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		
Destiny	School ID BHS	Patron Type Staff

People

Student Search Staff Search Parent Search Enroll New Student New Staff Entry New Parent Entry