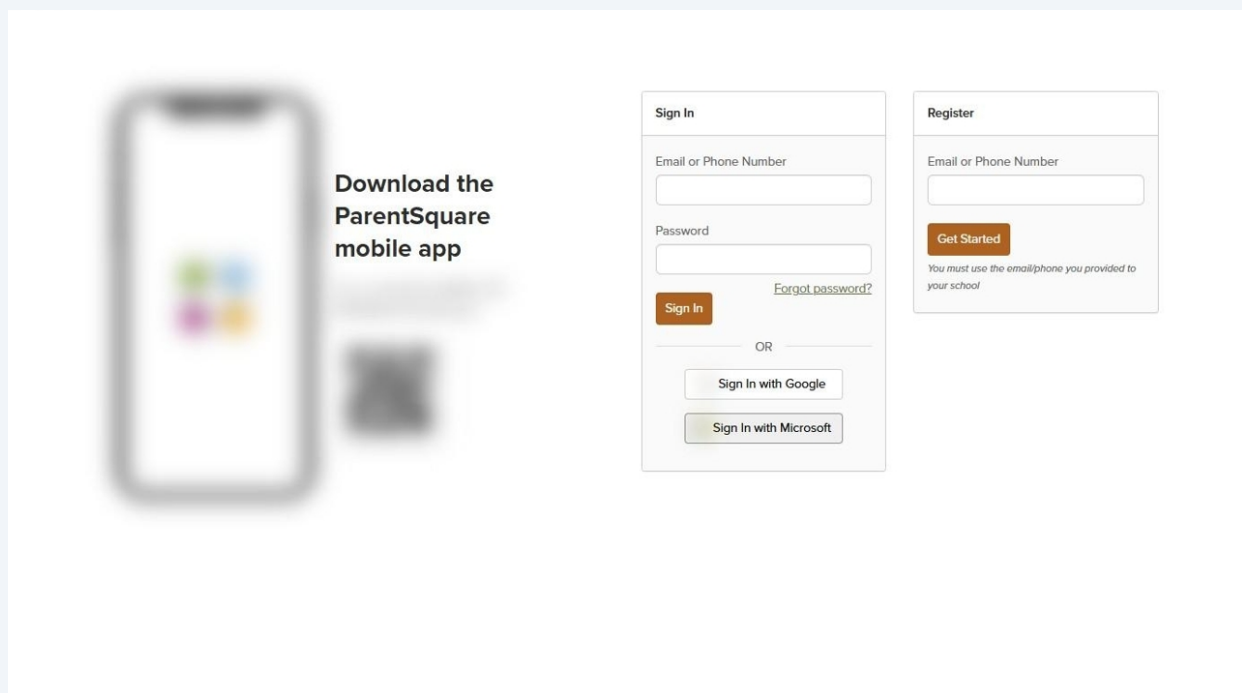


How to Add Staff Manually in ParentSquare

To support the integrity of internal staff communications, Principals, Assistant Principals, and building personnel designated by their principals as 'School Admin' in ParentSquare are able to add users to their school. This includes long-term substitutes, building substitutes, teachers assigned to multiple buildings, and student teachers. This approach allows schools to manage these additions directly, ensuring timely and accurate communication.

- 1 Navigate to <https://www.parentsquare.com/signin>



2 Click "Sign In with Microsoft"

Download the ParentSquare mobile app

Sign In

Email or Phone Number

Password

Sign In

[Forgot password?](#)

OR

Sign in with Google

Sign in with Microsoft

Register

Email or Phone Number

Get Started

You must use the email/phone you provided to your school

Privacy | Terms of Use | Get Help

f i X y

3 Click "Admin"

ParentSquare Home Admin Add-ons

Search Posts

Español

Kelsey S

Rochester Community Schools

Stoney Creek High School

ROCHESTER COMMUNITY SCHOOLS

My School, Cla

Add your Parent Account to see your children.

COMMUNICATE

Posts

Messages

Alerts and Notices

EXPLORE

Directory

Calendar

Photos, Videos, Files

Links

PARTICIPATE

Send updates and announcements, share pictures or request participation

New Post

RCS Technology Support Resources - Action Required

Jeffrey Frankowiak

Rochester Community Schools

ROCHESTER COMMUNITY SCHOOLS TECHNOLOGY DEPARTMENT

Scribe

RCS Technology Support Resources - Scribe

Over the past year the RCS Technology Services Department has been working to streamline our support resources to ensure that everyone in our organization are able to effectively utilize the robust set of platforms that have been deployed. Scribe is a tool that provides step-by-step guides to help staff navigate digital processes with automatically generates instructions with screenshots, making it simple to follow along. This supports our vision at Rochester Community Schools by ensuring educators have the technology and guidance needed for connected, real-world learning.

EVENTS

SUN	MON	TUE	WED	THU
3	4	5	6	7
10	11	12	13	14

No events

PHOTOS

FILES

Blast Off 2 School (002).pdf

PLM+Flyer+2025_.pdf

GenCyber Student Flyer-2025.p

Privacy - Terms of Use

4 Click "Staff"

The screenshot shows a dashboard with a left sidebar containing various menu items. The 'Staff' item is highlighted with an orange circle. The main content area features a 'CONTACTABLE' donut chart and a 'REACH & DELIVERABILITY' section. The 'REACH METHODS' section includes a table with columns for 'Email' and 'Text'. The 'EMAIL' tab is selected, showing a list of email addresses.

5 Click "Add Staff"

The screenshot shows the 'Data Assistant' interface for 'Stoney Creek High School'. The 'Staff' tab is selected, and the 'Add Staff' button is highlighted with an orange circle. The table below shows a list of staff members with columns for Name, Staff ID, Email, Phone, Secondary Phone, Role | Title, Record Created, Registered?, and SIS Synced.

	Name	Staff ID	Email	Phone	Secondary Phone	Role Title	Record Created	Registered?	SIS Synced	A
☐	Search	Search	Search	Search	Search	Search	Search	All	All	
☐						Admin Admin	Yes	No		Edit
☐						Admin Admin	Yes	Yes		Edit
☐						Admin Administrator	Yes	Yes		Edit
☐						Admin Admin	Yes	Yes		Edit
☐						Teacher Teacher	Yes	Yes		Edit
☐						Staff Staff	Yes	Yes		Edit
☐						Staff Para	No	Yes		Edit
☐						Teacher Staff	Yes	Yes		Edit
☐						Teacher Staff	Yes	Yes		Edit

6 Click "Add Staff Manually"

Home Admin Add-ons Search Posts

Data Assistant

Students Parents Staff Guests

Selected Deselect All Actions

at Stoney Creek High School

Add Staff Add via CSV Upload Add Staff Manually

☐	Name	Staff ID	Email	Phone	Secondary Phone	Role Title	Record Created	Registered?	SIS Synced	A
☐	Search	Search	Search	Search	Search	Search	Search	All	All	
☐						Admin Admin	Yes	No		Edit
☐						Admin Admin	Yes	Yes		Edit
☐						Admin Administrator	Yes	Yes		Edit
☐						Admin Admin	Yes	Yes		Edit
☐						Teacher Teacher	Yes	Yes		Edit
☐						Staff Staff	Yes	Yes		Edit
☐	Progri, Blerta					Staff Para	No	Yes		Edit



Alert! When you are adding a staff member manually, If they have a staff ID, make sure to start with 'EM' (ex. EM123456) If they do not have a staff ID, leave it blank.

7 Fill out the required fields.

Stoney Creek High School Admin Center

Home Admin Add-ons Search Posts

REPORTS

- Dashboard
- Dashboard History
- Notifications Activity

SETTINGS

- School

USER PERMISSIONS

- Role Management
- User Management

DATA INTEGRATION

DATA ASSISTANT

- Grades
- Classes
- Rostering
- Groups
- Students
- Parents
- Staff
- Guests

Registered?

All

Invitation will not be sent.

8 Click "Add"

Dashboard

Dashboard History

Notifications Activity

SETTINGS

- School

USER PERMISSIONS

- Role Management
- User Management

DATA INTEGRATION

DATA ASSISTANT

- Grades
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- Students
- Parents
- Staff
- Guests

ARCHIVE

Registered?

All

Invitation will not be sent.

9

The staff member is now added to your building. If you run into any issues, please fill out a Technology Ticket at <https://rochester.incidentiq.com/> and a team member will be with you shortly.