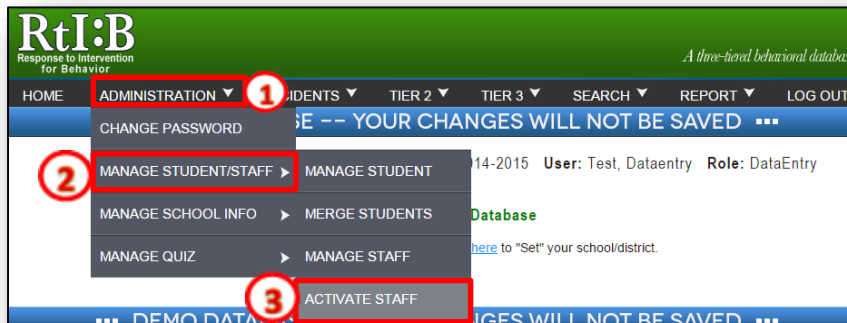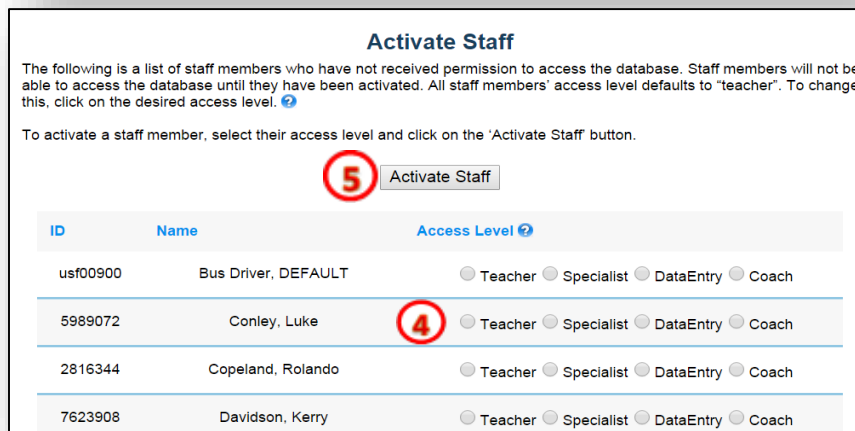# Activate Staff Accounts

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


From the **Administration tab (1)**, select **Manage Student/Staff (2)** then **Activate Staff (3)**.

Activate Staff

The following is a list of staff members who have not received permission to access the database. Staff members will not be able to access the database until they have been activated. All staff members' access level defaults to "teacher". To change this, click on the desired access level. ❓

To activate a staff member, select their access level and click on the 'Activate Staff' button.

⑤ Activate Staff

ID	Name	Access Level ❓
usf00900	Bus Driver, DEFAULT	○ Teacher ○ Specialist ○ DataEntry ○ Coach
5989072	Conley, Luke	④ ○ Teacher ○ Specialist ○ DataEntry ○ Coach
2816344	Copeland, Rolando	○ Teacher ○ Specialist ○ DataEntry ○ Coach
7623908	Davidson, Kerry	○ Teacher ○ Specialist ○ DataEntry ○ Coach

Select the circle to the left of the desired access level **(4)**. Click **"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.

An email will immediately be sent to the activated staff containing their log- in link, permanent username and temporary password.

All staff will have to pass the database quiz before accessing their school's information.
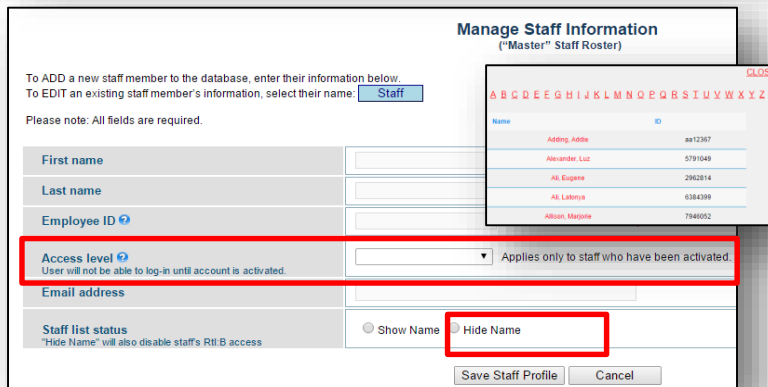
To promote/demote the access level for staff members who can already log in, select their name from the **"Staff"** menu, then choose the desired access level from the **"Access Level"** drop down menu.

Selecting **"Hide Name"** will disable a staff member's login-in credentials if they have already been activated.

Activating Staff

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