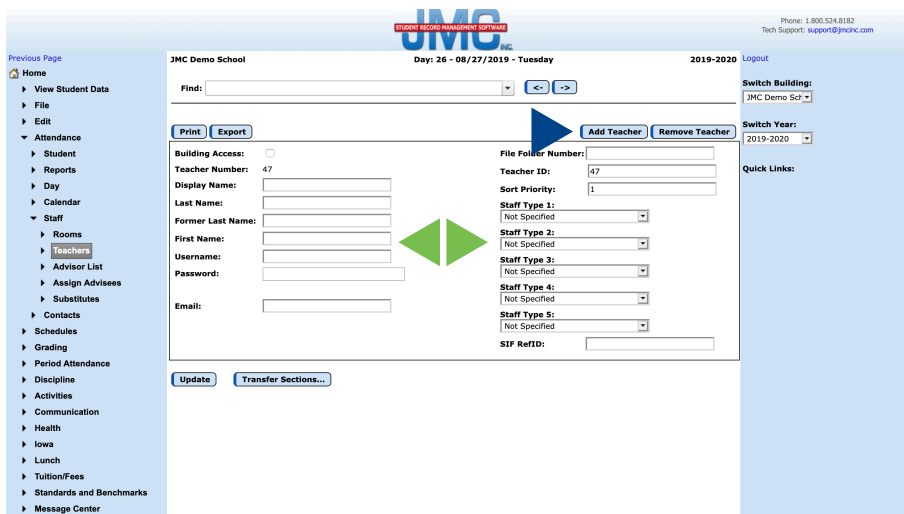


Creating a new advisor

Students with individualized education plans sometimes need a full time one-on-one para educator assigned to him or her. jmc recognized that it might be helpful for that para to have access to the student's attendance and daily workflow. So, we introduced the 2nd advisor!

The first step in adding a second advisor for a student is to add that educator to the teacher list. To accomplish this, we will be working in the Office Module under Attendance > Staff > Teachers.



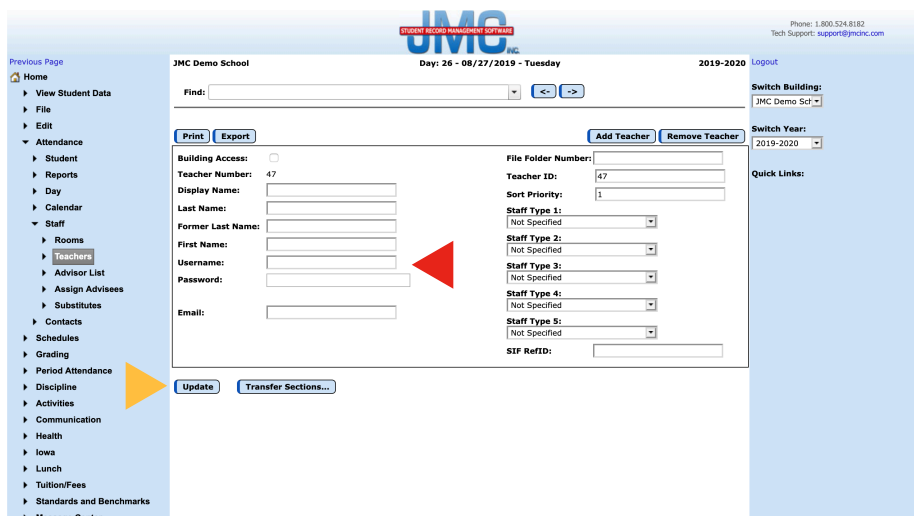
Step 1:

Click "Add Teacher".

Step 2:

Fill in as much information as you have.

Helpful Tip: Make sure you click "Building Access"!



Step 1:

Make sure you assign a username, password and email address.

Step 2:

Click "Update". That's it! You're done.

Helpful Tip: You can Export a list of your district teachers on this screen by clicking the "Export" button at the top.