



**NCSIS**  
STUDENT INFORMATION SYSTEM



North Carolina Department of  
**PUBLIC INSTRUCTION**

*Infinite*  
**Campus**

# Adding Staff

09/04/2025 9:18 am EDT

The following article walks users through adding a staff member, updating the demographics, adding district assignments, and user accounts as necessary.

Before adding a new staff member, ensure you have the following information:

- Full legal name
- Date of birth
- Gender
- Race/Ethnicity
- Start date
- Position/Role
- Staff email address
- Phone number

[Staff Locator Wizard](#) | [Staff Demographics](#) | [Staff District Assignments](#) |  
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## Staff Locator Wizard

**Navigation:** [Census](#) > [Staff](#) > [Staff Locator Wizard](#)

For more information regarding the tool, view the [Staff Locator | Infinite Campus](https://kb.infinitecampus.com/help/staff-locator) (<https://kb.infinitecampus.com/help/staff-locator>) article.

- Enter the required information, which includes the staff member's **Last Name, First Name, Gender, and Date of Birth**.
- Click **Search**.

Staff Locator Wizard ☆

**Staff Locator**

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over ea

Last Name: Doe  
 First Name: Jane  
 Gender: Female  
 Birth Date: 01/01/1970  
 Middle Name:  
 SSN #:  
 Staff State ID:

Search -->

| Name | Staff State ID | Gender | Birth Date | % |
|------|----------------|--------|------------|---|
|------|----------------|--------|------------|---|

Create New District Staff -->

- If a match is found, click on the **Staff member's name**.

Staff Locator Wizard ☆

**Staff Locator**

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over ea

Last Name: Allen  
 First Name: Karen  
 Gender: Female  
 Birth Date: 04/25/1958  
 Middle Name:  
 SSN #:  
 Staff State ID:

Search -->

| Name           | Staff State ID | Gender | Birth Date | %   |
|----------------|----------------|--------|------------|-----|
| Allen, Karen   | 125607         | F      | 04/25/1958 | 100 |
| Allen, Karen   |                | F      |            | 75  |
| Allen, Carina  |                | F      | 04/19/2012 | 50  |
| Allen, Corinne | 240518         | F      | 05/11/1988 | 50  |
| Allen, Carin   |                | F      |            | 50  |

Create New District Staff -->

*Existing person record matching staff member.*

- If a match is not found, click **Create New District Staff**.

|   |   |             |                |        |            |    |
|---|---|-------------|----------------|--------|------------|----|
| Last Name   | <input type="text" value="Doe"/>        | Name        | Staff State ID | Gender | Birth Date | %  |
| First Name  | <input type="text" value="Jane"/>       | Diaz, Juana |                |        |            |    |
| Gender  | <input type="text" value="Female"/>     |             |                | F      |            | 25 |
| Birth Date  | <input type="text" value="01/01/1970"/> |             |                |        |            |    |
| Middle Name   | <input type="text"/>                    |             |                |        |            |    |
| SSN #   | <input type="text"/>                    |             |                |        |            |    |
| Staff State ID  | <input type="text"/>                    |             |                |        |            |    |
| <input type="button" value="Search --&gt;"/>                    |   |             |                |        |            |    |
| <input type="button" value="Create New District Staff --&gt;"/> |   |             |                |        |            |    |

*Create new district staff.*



**Each person should only appear once in Infinite Campus. If a staff member was previously a student, use that existing record and update their role to staff. Likewise, if the person already exists as a parent or emergency contact, select that record and update it to staff instead of creating a new entry.**

- Enter the required information for **Race/Ethnicity**. If the Race/Ethnicity fields are not displayed, click **Edit** to expand the section.
- Select **02: Self Identified** from the Race/Ethnicity Determination dropdown menu.
- In the Employment Information section, enter the employment **start date**.
- Follow your PSU procedures for including other fields in this section.
- Click **Save**.

Staff Locator Wizard ☆

New Staff

Create a new staff in Infinite Campus District  
Fill out the form and click save to create a new staff.

Person Information

\*Last Name

Doe

\*First Name

Jane

Middle Name

Suffix

▼

\*Sex

F: Female ▼

Pronouns

▼

Birth Date

01/01/1970

Race/Ethnicity

\*Is the individual Hispanic/Latino?

N: No ▼

\*Is the individual from one or more of the these races?  
(check all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

\*Race Ethnicity

W: White ▼

Race/Ethnicity Determination

02: Self Identified ▼

Primary Home Language

Select a Value ▼

Person Identifiers

Student State ID

Local Staff Number

Staff State ID

Person GUID

Employment Information

Start Date

08/18/2025

End Date

Teaching Start Year

Teaching Years Modifier

License Number

FTE Percent (whole number 0-100)

Seniority

▼

Education

▼

Save

## Staff Demographics

Once the Staff Locator Wizard updates have been saved, the Demographics tool displays. The staff member must be assigned an NC Staff ID if one is not displayed in the Staff State ID field. Follow the steps below to assign a NC Staff ID and update the staff members personal contact information.

- Navigate to the **Person Identifiers** section.
- Click on **Assign NC Staff ID**.

Page 4

**Person Identifiers**

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

- Ensure the **Last Name, First Name, Gender, Birth Date** and **Race/Ethnicity** is filled in.
- Click **Search**.

**Staff NC DPI Lookup**

Search for a staff already tracked in NC DPI using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff's full legal Last Name, First Name, and Birth Date. Hover the cursor over each matching person to see additional information. Select a person from the list.

Last Name  First Name  Sex  Birth Date  Middle Name  Suffix

Race/Ethnicity

Is the individual Hispanic/Latino?  

☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☒ White

| Name | State ID | Gender | Birth Date | % |
|------|----------|--------|------------|---|
|------|----------|--------|------------|---|

- Select the correct record with the matching Staff UID.
- Copy the Staff State ID and paste in the **Local Staff Number** field.

**Person Identifiers**

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

- Click **Save**.
- Enter the staff member's work **email address** in the **first** email field. Check the boxes for messenger preferences per PSU guidelines.
- Add the staff member's **work phone number** in the **work** phone field. Check the boxes for messenger preferences per PSU guidelines.
- Add personal phone numbers or emails as needed. (Optional)
- Click **Save**.



Personal phone and email numbers should be marked as **private** so personal staff information will not be displayed in the student or parent portal. Checking private allows the contact information to be used for calling/messenger systems.

| Personal Contact Information   |                                     | Messenger Preferences Contact Reasons |                                     |                          |                          |                                     |                          |                          |                                     |                                     |  |
|--|-------------------------------------|---------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--|
| Contact Information  | Private                             | Delivery Device                       | Emergency                           | Attendance               | Behavior Messenger       | Staff                               | General                  | Food Service             | Priority                            | Teacher                             |  |
| Email: <input type="text" value="jane_doe@school.k12.nc.us"/>  | <input type="checkbox"/>            | Email                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Secondary  |                                     |                                       |                                     |                          |                          |                                     |                          |                          |                                     |                                     |  |
| Email: <input type="text" value="jane_doe@mymail.com"/>  | <input checked="" type="checkbox"/> | Email                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Cell Phone:  |                                     | Voice                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| ( <input type="text" value="555"/> ) <input type="text" value="555"/> - <input type="text" value="5566"/> x <input type="text"/> | <input checked="" type="checkbox"/> | Text                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Other Phone:   |                                     | Voice                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| ( <input type="text" value="555"/> ) <input type="text" value="555"/> - <input type="text" value="5874"/> x <input type="text"/> | <input checked="" type="checkbox"/> | Text                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Work Phone:  |                                     | Voice                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| ( <input type="text" value="555"/> ) <input type="text" value="555"/> - <input type="text" value="1999"/> x <input type="text"/> | <input type="checkbox"/>            | Text                                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Pager:   |                                     |                                       |                                     |                          |                          |                                     |                          |                          |                                     |                                     |  |
| ( <input type="text" value="555"/> ) <input type="text" value="555"/> - <input type="text" value="1999"/> x <input type="text"/> | <input type="checkbox"/>            |                                       |                                     |                          |                          |                                     |                          |                          |                                     |                                     |  |
| Preferred Language   |                                     |                                       |                                     |                          |                          |                                     |                          |                          |                                     |                                     |  |
| <input type="text" value="en_US: US English"/>   |                                     |                                       |                                     |                          |                          |                                     |                          |                          |                                     |                                     |  |

## Staff District Assignments

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

A district assignment determines a staff member's access to the school in areas of the SIS that are not controlled by tool rights.

For more information about the district assignment tool, view the [District Assignments | Infinite Campus](https://kb.infinitecampus.com/help/district-assignments/) (<https://kb.infinitecampus.com/help/district-assignments/>) article.

- Click **New**.

District Assignments ☆

Allen, Karen Staff #: 125607 DOB: 04/25/1958

**New**

Assignments

- Lincoln School
  - Teacher - (01/01/1901-)
- Coolidge High School
  - Teacher - (01/01/1901-)

- The calendar context determines the school in the school dropdown menu. Ensure the school assignment is correct.
- Enter a **start date** for the assignment. This date cannot be a date before the staff's employment start date.
- Select the staff member's **Title** from the title dropdown menu. Titles are determined by the PSU.
- The **Teacher** checkbox (highlighted in yellow) must be checked for the staff member to show in the Section Staff History teacher drop-down.
- Follow your PSU procedures for including other fields in this section such as SchoolNet and Amplify roles.
- Click **Save**.

Employment Assignment Information

**School**  
Monroe High School

**Start Date**  
06/18/2025

**End Date**

**Department**  
ELA

**Title**  
Teacher

**Type**

**FTE of Assignment**

**Assignment Code**

**Amplify Role**  
RTA-T: RTA Teacher

**SchoolNet Role**  
1: Teacher

**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** ☐

**Primary District Assignment** ☐

**External LMS Exclude** ☐

**Exclude** ☐

The new district assignment will display in the staff's assignments.





District Assignments ☆

Allen, Karen

Staff #: 125607
DOB: 04/25/1958

New

Assignments

- 
Monroe High School
  - 
Teacher - (08/18/2025-)
- 
Lincoln School
  - 
Teacher - (01/01/1901-)
- 
Coolidge High School
  - 
Teacher - (01/01/1901-)

## Staff User Management

**Navigation: User Management > User Account Administration > User Account**

Staff members who need access to the SIS, must have a user account with the appropriate tool rights and calendar rights. For more information about user management, visit [User Account | Infinite Campus](https://kb.infinitecampus.com/help/user-account) (<https://kb.infinitecampus.com/help/user-account>) article.

- Click **New** to create a new user account.



Do not assign tool rights or calendar rights to a staff member's Parent Portal account or former student account.

- If the staff member's role is primarily a **teacher**, set the Homepage to **Campus Instruction**.

User Credentials

Homepage

Campus Instruction

Authentication Type

SAML: NCEdCloud

Username \*

Account Expiration Date

month/day/year

☐ Disable Account

Authentication Information

Authentication Options

☐ Exclude from Multi-Factor Authentication and New Device Notifications

☐ Time-Based Multi-Factor Authentication

- For **other** staff members, set the Homepage to **Campus Tools**.



**User Account Information**

**User Credentials**

Homepage: Campus Tools (selected)

Authentication Type: SAML: NCEdCloud (selected)

Username: [text input]

Account Expiration Date: month/day/year [calendar icon]

☐ Disable Account

**Authentication Information**

**Authentication Options**

☐ Exclude from Multi-Factor Authentication and New Device Notifications

☐ Time-Based Multi-Factor Authentication

- Select **SAML: NCEdCloud** as the Authentication Type.
- Enter the staff member's **NC Staff UID** as the username.
- Generate or enter a generic **password**. Users will log in using SSO via NCEdCloud so the password entered here will not impact the user's ability to log in to NCEdCloud.

**User Account Detail** New User

**User Account Information**

**User Credentials**

Homepage: Campus Tools (selected)

Authentication Type: SAML: NCEdCloud (selected)

Username: 123456789

Password: [masked]

Verify Password: [text input]

**Verify Password is required**

Password Strength: 100% [green bar]

☐ Show Password

- Navigate to the user group section.
- Search for the needed **User Group** and select to add the necessary user group(s) under **Current Group Membership**.

**User Groups**

**Search and Add User Groups** ↑

Teache[...]

Campus Learning (Teachers)

**HS Teacher** (highlighted)

SPED Teachers

Teachers (ES/MS)

Teachers HS (Training)

**Current Group Membership** ↑

No records available.

**User Groups**

Search and Add User Groups ↑

Campus Learning (Teachers)

**SPED Teachers**

Teachers (ES/MS)

Teachers HS (Training)

**Current Group Membership ↑**

HS Teacher

- Search for the needed **Calendar Group** and select to add the necessary user group(s) under **Current Group Membership**.

**User Groups**

Search and Add User Groups ↑

OMCMS

OMES

**OMHS**

OMMS

OMVES

**Current Group Membership ↑**

HS Teacher

**User Groups**

Search and Add User Groups ↑

OMCMS

OMES

OMMS

OMVES

**Current Group Membership ↑**

OMHS

HS Teacher

- Click **Save**.



Each user will need calendar rights and tool rights user groups assigned to access the correct data in the correct calendar.



**Adding Staff Tango** (<https://app.tango.us/app/workflow/Add-Staff-in-Infinite-Campus-12f6dba71efc450a934d3aa98da1c137>)

