

# KTS Data Exchange Adding New KTS Teacher or Staff Member

2017

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This document walks users through the proper procedures for adding a new KTS teacher or staff member into a technical school database.

## Step 1: Log into the KTS Infinite Campus Database

A direct link to the KTS Infinite Campus database can be found on the KTS Data Exchange webpage [here](#). The link is located under the Infinite Campus Login heading.

### Infinite Campus Login

[KTS Infinite Campus Login \(Employees\)](#)

[KTS IC Parent/Student Portal Login](#)

[ATC Parent Portal Access Instructions](#)

[Campus Mobile Portal for Parents and Students \(New!\)](#)

## Step 2: Look for the new teacher or staff member using the Staff Locator

(Census > Staff Locator)

- You will need the person's SSN#, date of birth and full name.
- Enter the SSN# and select the Search button.

**Step A. If a match is not found**, select the Create New District Staff button. Enter the New Staff information. You must complete all of the highlighted fields. For the Local Staff Number and the Staff State ID, use the last 4 of the staff's SSN.

Save the record.

Staff Locator

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red. Select a staff f

SSN #	Name	Staff State ID	Gender	Birth Date	%
123 - 45 - 6789					

Search -->

No matches found

Create New District Staff -->

New Staff

Create a new staff in Kentucky Tech System District

Fill out the form and click save to create a new staff.

Person Information

*Last Name	*First Name	Middle Name	Suffix
Moreno	Tanya		
*Gender	Birth Date	Soc Sec Number	
Female	01/01/1980	123 - 45 - 6789	

Race/Ethnicity

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races? (check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

State Race Ethnicity

Race/Ethnicity Determination

Home Primary Language

Select a Value

Person Identifiers

Student State ID

Local Staff Number 6789

Staff State ID 6789

Person GUID

Employment Information

Start Date	End Date
01/01/2017	
Teaching Start Year	Teaching Years Modifier
License Number	FTE Percent
Seniority	Education

Save

**Step B. If a match IS found,** click on the match result. Make sure the Staff information is correct and all highlighted fields are updated. For the Local Staff Number and the Staff State ID, use the last 4 of the staff's SSN. Save the record.

**Staff Locator**

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red. Select a staff from the list.

SSN #	Name	Staff State ID	Gender	Birth Date	%
123 - 45 - 6789	Moreno, Tanya	6789	F	01/01/1980	100

Search -->

Create New District Staff -->

**New Staff**

Create a new staff in Kentucky Tech System District

Fill out the form and click save to create a new staff.

**Person Information**

\*Last Name: Moreno  
 \*First Name: Tanya  
 Middle Name:   
 Suffix:   
 \*Gender: Female  
 Birth Date: 01/01/1980  
 Soc Sec Number: 123 - 45 - 6789

**Race/Ethnicity**

Is the individual Hispanic/Latino?   
 Is the individual from one or more of the these races? (check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

State Race Ethnicity:   
 Race/Ethnicity Determination:   
 Home Primary Language: Select a Value

**Person Identifiers**

Student State ID:   
 Local Staff Number: 6789  
 Staff State ID: 6789  
 Person GUID:

**Employment Information**

Start Date: 01/01/2017  
 End Date:   
 Teaching Start Year:   
 Teaching Years Modifier:   
 License Number:   
 FTE Percent:   
 Seniority:   
 Education:

Save

**NEXT.** Click on the staff member's Demographics tab. Enter the school email address in the Email field. Save the record.

**Moreno, Tanya**  
 DOB: 01/01/1980 Gender: F

Demographics | Identities | Households | Relationships | Enrollments | District Employment | District Assignments

Save Delete Person Summary Report Demographics Data

**Personal Contact Information**

Other Phone ( ) - x	Private <input type="checkbox"/>	Work Phone ( ) - x	Private <input type="checkbox"/>
Cell Phone ( ) - x	Private <input type="checkbox"/>	Pager ( ) - x	Private <input type="checkbox"/>
Email [Redacted]	Private <input type="checkbox"/>	Secondary Email	Private <input type="checkbox"/>

Comments

**NEXT.** Click on the staff member's District Assignments tab. Click New. Complete the highlighted fields. Save the record.

**Moreno, Tanya**  
 DOB: 01/01/1980 Gender: F

Demographics | Identities | Households | Relationships | Enrollments | District Employment | **District Assignments**

Save Delete New

**Employment Assignment Information**

*School Barren County Area Technology Center	Department	External LMS Exclude <input type="checkbox"/>
*Start Date 01/01/2017	End Date	Title
Type 01:Teacher	FTE of Assignment	Assignment Code
Alternate Type	Highly Qualified	
Reading First	PD Year	
Evaluation Override	PD Class Type	
PD Class Offered By	PD Class Credit	
PD Class Applied Hours		
Teacher <input checked="" type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>
Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>
Response to Intervention <input type="checkbox"/>	Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>
Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>
Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>	

\*Student Voice Survey  
0: Not Participating

### Step 3: Create the User Account

(Search > User)

- Click on the Search tab, select User, type in the new teacher or staff member's name and select Go.
- Enter the username in <FirstName.LastName> format. Enter temporary password to supply to user (i.e. Password123)
- Select Campus Instruction for the Homepage if you are entering a teacher.
- Click Create User.
- On the User Account tab, click the Force Password Change checkbox, then Save the record.
- Supply User Account Information (Username and Password) to your new teacher or staff member.
- IMPORTANT: Notify Tanya Fluke via email (tanya.fluke@education.ky.gov) so she can assign the rights to the new employee and complete the setup process. You will be notified once this has been complete.

Index Search

User

Moreno, Tanya Go

Advanced Search

Search Results: 0 users

Moreno, Tanya employee #6789 [01/0

Create a new User

This tool will create a new user account for a person.

Moreno, Tanya 01/01/1980

Username Tanya.Moreno Check User

Password Password123 Generate Password 100%

Homepage Campus Instruction

Create User

User: Tanya.Moreno

Person: Moreno, Tanya

User Account User Groups Tool Rights Caler

Save Delete Login As User User Ri

User Account Editor

\*Username Tanya.Moreno Password Reset Password

Expires Date Homepage Campus Instruction

Force Password Change  All Calendars

Disabled

- Modified by: Fluke, Tanya 01/10/2017 11:24

Product Security Role Assignments

Student Information System

Student Information System - Group Assignment

Student Information System - Login As User

## Step 4: Add Primary Teacher to Section (Staff History tab)

Every section must have a Primary Teacher assigned. You must add the Primary Teacher through the Staff History tab. The Staff History tab tracks the history of teachers for a particular course section. The Staff History tab lists active primary teachers, teachers and section staff, in addition to former primary teachers, teachers and section staff. For KTS Data Exchange purposes, you should give your teacher a Primary Teacher designation. If additional staff are involved in a course, see the [Teacher of Record data standard](#) on the KSIS website.

### Note about Assignment Dates:

In most situations, the Assignment Dates will be left blank. They are only populated if the Primary Teacher is assigned to the section AFTER the first day of the first schedule term, or if the Primary Teacher is no longer assigned to the section BEFORE the end of the last scheduled term. Assignment dates cannot exceed the section's term start or end dates.

The screenshot displays the 'Staff History' tab for section '1234-5 English 128B'. The interface includes a navigation menu on the left and a main content area. The main content area shows a table of staff members with columns for Name, Assignment Start, Assignment End, Access Start, Access End, District Assignment, and Role. A 'Teacher, Jenny' is highlighted as the Primary Teacher. Below the table is a 'Staff History Detail' form with fields for Name, District Assignment, Role, Start Date, End Date, and Access to Section Dates (Unrestricted or Date Range). A 'Comments' field is also present. At the bottom, there is a section for 'Teacher Display Name on Section' with two radio button options: 'Continue using the current Teacher Display Name from the Section tab: Teacher, Jenny' and 'Use a new Teacher Display Name on the Section tab: Teacher, Jenny'.

\*\* Home high schools should not refer to this document for Staff History tab purposes. They should follow district policy and data standards regarding proper Staff History tab setup and use of the Staff Locator.