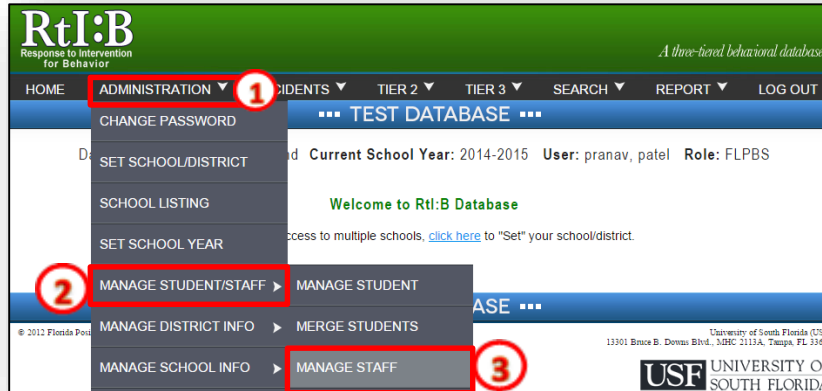# Manage Staff Information

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

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

To add a **_NEW_** staff member, fill out all fields, select **"Show Name"** and then click "**Save Staff Profile."**
*Please note that once you save the **Employee ID** number, you can NOT go back and edit it later.*

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

To edit an **_EXISTING_** staff member, click the **"Staff"** menu button and select the person whose information you'd like to edit. You may edit all fields except **"Employee ID."** If you need to make changes to this field, contact the RtIB team.

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 (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.