

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

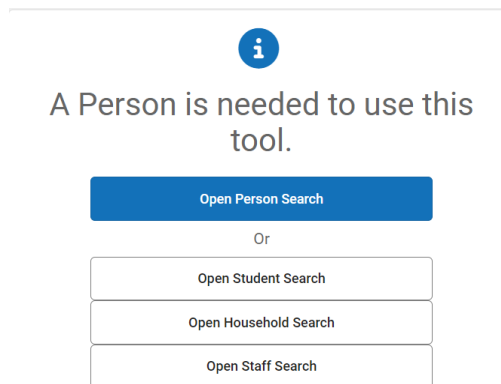
1. **RtA Admin (mCLASS System Access)** - Includes all access at the "Specialist" level as well as access to the Amplify Service Hub. Intended for RtA System Administrators, School/PSU Technical Leads, Data Managers. There should be only 1 RtA Admin user per school and 1-2 per district office. This is 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](#)



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.



- 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) (<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 End Date

Type FTE of Assignment

Amplify Role

SchoolNet Role

Assignment Code

K-3 TS Admin Role

SchoolNet Additional Roles

Teacher ☒ Special Ed ☐ Program ☐ Behavior Admin ☐ Health ☐ Behavior Response Approver ☐ Response to Intervention ☐

Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

Activity Staff ☐ Activity Preapproval ☐

Supervisors

External LMS Exclude ☐

Exclude ☐

Remove a Role

Navigation: Menu > Census > Staff > District Assignments

Infinite Campus

Main Menu

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

Census

People	People Setup	Staff
Add Person	Impact Aid/Military Connections	Credentials
Contact Log	Site Setup	District Assignments
Demographics	Relationship Type Setup	District Employment
Enrollments		Staff Locator Wizard
Fees		Teacher Schedule
ID History		
Identities		
Impact Aid		
Membership in Households	Student Assignment Overrides	

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

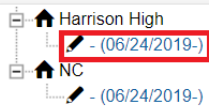
Open Student Search

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.

Assignments



- 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 07/01/2024		End Date				
Type		FTE of Assignment				
Amplify Role		Assignment Code				
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
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor
Activity Staff	Activity Preapproval					
Supervisors						
External LMS Exclude						
Exclude						