

Adding Staff

10/30/2025 11:00 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](#) |
[Staff User Management](#) | [Adding Staff Tango](#)

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**.

Last Name	Doe	Name	Staff State ID	Gender	Birth Date	%
First Name	Jane	Diaz, Juana		F		25
Gender	Female ▼					
Birth Date	01/01/1970					
Middle Name						
SSN #						
Staff State ID						
Search -->						

Create New District Staff -->

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**.

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**.

Infinite Campus

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	%
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- 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

Assign NC Student ID

Local Staff Number

126378

Staff State ID

126378

Person GUID

6B3B13EA-8C4B-480F-A0F3-464BCF14AF1F

Portal Username

No Active Portal Account

- 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

Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: 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: 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"/>
(555) 555 - 5566 x	<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"/>
(555) 555 - 5874 x	<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"/>
(555) 555 - 1999 x	<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:										
() - x	<input type="checkbox"/>									

Preferred Language

en_US: US English

Include Staff Addresses in Infinite Campus (Optional)

Navigation: *Census >Households > Census Wizard*

- If a PSU wishes to include staff addresses in Infinite Campus, a Household record must be created.
- If the staff member is already part of a Household in Infinite Campus, no additional action is required.

The Census Wizard is a three-step process where the user first searches for staff and the staff mailing address, then assembles the household.



Note: Before using the Census Wizard to assemble the household, verify that the staff and their address have been added in the system.

Step 1: Assemble New or Select Household

- Enter search criteria in the **Person Search** and **Address Search** fields.
- Click the **Search** button located beneath the search section. Matching results appear in the Census Wizard Search Results section on the left.

- Select the **staff member** from beneath the People not in Households header, since the staff member should already be in Infinite Campus, but not currently in a Household.
- Select the **address** from under the Address not in Household header, since the address should already be in Infinite Campus, but not currently in a Household.
- **Save & Continue – Step 2**

Step 2: Editing Household Data

- Verify and enter appropriate information.
- Click **Save & Continue** – Step 3

The screenshot shows the 'Census Wizard - Edit Household Membership' screen. The left sidebar indicates 'Step 2: Edit Household Data'. The main content area has a header 'Census Wizard - Edit Household Membership' and a sub-header 'Step 2: Edit Household Data'. Below this, there are sections for 'Household' (Name, Phone Number, Private checkbox), 'Household Locations' (Address, Start/End dates, Private/Secondary checkboxes, and Mating/Physical checkboxes), and 'Household Members' (Name, Birthdate, Gender, Start/End dates, Private/Secondary checkboxes). A 'Save & Continue - Step 3' button is at the bottom right. A right sidebar contains a 'Census Wizard' menu with options: Add Household, Census Wizard, Household Information, Household Addresses, Household Fees, Household Food Service Deposit, Household Members, and Household Payments.

Step 3: Edit Relationships of Household Members

- No action required

The screenshot shows the 'Census Wizard - Edit Relationships' screen. The left sidebar indicates 'Step 3: Edit Relationships'. The main content area has a header 'Census Wizard - Edit Relationships' and a sub-header 'Step 3: Edit Relationships of Household Members'. Below this, there is a message: 'Two or more members need to exist in a Household to create relationships.' A right sidebar contains a 'Census Wizard' menu with options: Add Household, Census Wizard, Household Information, Household Addresses, Household Fees, Household Food Service Deposit, Household Members, and Household Payments.

To view and verify the household information through a Household search.

The screenshot shows the 'Household Information' search results screen. The left sidebar has a 'Search' section with a 'Type' dropdown set to 'Household', a 'Search (Required)' input field containing 'Albinak', and a 'Household' section showing '2600 Johnson Rd' and 'Albinak, Gina'. The main content area has a header 'Household Information' and a sub-header 'ID: 15754 Phone:'. Below this, there are sections for 'Household Information' (Name, Phone Number, Private checkbox), 'Comments', and a 'Modified by: Unknown' field. A right sidebar contains a 'Household Information' menu with options: Add Household, Census Wizard, Household Information, Household Addresses, Household Fees, Household Food Service Deposit, Household Members, and Household Payments.

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/>) 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

Department: ELA

*Start Date: 08/18/2025

End Date:

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: ☐

K-3 TS Admin Role:

SchoolNet Additional Roles:

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**.

The screenshot shows the 'User Account Information' form. In the 'User Credentials' section, the 'Homepage' dropdown menu is highlighted with a red box and contains the text 'Campus Instruction'. The 'Authentication Type' dropdown is set to 'SAML: NCeCloud'. Below these, there are fields for 'Username *' and 'Account Expiration Date' (with a calendar icon). A checkbox for 'Disable Account' is also present. To the right, the 'Authentication Information' section shows 'Authentication Options' with two unchecked checkboxes: 'Exclude from Multi-Factor Authentication and New Device Notifications' and 'Time-Based Multi-Factor Authentication'.

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

This screenshot is similar to the previous one, but the 'Homepage' dropdown in the 'User Credentials' section is highlighted with a red box and set to 'Campus Tools'. All other elements, including the 'Authentication Type' and 'Authentication Options', remain the same.

- Select **SAML: NCeCloud** 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 NCeCloud so the password entered here will not impact the user's ability to log in to NCeCloud.

User Account Detail New User

User Account Information

User Credentials

Homepage Campus Tools Authentication Type SAML: NCEdCloud

Username * 123456789

Password * Verify Password *

Verify Password is required

Password Strength 100%

Generate Password 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 ↑

Teacher

Campus Learning (Teachers)

HS Teacher

SPED Teachers

Teachers (ES/MS)

Teachers HS (Training)

Current Group Membership ↑

No records available.

User Groups

Search and Add User Groups ↑

Teacher

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>)

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