Disable a user's ability to log-in to the database

This feature keeps your data secure and streamlines your staff lists during incident entry.

RtI:B
Response to Intervention for Behavior
A three-tiered behavioral database

HOM	ADMINISTRATION ▼	INCIDENTS ▼	TIER 2 ▼	TIER 3 ▼	SEARCH ▼	REPORT ▼	LOG OUT

CHANGE PASSWORD   E -- YOUR CHANGES WILL NOT BE SAVED ...

SET SCHOOL/DISTRICT   **Current School Year:** 2014-2015   **User:** Test, School   **Role:** SchoolAdmin

MANAGE STUDENT/STAFF ▶   MANAGE STUDENT   Database

MANAGE SCHOOL INFO ▶   MERGE STUDENTS   here to "Set" your school/district.

MANAGE QUIZ ▶   MANAGE STAFF

... DEMO DATABAS   ...S WILL NOT BE SAVED ...

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

Manage Staff Information
("Master" Staff Roster)

To ADD a new staff member to the database, enter their information below.
To EDIT an existing staff member's information, select their name: **Staff** (4)

Please note: All fields are required.

First name	Carol
Last name	Ballard
Employee ID ❓	7410701 *Please check for accuracy*
Access level ❓ User will not be able to log-in until account is activated.	Teacher ▾ Applies only to staff who have been activated.
Email address	cb123@email.com
Staff list status "Hide Name" will also disable staff's RtI:B access	○ Show Name ● Hide Name (5)

(6) [Update Staff Profile]   [Cancel]

> Click on the blue **"Staff"** button and then select the desired staff name from the list that pops up **(4)**.

> Select **"Hide Name," (5)** and then click **"Update Staff Profile" (6)** to save the changes.

Staff List

This is a cumulative list of staff names that have been added to your school's RtI:B roster. To update a staff member's information or add a new name to your roster, go to the Administration tab – Manage Student/Staff, and select "Manage Staff".

Active: The staff member can log in to the database at any time.

Inactive: The staff member is <u>not</u> able to log in to your school's account.

Disabled: The staff member is not able to log into your school's account, and their name has been "hidden" from other lists in the database.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

Name	AccessLevel When Activated	ID	Database Status	Quiz Status
Babe, Jared	SchoolAdmin	jb12536	Active	Not started
Baker, Esteban	Teacher	1343329	Active	Number of attempts: 1 Complete.
Ballard, Carol	Teacher	7410701	Disabled	Number of attempts: 1 Complete.

> You can confirm that the user's ability to log-in was disabled by viewing the **Staff List** screen.

Disable Staff Account

The staff member name will be removed from the Tier 1 incident entry roster and their database status will show as "Disabled." The staff member will NOT receive any notification of the change.

For additional resources, check our website (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.