



ProgressBook®

DataMap

Assigning a Staff Member to a User

Only users with appropriate security access in StudentInformation can assign a staff member to a user.
All staff members are assigned to users in StudentInformation.

Log in to StudentInformation and navigate to **StudentInformation > Management > Security > View/Edit Staff Member Associations**.

- 1 On the **View/Edit Staff Member Associations** screen, to search for a staff member, enter their **Staff Member Name**.
- 2 Click **Search**.

StudentInformation > Management > Security > View/Edit Staff Member Associations

View/Edit Staff Member Associations

From this screen, you can add a new staff member association or remove an existing one.

Search for Staff Members | Staff Member Associations

Staff Member Name: Assigned Username: Show Active Only: **Search**

- 3 In the search results grid, click **Q** to view the staff member association.
The **Staff Member Associations** tab displays.

- 4 Enter any known user information to search for the user.

- 5 Click **Search**.

Search for Staff Members | Staff Member Associations

Staff Member Name: abbott Assigned U

Last Name	First Name	Staff Code	District
Abbott	Constance	TW463	SATraining1

Staff Member Selected: Constance Abbott
This staff member is not currently assigned to a user. Please select a user below.

Last Name: First Name:

Email Address:

Username: Domain:

Administrative School: All Schools Default School:

Search

- 6 In the search results grid, in the row of the **Username** to which you want to associate this staff member, click **Q**.

Domain	Username	First Name	Last Name	Email	Administrative School	Default School
SATraining1	Teacher463	Constance	Abbott	Teacher463@SATraining1.edu	SATraining1 High School	SATraining1 High School

- 7 On the confirmation screen, click **OK**.

A message displays indicating the staff member is assigned to the user.

View/Edit Staff Member Associations

From this screen, you can add a new staff member association or remove an existing one.

Are you sure you want to assign SATraining1\Teacher463 to Constance Abbott?

OK Cancel

Constance Abbott was assigned to Constance Abbott successfully