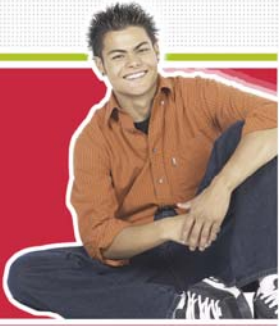


ncwise



Staff E-mail addresses

NC WISE Software and Data Management Team
NCDPI

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

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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

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Process Details

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

eSIS Screen – Staff Details

The screenshot shows the 'Staff Details' form for 'HOBSTON HIGH'. It includes fields for personal information (Last Name, First Name, Middle Name, Name, Birthdate, Gender, Ethnicity, Address, State, Sub), employment details (Employee #, SSN, State, Sub, Teacher Indicator, Paid By, Cert Name, Experience, Service Provider #), and contact information (Phone #, Voice Mail #, Work #, Cell Phone #, E-Mail #). There are also sections for 'Contact Details' (Name, Phone, Home #, Work #) and 'Assigned Rooms' and 'Grades Taught'. At the bottom, there is a 'Vehicles' section and a 'Staff Roles' button highlighted with a red box.

Non-Teaching Staff Populate Roles

