

Manage Staff Information

The Manage Staff feature allows you to add new staff to your master roster, as well as edit existing staff member's information.

tesponse to Intervention for Behavior		A three-tiered behavioral database	From the Administration tak
	▼ TIER 2 ▼ TIER 3 ▼ SEARCH	▼ REPORT ▼ LOG OUT	select Manage Student/Staf
CHANGE PASSWORD	• TEST DATABASE •••		then Manage Staff (3).
D: SET SCHOOL/DISTRICT	rrent School Year: 2014-2015 User: pran	iav, patel Role: FLPBS	
SCHOOL LISTING	Welcome to Rtl:B Database		
SET SCHOOL YEAR	multiple schools, click here to "Set" your school/dis	strict.	
	GE STUDENT		
2012 Florida Port		University of South Florida (USF 3301 Bruce B. Downs Blvd., MHC 2113A, Tampa, FL 3361	
MANAGE SCHOOL INFO > MANA	IGE STAFF	USF SOUTH FLORIDA	
	Manage Sta	aff Information	
	("Master	" Staff Roster)	To add a <u>NEW</u> staff member, I
To ADD a new staff member to the database, enter the	eir information below.		all fields, select "Snow Name
Please pate: All fields on a finited	Julie Haller, Julie Julie		then click "Save Staff Profil
Please note. All neme conequired.			*Please note that once you save
First name			employee ID number, you can NOT g
Last name			
Employee ID 🥺	*Please	check for accuracy	
Access level 🥹	Applies	only to staff who have been activated.	
Email address			
Staff list status	Chau Nama Ulida Nama		Selecting "Hide Name" will dis
"Hide Name" will also disable staff's Rtl:B access			staff member's login-in creder
	Save Staff Prof	file Cancel	they have already been active
	CLOSE		
BCDEEGHIJKLMNOPG	RSTUVWXYZA		
		To edit an EXISTING	staff member, click the "Staff"
iD		menu button and sele	ct the person whose information
 Adding, Addie 	aa12367	you'd like to edit.	You may edit all fields except
Alexander, Luz	5791049	"Employee ID." If you need to make changes to this field, contact the RtIB team.	
Ali, Eugene	2962814		
Ali, Latonya	6384399		
Allison, Marjorie	7946052		

Manage Staff Information

If you would like a staff member to be able to log in to the database, you must activate their account after adding their name to the master roster. You can do this through the "Activate Staff" screen.

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.