

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

Access Level Resets

[Staff Member Info]

First Name
Last Name
Middle Name
Birth Date
Gender

Street Address
City
State
Zip Code

Home Phone
Work Phone
Ext.
Alt. Phone
SS#

Email Address

Native American
 Pacific Islander
 Hispanic
 Asian
 White
 Black

[Staff Member Status]

Current Status
Center Staff Type

Hire Date

Date Last Employed

[User Login Info]

User Name

Password

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"/>	Kickcare Online Enrollment
<input checked="" type="checkbox"/>	Menus Record Center Menus