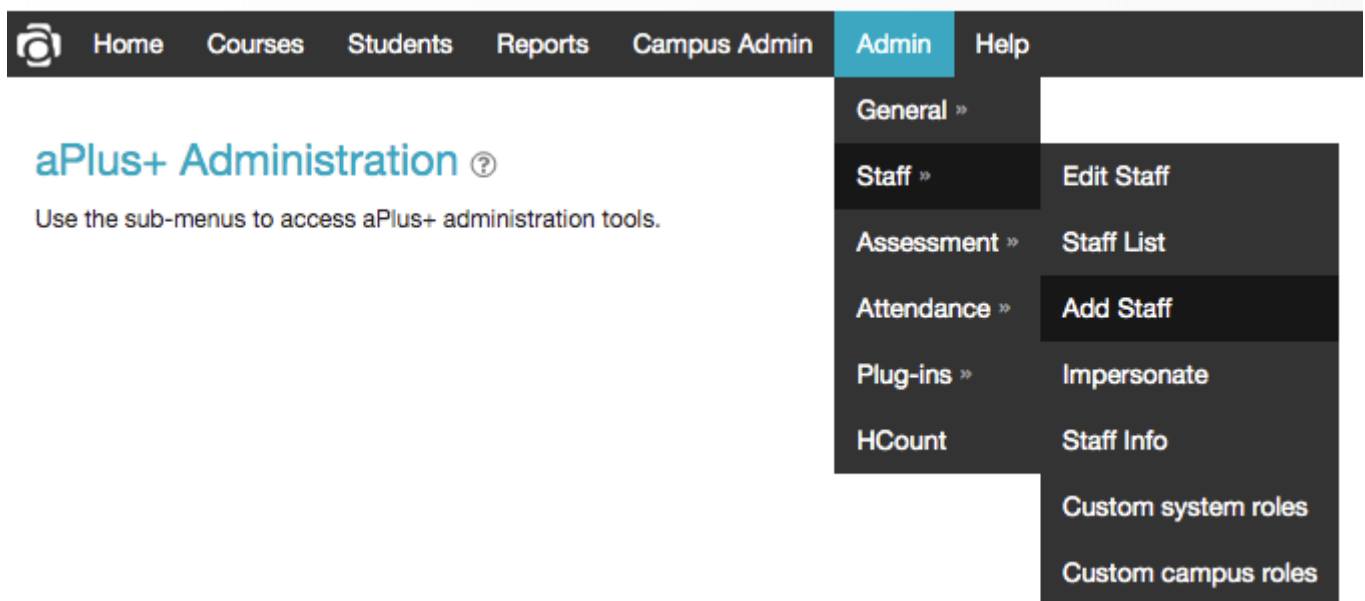


# Adding staff

You will need access to the Admin Tab.

New staff need to be added to Aplus+ manually. You'll need the new users **usercode**, **first** and **last name**, and **email address**.

From the admin tab select **Staff** >> **Add Staff**.



If you're not sure if the user has been add previously, it's a good idea to check using grey box on the right.

Enter the new users details in the form displayed and click **Next...**

## Add Staff

1. Staff should only be added this way if the staff member can not be automatically imported from the SMS.
2. Verify the staff member does not already exist in aPlus+ (use the search tool - right).
3. Enter the following details and click next to define this staff member's access.

First Name	<input type="text"/>
Surname	<input type="text"/>
Email	<input type="text"/>
Usercode	<input type="text"/>

Next...

### Check staff does not already exist

To avoid duplicate staff member records, please use the below search to verify a staff member does not already exist before adding them:

Edit Staff

In the next screen tick teaching staff.

If you adding a higher level user you can tick other options that may be necessary.

## System Roles

☐ Attendance Admin

Administration of Attendance Module

☐ Senior Assessment Admin

Higher level administration functionality including ability to override course grade when editing course specials.

☐ System Admin

High level system administration of users, settings etc

☐ Student Admin

High level student administration

☐ System Reports

Generate reports

☐ Student Information

Access to student information

☐ Low Level Assessment Admin

Low Level administration access including ability to override course grade when editing assessment specials.

### Custom system roles:


☒ Teaching staff

Applied to new tutoring staff

Tick **View** and **Reports** for each of the campuses the user will be working on.

If you adding a higher level user you can tick other admin options that may be necessary.

## Campus Roles and Permissions

	View	Restricted	Course Admin	Assessment Admin	Reports	School Admin	Specials Admin	School HOD 
Campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 1/28 Hurstmere Road Takapuna Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 1132-1136 Hinemoa Street Rotorua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 1224 Eruera Street Rotorua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 3/75 Ellice Road Glenfield Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 385 Queen Street Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 5 Putney Way Manukau City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 500 Queen Street Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Bunny Street Wellington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ City Road Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Dovedale Avenue Christchurch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Kent Terrace Wellington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ L1/150 hereford Street Christchurch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Manukau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Rotorua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Wellington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click **Save Changes...**

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