How to add a staff member with permissions to edit your school website.

To be able to add someone to your school site you need to be part of the Group called Administrators, for your school site. If you are an Administrator, to add an additional administrator you:

1. Log in to your school site
2. Click on the 4 colored dots in the upper left corner

Click on Manage Users
Search for the Employee you would like to add by First or Last Name, or ID number and then click on their ID number on the far left.

Click on the Member Of tab
Choose Administrators from the dropdown, then click Add

You will now see the user is part of the Administrators Group
Click on your school name in the breadcrumbs to return to your school site. Your staff member now has permissions to edit your school site.