

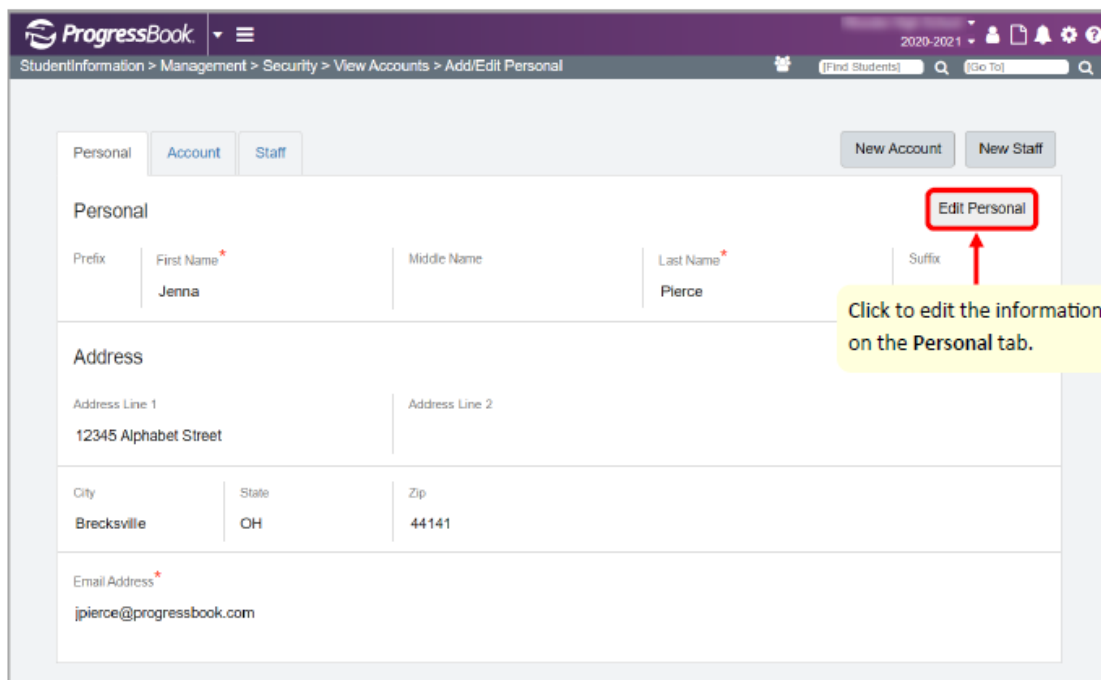
Configuring User Records

The user record screen houses 3 tabs you can use to view or edit information related to a user: the **Personal** tab, the **Account** tab (**LACA will add everything on the Account Tab**), and the **Staff** tab. You can locate the user record screen by searching for or adding an account or staff member in StudentInformation. The overall process for setting up a new user record is outlined below, but once the user's information has been added to the system, these tabs can be edited at any time.

1. Create a new account and enter all necessary account information.
2. Save the newly created staff record on the **Staff tab**, and then add job functions as necessary.

Personal Tab

When you first create an unassociated account or staff member record, a corresponding personal record is created on the user record screen **Personal** tab, and it contains relevant information from the account or staff member record you created. Once you have saved staff records with differing information from the **Personal** tab, when you update any fields on the **Personal** tab, the corresponding fields on the **Staff** tab do not update to match so that you can maintain these records separately.



For more information about any of the information on this instructional sheet, see the ProgressBook StudentInformation Security Guide.

Staff Tab

A staff member represents a district employee. On the user record screen **Staff** tab, staff members can be assigned job functions for specific school years, which grants them specific access to StudentInformation, GradeBook, and DataMap. A user can have more than one staff member record associated with a single account if necessary.

Note: When you first create an account, information from the **Personal** tab populates on the **Staff** tab. However, this does not mean a staff member record has been created. You must enter required information and click **Save** on the **Staff** tab to create the associated staff member record and to add job functions.

The screenshot shows the 'Staff' tab in the ProgressBook interface. The form is divided into sections: Personal, Account, and Staff. The Staff section contains the following fields and options:

- Staff Code:** 4321 (highlighted with a red box and annotation: "Enter a 4-character code that uniquely identifies the staff member.")
- State Staff ID:** BC1234567 (highlighted with a red box and annotation: "Enter the unique state-generated ID for the staff member; this ID can be 999999999 or 2 letters followed by 7 numbers.")
- Active:** (highlighted with a red box and annotation: "Select this checkbox to mark the staff member as active. Users cannot log in if they are inactive.")
- School, Year, Job Functions:** Three drop-down menus (highlighted with a red box and annotation: "In the drop-down lists, select the School (or district), Year, and Job Functions appropriate for the staff member, and click Add School to save the record. Add as many records as necessary for the staff member.")
- Allow staff member to view all students in EZ Query:**
- Add School:** Button

Below the form is a table showing the current record:

School	School Year	Job Function	EZ Query	Active	Actions
Wooster High School	2020-2021	Teacher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	