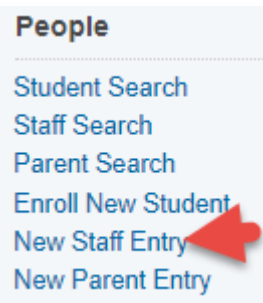


Adding a New Staff Entry

1. Click NEW STAFF ENTRY



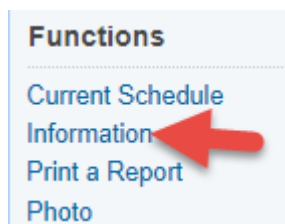
2. Fill in required fields

- a. Name
- b. Gender
- c. Email
- d. **unique ID**
- e. Staff Type

3. Click SUBMIT

4. Navigate to the staff's INFORMATION page

- a. Check ACTIVE
- b. Enter Destiny ID – (*CES, HHES, WMS, BHS*)
- c. Enter Destiny Type – Staff



Staff Type	Teacher	▼
Active	<input checked="" type="checkbox"/>	
Destiny	School ID	BHS
	Patron Type	Staff