Maintaining Staff in PowerSchool

Teaching Staff

You can maintain teaching staff accounts in PowerSchool. Select the Teacher Account you need to modify. Select Security Settings

- Once a staff member is no longer employed simply deselect the Active field. Staff members are not deleted as they are tied to historical data.
- Do not remove schools from a teachers record if a teacher is switching schools, this data is also tied to historical records.
- Uncheck the Sign in to PowerTeacher box if a teacher is leaving and not active at any other schools.
  If reinstating a teacher:
- Look for a former teacher that is inactive by using the / in the search bar.
- Select security settings and add the new school to the list leaving old schools in place and make the new school the Home School and the active school.
  If your teacher is only at one school:
- They will have only one school listed in this list you can mark them active/ inactive.
  If your teacher is/has been at multiple schools:
- Make sure that the Home School is still one of the active schools.
- Do not remove prior schools from a teachers list. Just uncheck the active box for former schools
- Teachers no longer need multiple accounts if they are at several schools. If some of your teachers still have multiple logins please contact the help desk and we can help consolidate accounts. We will need to know which teacher_number should become the new primary account. The secondary account demographics information will be erased in this process.

Security Settings - Teachers and Affiliations - Krahn, Rebecca   141024

| Teachers and Affiliations | Admin Access and Roles | Applications |

Sign in to PowerTeacher	☑
Teacher Username	rkrahn
Teacher Password	•••••

School Affiliations ?   Add

Home School	Active	School	Staff Type	✏	Actions
◉	☐	Resurrection Catholic School - Green Bay	Not Assigned ▼		▣ ▬
◉	☑	District Office	Staff		▣ ▬

Submit

Admin Staff

Please notify the Helpdesk gbdhelpdesk@gbdioc.org of any changes in Admin staff accounts so we can make accounts inactive for staff members that are no longer active.