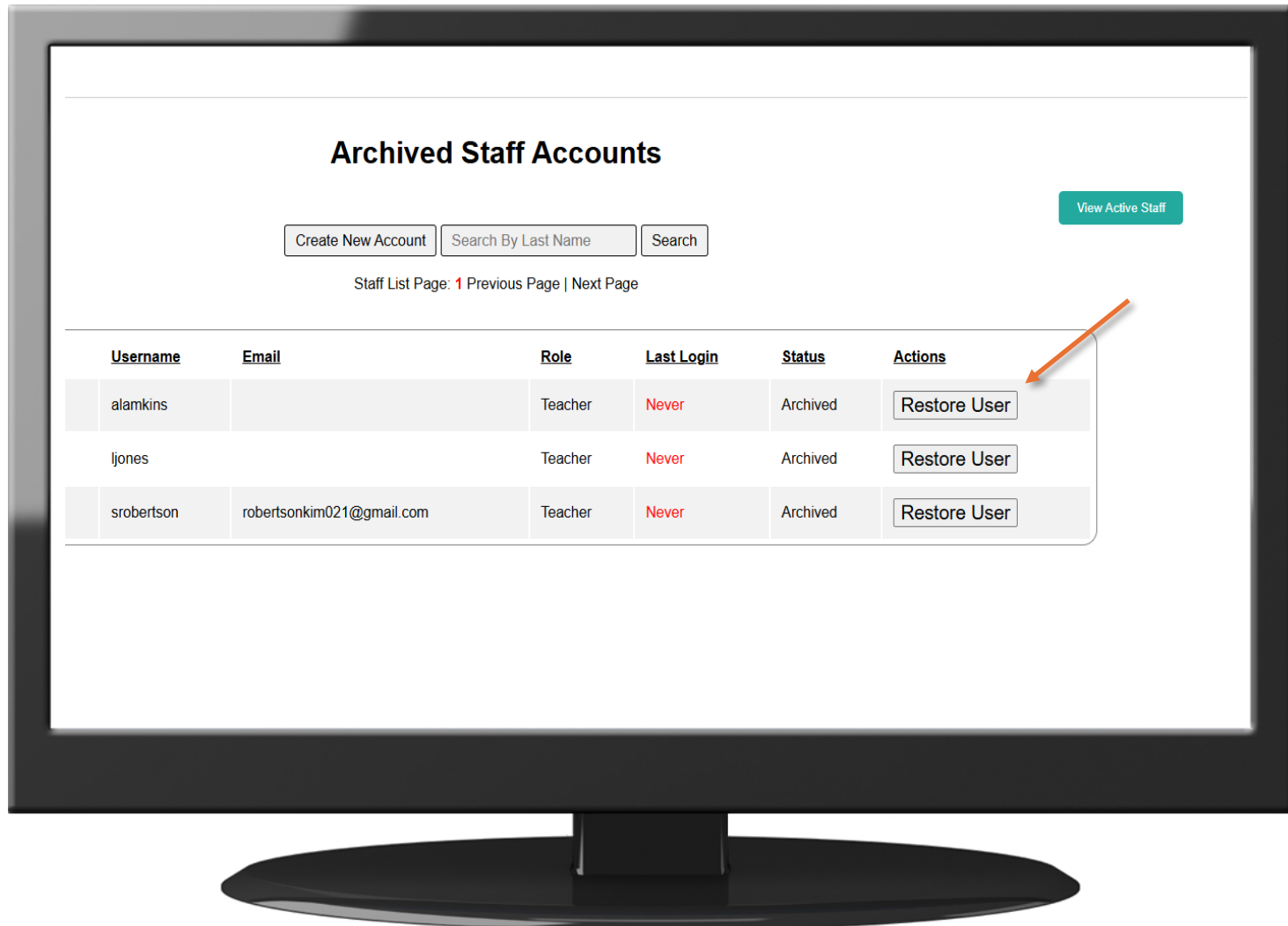
To view or restore archived staff members. Select the “View Archived Staff” button.



Restoring Archived Staff Accounts

To view or restore archived staff members. Select the “View Archived Staff” button.

To Restore an account, click “Restore User”. You can then go edit their account from the Active Staff Accounts Page.



Having trouble adding a staff member?

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 in your data. You can also change the default school for a staff member using the “Modify Account” button on the staff profile page.

If you are still having issues adding a staff member, contact customer service at customerservice@kidaccount.com.

Thank You

Questions?

Please contact us at:

CustomerService@kidaccount.com

