

## Administrative Functions - Edit Staff

**Sample High School**  
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#	Delete	Lastname	Firstname	Position	Department	Email	Web Page	Alt Email	Ext.
1	<input type="checkbox"/>	Albutt	K.	Teacher	Math	kalbutt@swlauriersb.qc.ca	<input checked="" type="checkbox"/>		
2	<input type="checkbox"/>	Asmaklis	J.	Teacher	Phys. Ed.	jasmaklis@swlauriersb.qc.ca	<input checked="" type="checkbox"/>		
3	<input type="checkbox"/>	Asmaklis	M.	Teacher		maskaklis@swlauriersb.qc.ca	<input checked="" type="checkbox"/>		
4	<input type="checkbox"/>	Barrieau	J.	Teacher	Social Science	jbarrieau@swlauriersb.qc.ca	<input checked="" type="checkbox"/>		

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

The fields are self explanatory.

If you need changes to the department list, please let me know and I will make the needed changes. The important point to remember is that these changes **MUST** be made at the **start** of the web site design. The department list is used on several pages (Staff lists) and once a list is finalized you will be charged to make changes. Here are some sample department lists:

Administration, Arts, English Middle School, English Senior, E.R.C., French, Guidance, Health Services, Home Ec., Human Sciences, Library, Mathematics, Middle School, Natural Sciences, Phys Ed. & Health, Planning Room, Resource Room, Student Support, T.a.G., The Flat, Webmaster

Administration, Art, English, French, Math, Music, Professional, Phys. Ed., Resource, Science, Social Science, Special. Ed, Support, Technician, Webmaster

Administration, Teacher, Professional, Resource, Support, Technician, Webmaster

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.