

### Setting up Other Professionals (OP) in Infinite Campus

*Note: This QRC provides the basic steps necessary to set up Other Professionals in Infinite Campus for the Other Professionals Growth and Effectiveness System (OPGES).*

#### 1 Setup the OP's email address and district employment record.

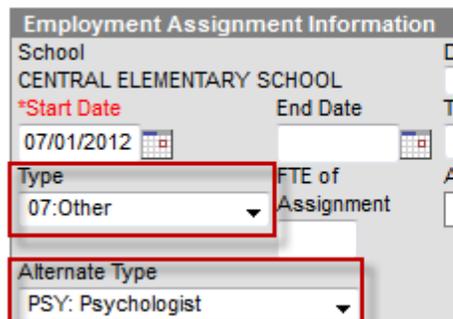
In the navigation pane (left side of screen), click *Census > People*. Select the *Search* tab if necessary and choose All People from the drop-down. Enter the name of the individual in the search box and click *Go*.

Select the user from the search results. The user information is displayed. Select the Demographics tab and enter the individual's "kyschools.us" email address in the Email field. Click *Save*.

Select the District Employment tab; ensure the individual has an active (open-ended) district employment record. Click *Save*.

#### 2 Specify the Type on the OP's district assignment record(s).

Select the District Assignments tab. Ensure the user has at least one active (open-ended or future end date) assignment. Click on each of the user's assignments to ensure that the value in the **Type / Alternate Type** field on all of the user's active district assignments contains the same value. Note that the **Alternate Type** is only required when 07: Other is selected in the **Type** field. Click *Save*.



The value in the Type/Alternate Type field must be the same on all of the OP's active district assignment records.

The following **Type** values on the user's district assignment record(s) will be mapped to OPGES job categories for the pilot year.

Type	Alternate Type	Description	Mapped to Job Category...
06		Librarian	Library Media Specialist
03		Counselor	School Guidance Counselor
07	REH	Rehabilitation Counselor	
07	SOW	Social Worker	
07	PSY	Psychologist	School Psychologist
05		Speech Therapist	Therapeutic Specialist
07	OCC	Occupational Therapist	
07	PHT	Physical Therapist	
07	REC	Recreation Therapist	
07	SPT	Speech Therapist	
07	ISC	School Instructional Specialist/Coach	School Instructional Specialist/Coach

#### 3 Verify setup.

- Individual has a valid "kyschools.us" email address entered on the Demographics tab, an active District Employment record, and active District Assignment record.
- The **Type / Alternate Type** value on all of the user's active district assignment records contains the same value.