

Administrative Functions - Edit Staff

SCHOOL pages (Webmaster Time: 293 Minutes)

Assets	Background	Banner Photos	Calendar Days	Calendar Events	Course List	Course Upload
Documents	Emails	Groups	Guestbook	Invoices	Newsletters, Etc.	Notices
Page Edit	Page PDF	Page Photos	Polls	Reports	Staff	Supervision
Workloads						

[Help Files](#) | [Terms and Conditions](#) Last login: 13-10-19 08:01 Last logout: 13-10-18 11:47 / Time use: 289.9 minutes

ADD Staff Member

Speeckaert, Katherine 100%
Webmaster, The

This is the picture of all the school staff that will appear on the staff page.



Upload/Replace Staff Picture No file selected. Delete Photo
The photo will be resized to a width of 630 pixels.

ADD Staff Member

Speeckaert, Katherine 100%
Webmaster, The

REQUIRED FIELDS		(1905) Displayed 0 times
Delete	<input type="checkbox"/> This person has a workload and cannot be deleted!	
Active	<input checked="" type="checkbox"/>	
Display	<input checked="" type="checkbox"/>	
UNIQUE LOCAL CODE	SPEK	
Photo (Portrait)	Upload/Replace <input type="button" value="Browse..."/> No file selected. <input type="checkbox"/> Delete Photo	
LASTNAME	Speeckaert, Katherine	
FIRSTNAME	The	
Sex	F	
Position	Teacher % Workload: 100 Workload Locked: <input type="checkbox"/> View Workload Consulted:34 View Consultations	
Template	1 Available Templates: 1, 2	
Department	Computer	
Task	0/150	
Email	Send Email	
Alternate Email		
Email Profanity Filter	Strict	
Web Access	<input checked="" type="checkbox"/> 0 days, 0 hours, 1 minutes, 10 seconds updating personal pages	
Show Email	<input checked="" type="checkbox"/>	
Personal Pages	<input checked="" type="checkbox"/>	
Web Sites End with :		
Extension		
Voiceemail		
<input type="button" value="Update"/> <input type="button" value="Reset"/>		

You can add, edit or delete staff members using this function.

The fields are self-explanatory.

Sample School Login

User Name: * Password: *



OR



[Email me my credentials](#)

Passwords were last reset on: Saturday, Jun 29, 2013 7:38am

Please **LOGOUT** at the end of each session if you are using a **public** computer.
If you always use the same computer, and cookies are allowed, you will remain logged in until you logout.
Cookies must be enabled and Javascript must be allowed.
We sometimes have to reset the passwords for security reasons;
if that happens just ask to have your **credentials emailed to you**.

You will remain logged in until you logout or you delete your browser cookies.
Do not remain logged into an account.
If you have trouble logging in, try deleting your browser cookies.

[Return to Home Page](#)

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If you enter an Alternate Email address, the person can use opt to have their credentials sent to that alternate email address. This option is used when the board email address cannot be used because the email from the schoolqc server is blocked by the board email server.

Sample High School Forgotten Credentials

Your email address: Use Alternate Email Address

This window will close if your email was valid.

The login credentials will have been sent to the email you entered.

If you have been authorized to have your own web page, the page will be created if it does not already exist.

Submit