

RtA Staff Roles

12/04/2025 3:49 pm EST

The purpose of this article is to change a teacher's or curriculum facilitator's role in the NCSIS for Read To Achieve (RtA). Please make sure that documentation is provided from the curriculum facilitator prior to changing any teacher's role in the NCSIS.



Important: NCDPI pulls the staff data extract nightly. If a staff member within the NCSIS extract is missing an email address, the staff member will be rejected by RtA.

[Role Definitions](#) | [Add A Role](#) | [Remove a Role](#)

Role Definitions

1. **RtA Admin (mCLASS System Access)** - Includes all access at the "Specialist" level as well as access to the Amplify Service Hub. Intended for RtA System Administrators, School/PSU Technical Leads, Data Managers. There should be only 1 RtA Admin user per school and 1-2 per district office. This is the highest level of access to the Amplify system.
2. **RtA Specialist (mCLASS Full Access)** - Staff members can view all assessment results and modify their personal information. Intended for district and school leaders, reading specialists, coaches, specialists working with multiple classes.
3. **RtA Teacher (mCLASS Standard Access)** - Staff members can view their classes' assessment results and modify their personal information. Intended for classroom teachers.

Add a Role

Navigation: Menu > Census > Staff > District Assignments



The screenshot shows the Infinite Campus software interface. The top navigation bar includes a search icon and the Infinite Campus logo. The main menu on the left is titled 'Main Menu' and lists 'Instruction', 'Student Information', 'Attendance Office', 'Behavior Office', and 'Census'. The 'Census' item is highlighted with a red box. The central content area is titled 'Census' and contains three main sections: 'People', 'People Setup', and 'Staff'. The 'People' section lists 'Add Person', 'Contact Log', 'Demographics', 'Enrollments', 'Fees', 'ID History', 'Identities', 'Impact Aid', and 'Membership in Households'. The 'People Setup' section lists 'Military Connections', 'Parking', 'Payments', 'Person Documents', 'Programs', 'Relationships', 'School Choice Applications', 'SIF Person Data', and 'Student Assignment Overrides'. The 'Staff' section lists 'Credentials', 'District Assignments' (which is highlighted with a red box), 'District Employment', 'Staff Locator Wizard', and 'Teacher Schedule'.

If a person is not selected, click **Open Staff Search** to search by the staff member's name. Search for staff using advanced searches or Ad Hoc Filters. Select the staff member's name to open the District Assignments tool. If a staff was already selected, the district assignments tool will open automatically.

 A Person is needed to use this tool.

[Open Person Search](#)

Or

[Open Student Search](#)

[Open Household Search](#)

[Open Staff Search](#)

- The staff member must have a District Assignment. If they do not have a district assignment, see the [District Assignments](#) (<https://kb.infinitecampus.com/help/census-north-carolina#district-assignments>) article to add the assignment.



NOTE: A district assignment is needed for each school a user will need access to in Amplify.

- Open the district assignment to access the Employee Assignment Information.
- Select the appropriate **Amplify Role** from the dropdown. (RTA-A: RTA Admin, RTA-S: RTA Specialist, RTA-T: RTA Teacher See role definitions above.)
- Click **Save** to keep the changes.

Employment Assignment Information

School	Department					
*Start Date 07/01/2024	End Date					
Type	FTE of Assignment					
Amplify Role						
SchoolNet Role	K-3 TS Admin Role					
SchoolNet Additional Roles						
Select Values						
Teacher	Special Ed	Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Staff	Activity Preapproval					
<input type="checkbox"/>	<input type="checkbox"/>					
Supervisors						
External LMS Exclude						
<input type="checkbox"/>						
<input type="checkbox"/>						

Remove a Role

Navigation: *Menu > Census > Staff > District Assignments*

The screenshot shows the Infinite Campus navigation menu. The 'Main Menu' is on the left, and the 'Census' section is on the right. The 'District Assignments' link is highlighted with a red box.

Main Menu

- Instruction
- Student Information
- Attendance Office
- Behavior Office
- Census

Census

People	People Setup	Staff
Add Person Contact Log Demographics Enrollments Fees ID History Impact Aid Membership in Households	Military Connections Parking Payments Person Documents Programs Relationships School Choice Applications SIF Person Data Student Assignment Overrides	Impact Aid/Military Connections Site Setup Relationship Type Setup District Employment Staff Locator Wizard Teacher Schedule

If a person is not selected, click Open Staff Search to search by the staff member's name. Search for staff using advanced searches or Ad Hoc Filters. Select the staff member's name to open the District Assignments tool. If a staff was already selected, the district assignment tool will open automatically.



A Person is needed to use this tool.

[Open Person Search](#)

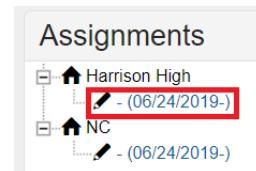
Or

[Open Student Search](#)

[Open Household Search](#)

[Open Staff Search](#)

- Select the **district assignment date link** to access the Employee Assignment Information tool. If the staff member needs access to more than one assignment, each assignment will need to be updated.



- Select the **Amplify Role** from the dropdown and change to the blank field.
- Click **Save** to keep the changes.

Employment Assignment Information

School		Department	
*Start Date	End Date	Title	Assignment Code
07/01/2024			K-3 TS Admin Role
Type	FTE of Assignment	SchoolNet Additional Roles	Select Values
Amplify Role			
SchoolNet Role			
Teacher	Special Ed	Program	Behavior Admin
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	Supervisor	Counselor	Foodservice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Staff	Activity Preapproval		Exclude Behavior Referral
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Supervisors			
External LMS Exclude			
<input type="checkbox"/>			
Exclude			
<input type="checkbox"/>			

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