Charter, Regional, & Lab School Directions to Add or Edit Staff

- 1. Go to EDDIE http://apps.schools.nc.gov/eddie
- 2. School's EDDIE user logs into the system
 - Subscribed User List is posted at <u>www.ncpublicschools.org/fbs/accounting/eddie/</u>
- 3. Look at Selection Options
- 4. Change the selection button to Charter/Regional/Lab School Name
- 5. Select your school in the dropdown, and click GO
- 6. On School Information screen, midway down and to the right, click "Edit School Staff"
- 7. On School Staff screen, edit an existing title or click "Create A New Staff Record"
 - If creating a new staff record for the school, from Staff Title dropdown, select a title.
 - To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row.
- 8. Complete information and click "Save/Create This Staff Record"

Notes:

- Repeat as needed to enter more Staff information
- If a position is vacant, enter "Vacant" in the First Name field and clear out the others.
- Only current school year data can be updated
- Charter School Staff: Enter the contact information of the person responsible for the duties of each applicable position. For continuity, position/staff titles may not be modified.
 - o Board Chair
 - o Board Vice Chair
 - o Director Charter School
 - o CTE Instructional Management Coord
 - o English Learner (EL) Coordinator
 - o Exceptional Children
 - o Office of Civil Rights Coordinator
 - o Student Information Coordinator
 - o School Testing/Accountability Coord

LEA Directions to Add or Edit LEA (Central Office) Staff

- 1. Go to EDDIE <u>http://apps.schools.nc.gov/eddie</u>
- 2. LEA's EDDIE user logs into the system
 - Subscribed User List is posted at <u>www.ncpublicschools.org/fbs/accounting/eddie/</u>
- 3. Look at Selection Options on the Welcome Main Menu page
- 4. Navigate to a LEA page
- 5. On LEA Information screen, midway down and to the right, click "Edit LEA Staff"
- 6. On LEA Staff screen, edit an existing title or click "Create A New Staff Record"
 - If creating a new staff record for the LEA, from Staff Title dropdown, select a title.
 - To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row.
- 7. Complete information and click "Save/Create This Staff Record"

Notes:

- Repeat as needed to enter more Staff information
- If a position is vacant, enter "Vacant" in the First Name field and clear out the others.
- Only current school year data can be updated
- LEA Staff: Enter the contact information of the person responsible for the duties of each applicable position. For continuity, position/staff titles may not be modified.

Superintendent	Facilities
Associate Superintendent	Child Nutrition
Assistant Superintendent	Public Information
Finance Officer	Academics
Personnel Administrator	Title 1
Technology	Student Information Coordinator
Career Technology	Office Of Civil Rights Coordinator
Exceptional Children	CTE Instructional Management Coord
Transportation	English Learner (EL) Coordinator
Accountability	

LEA / School Directions to Add or Edit School Staff

- 1. Go to EDDIE <u>http://apps.schools.nc.gov/eddie</u>
- 2. EDDIE user logs into the system
 - Subscribed User List is posted at <u>www.ncpublicschools.org/fbs/accounting/eddie/</u>
- 3. Look at Search or Selection Options on the Welcome Main Menu page
- 4. Navigate to a School Information page
- 5. On School Information screen, midway down and to the right, click "Edit School Staff"
- 6. On School Staff screen, edit an existing title or click "Create A New Staff Record"
 - To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row
 - If creating a new staff record for the school, from Staff Title dropdown, select a title.
- 7. Complete information and click "Save/Create This Staff Record"

Notes:

- Repeat as needed to enter more Staff information
- If a position is vacant, enter "Vacant" in the First Name field and clear out the others.
- Only current school year data can be updated
- School Staff: Enter the contact information of the person responsible for the duties of each applicable position. For continuity, position/staff titles may not be modified.
 - o Principal
 - School Testing/Accountability Coord