

Add Center Staff

Last Modified on 02/13/2019 8:53 am CST

To add **center** staff members:

1. Click the **Select Center** drop-down menu at the top of the window and select the center.
2. Click the **Tools** menu and select **Center Staff**. The Center Staff window opens.

Note: You can also click **Centers** from the toolbar at the top of the window. Then, from the Manage Center Information window, click **Staff**.

3. Click **Add New**.
4. Click the **First Name** and **Last Name** boxes and enter the staff member's first and last name. These boxes are required.
5. In the **Staff Member Status** section, make sure the **Current Status** drop-down menu is set to **Active**.
6. In the **User Login Info** section, accept the system-generated user name and password, or set new ones.
7. In the box to the right, check the box next to each permission to give this staff member. You can also click **All** to select all permissions and **None** to clear all selections.
8. Complete the remaining boxes in this window, as needed.
9. When finished, click **Save**.

Center Staff 123 Jess Center

Staff Member

--- Select ---

Add New

Access Level Resets

All

None

[Staff Member Info]

First Name

Mary

Last Name

Shelly

Middle Name

Birth Date

Select Date

Gender

--- Select ---

Street Address

City

State

TX

Zip Code

Home Phone

Work Phone

Ext.

Alt. Phone

SS#

***--0000

Email Address

☐ Native American

☐ Pacific Islander

☐ Hispanic

☐ Asian

☐ White

☐ Black

[Staff Member Status]

Current Status

Active

Hire Date

Select Date

Date Last Employed

Select Date

Center Staff Type

--- Select ---

Apply Center Staff Type Default Permissions

[User Login Info]

User Name

mshelly

Password

frankenstein1

Category	Permission
<input checked="" type="checkbox"/>	Attendance Estimate Attendance
<input checked="" type="checkbox"/>	Attendance Record Center Attendance
<input type="checkbox"/>	Children Assign Classrooms
<input checked="" type="checkbox"/>	Children Change Child Number
<input type="checkbox"/>	Children Delete Children
<input type="checkbox"/>	Children Enroll Children
<input checked="" type="checkbox"/>	Children Manage Formula Types
<input type="checkbox"/>	Children Modify Child Info
<input type="checkbox"/>	Children Reactivate Children
<input checked="" type="checkbox"/>	Children Show School Name
<input type="checkbox"/>	Children Withdraw Children
<input type="checkbox"/>	Claims Change Claim Month
<input type="checkbox"/>	Claims Submit Center Claim
<input type="checkbox"/>	Claims View Claims
<input checked="" type="checkbox"/>	Kidkare Online Enrollment
<input checked="" type="checkbox"/>	Menus Record Center Menus

Save

Close