

## **Activate Staff Accounts**

## The "Activate staff" feature gives users the ability to log-in to your schools' RtIB account.

HOME ADMINISTRATION CHANGE PASSWORD ADMINISTRATION CHANGE PASSWORD ADMINISTRATION CHANGE PASSWORD ADMINISTRATION CHANGE STUDENT/STAFF MANAGE STUDENT/STAFF MANAGE STUDENT/STAFF MANAGE STUDENTS MANAGE SCHOOL INFO MERGE STUDENTS MANAGE QUIZ MANAGE STAFF ACTIVATE STAFF	A thre-tiend behavioral database TIER 3 SEARCH REPORT LOG OUT HANGES WILL NOT BE SAVED •••• 14-2015 User: Test, Dataentry Role: DataEntry Database here to "Set" your school/district.	From the Administration tab (1), select Manage Student/Staff (2) then Activate Staff (3).
Activat The following is a list of staff members who have not received able to access the database until they have been activated. All this, click on the desired access level. @ To activate a staff member, select their access level and click <b>1</b> Activat <b>1</b> Name Access wrf00000 Euro Direct DECAULT	e Staff permission to access the database. Staff members will not be I staff members' access level defaults to 'teacher'. To change on the 'Activate Staff button. e Staff wess Level @	"Activate Staff" (5). You can activate multiple people from the same screen, but be sure to click the "Activate Staff" button before navigating if staff members' names are located on different screens.
2816344 Copeland, Rolando 7623908 Davidson, Kerry	Teacher       Specialist       DataEntry       Coach	An email will immediately be sent to the activated staff containing their log- in link, permanent username and temporary password.
To ADD a new staff member to the database, enter their information below.	Manage Staff Information ("Master" Staff Roster)	All staff will have to pass the database quiz before accessing their school's information.
Please note: All fields are required.  First name Last name Employee ID  Control of the state of	Adorg Addres Addre	To promote/demote the access level for staff members who can already log in, select their name from the "Staff" menu, then choose the desired access level from the "Access Level" drop down menu.
		Selecting <b>"Hide Name"</b> will disable a staff member's login-in credentials if they have already been activated.

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If you'd like more information about the default permissions of the different access levels, click <u>HERE</u>. For additional resources, check our website (<u>www.flritb.org</u>), or email the RtIB Database Team at <u>rtidb@usf.edu</u> to arrange training.