Disable a user's ability to log-in to the database
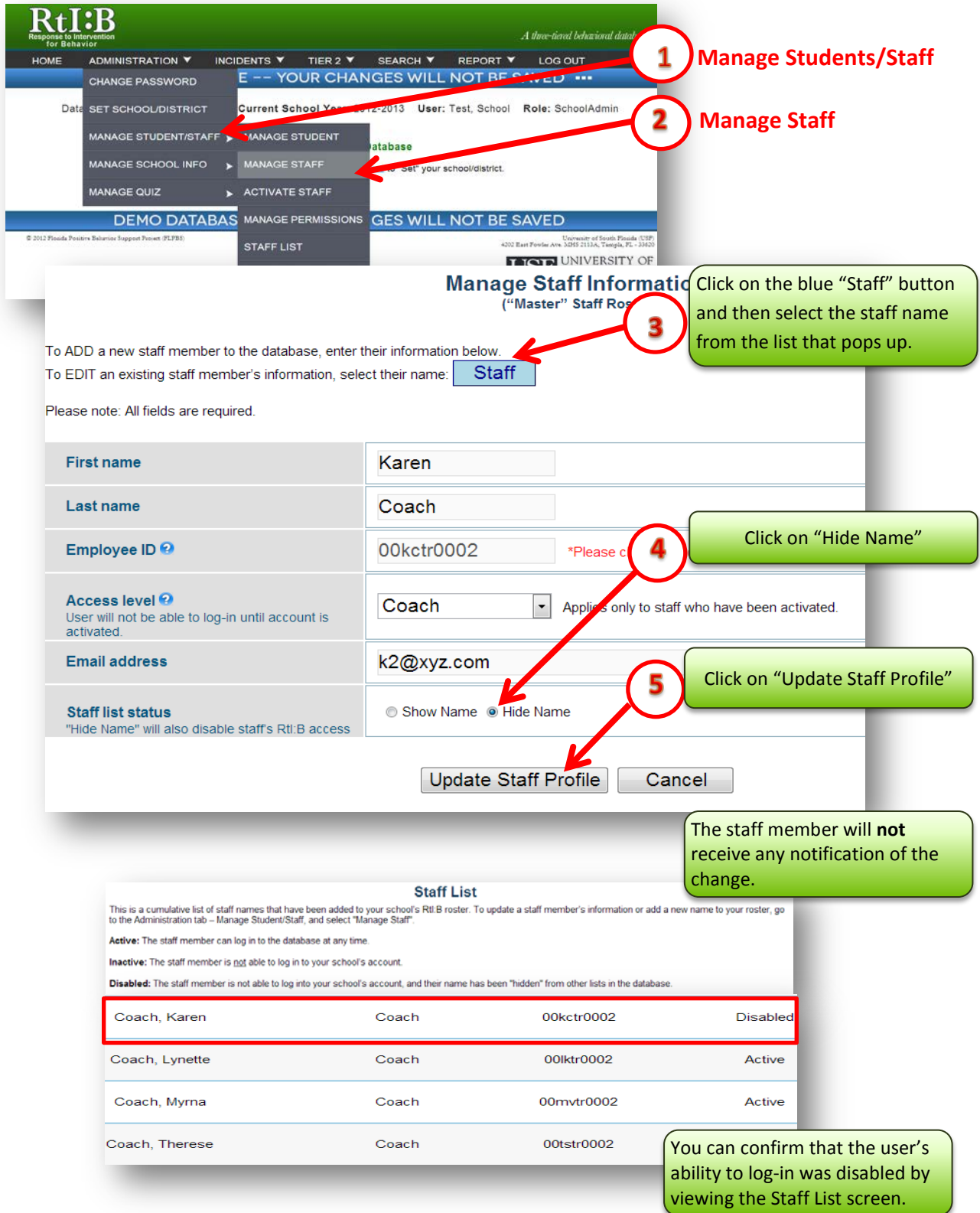
This feature keeps your data secure and streamlines your staff lists during incident entry.

1 → **Manage Students/Staff**

2 → **Manage Staff**

3 → Click on the blue "Staff" button and then select the staff name from the list that pops up.

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**

Please note: All fields are required.

First name	Karen
Last name	Coach
Employee ID ❓	00kctr0002 *Please c
Access level ❓ User will not be able to log-in until account is activated.	Coach ▾ Applies only to staff who have been activated.
Email address	k2@xyz.com
Staff list status "Hide Name" will also disable staff's RtI:B access	○ Show Name ● Hide Name

4 → Click on "Hide Name"

5 → Click on "Update Staff Profile"

[Update Staff Profile] [Cancel]

The staff member will **not** receive any notification of the change.

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 not 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.

Coach, Karen	Coach	00kctr0002	Disabled
Coach, Lynette	Coach	00lktr0002	Active
Coach, Myrna	Coach	00mvtr0002	Active
Coach, Therese	Coach	00tstr0002	

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