

Other Professionals – Set Default Institution and Default Role

Note: This QRC provides the steps necessary for Other Professionals to set their default institution and default role in CIITS in order to view the sources of evidence (Self-Reflection, Professional Growth Plan, etc.) related to their job category.

Set your default institution and default role in CIITS.

1 Select **My Account** from the CIITS home page.



2 If necessary, click the **Roles and Operations** tab. In the Default Institution drop-down, select the school you will be evaluated in. In the Default Role drop-down, select **Staff**. Click **Save**.

To see the correct framework in EDS you must select the school you will be evaluated in, in the **Default Institution** drop-down. To see the sources of evidence aligned to your job category, you must select **Staff** in the Default Role drop-down.

Default Institution and Role

You are a Staff at East Carter County High School

Default Institution* East Carter County High School ← Select the school you will be evaluated in

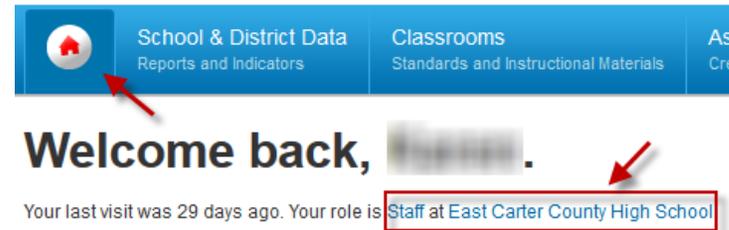
Default Role* Staff ← Select Staff

A person who is not a member of other user roles (e.g., Teacher, Parent) and who is employed by the school district. If you don't see your role for the selected institution then contact your Schoolnet software specialist. Roles available: System Operator, Leadership, Teacher, Staff, Employee, Parent, Student, and Guest.

Reset Save ← Save

Note: Information contained within the **Personal Information Tab & Email and Notification Tab** must be changed using Infinite Campus.

3 To verify that your default institution and role has been updated, click the home button. Your role and institution will be indicated just under your name on the top of the page.



4 To verify your Other Professional job category, click **Educator Development**, and click **My PD Profile**.



My PD Profile:

PD Overview	Overview	
Initiatives	School	East Carter County High School
Recommended	Grade Level	All Grades
Activities	Subject(s) Taught	N/A
	Job Category	Library Media Specialist ←