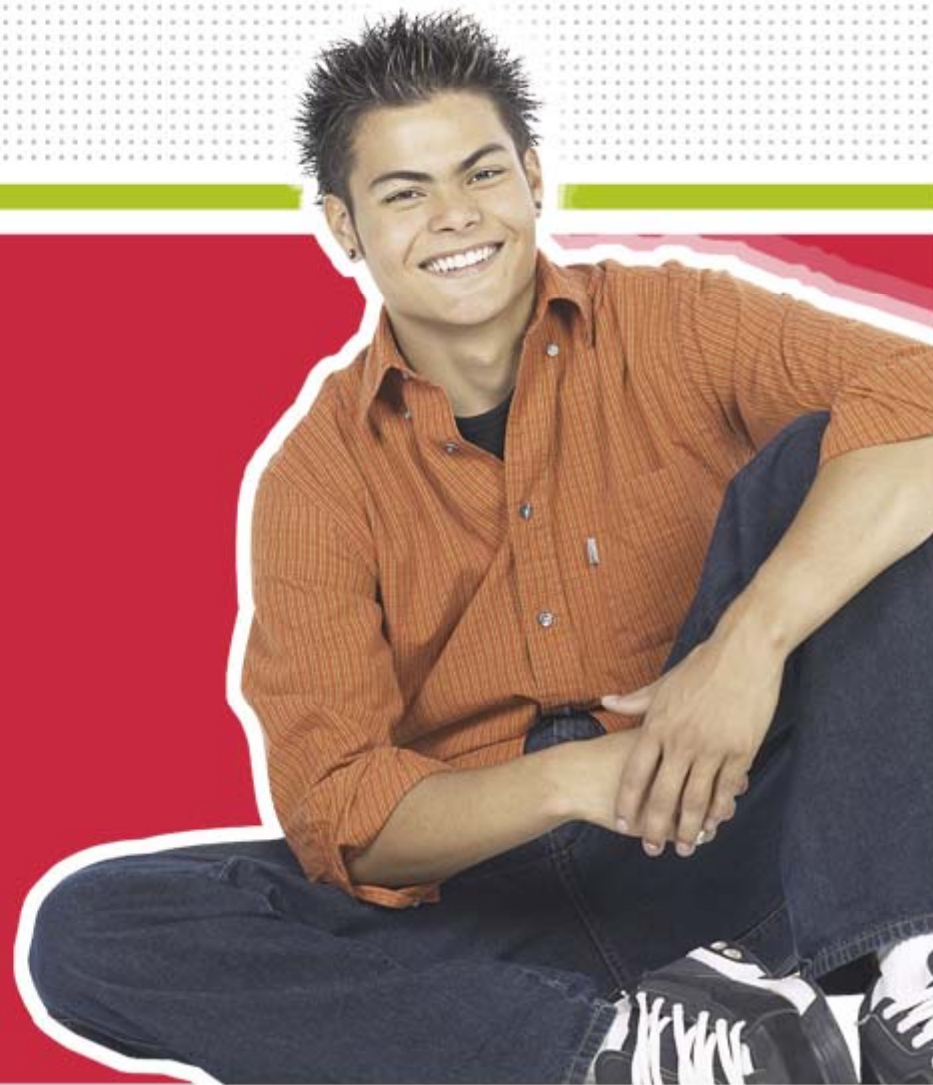


ncwise

Staff E-mail addresses

NC WISE Software and Data Management Team

NCDPI



PUBLIC SCHOOLS OF NORTH CAROLINA

Department of Public Instruction | State Board of Education :: Technology Services :: NC WISE Support and Deployment

Document Use

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This curriculum is intended for LEAs to use and/or customize for re-delivery based on specific LEA needs. If modifications and additions are made to this curriculum, LEAs are responsible for the content.

Overview

- Should be the LEA assigned e-mail address for all certified staff
- Roles should be populated for non-teaching certified staff
- Allow for communications from DPI with teachers/staff
- Populating e-mail addresses for all certified staff by January 2010

Process Details

**Navigation – eSIS start screen – School –
School information – Staff maintenance**

eSIS Screen – Staff Details

Staff Details

348 HOBBDTON HIGH

Current Next

Basic

Teacher Id _____

Last Name _____ Initials _____

First Name _____ Prefix _____

Middle Name _____

Name _____

Birthdate _____ Gender _____

Ethnicity _____

Employee # _____ SSN _____

Address _____

State Id _____ Teacher Indicator

Sub Id _____ Paid By Other District

Cert Name _____

Experience _____

. Service Provider # _____

Vehicles

Make	Model	Year	Color	Plate #	Parking	Add	Delete

Teaching Staff Non-Teaching Staff All Staff

Phone # _____ Unlisted

Voice Mail # _____

Work # _____

Cell Phone # _____

Pager # _____

E-Mail _____

E-Mail Password _____

Contact Details

Name _____

Phone Home# _____ Work# _____

Add Delete

Assigned Room _____

Grades Taught

_____ Add _____

_____ Delete _____

Photo **Staff Roles** Qual Timetabling O... Medical Info Trans

Curr Subject Access **ADD** **DEL** [Print] [Home]

Non-Teaching Staff Populate Roles

eSIS Screen - Roles

Action Edit Block Field Record Query Lock Help Window

Staff Roles for fff, fff

Non-Teaching Staff All Staff

Unlisted

Staff Roles	Percent of Time	Start Date	End Date
(EC) Co-Teacher			
Apprenticeship Coordinator			
Assistant Principal			
Athletic Director			
Audiologist			
Career Development Coordinator			
Community School Coordinator			

ADD DEL

Work# Add Delete

late # Parking Add Delete

Photo Staff Roles Qual Timetabling O... Medical Info Trans Curr Subject Access ADD DEL

Additional Document

NC WISE Web site

Managing Staff Records

http://www.ncwise.org/documents/training_group/docs/schl_info/WISE_Schl_QRD_StaffMaint.pdf

Questions?

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