

# Registering Staff



## About Staff Registration in School Loop

Registration for staff members (including clerks, counselors, other non-teaching staff) is easy.

Staff do not self register. In order for a staff member to be registered, the person's email address must be entered into School Loop.

### *Registration for returning staff members*

- If a staff member was registered last year and is returning to the same school, they do not need to reregister.

### *Registration for new staff*

- New staff members will need to be registered. You must enter an email address to activate their accounts.
- If a school has not used School Loop before, all staff members need to be registered.
- Staff members that used School Loop at a different school last year will need to register.

## How to Register Staff

1. Click User Account Management in the Toolbox on the right side of an administrator homepage.
2. Click on the Staff tab.
3. Enter the name and email address of the staff member you wish to add. Make sure to check the addresses carefully before submitting.
4. Click the blue *Register* button on the bottom of the page.
5. Once a staff member is registered, a "Welcome to School Loop" email is automatically sent to the address with a login name and temporary password. Staff can login, change their password and get started!
6. Send a note out to the staff asking them to contact a designated registration staff member if they do not receive the "Welcome to School Loop" email (could be a misspelled address).