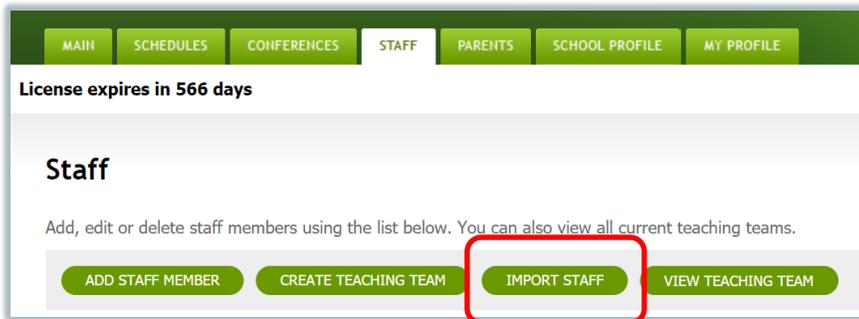


## How to Import Staff Accounts from PowerSchool

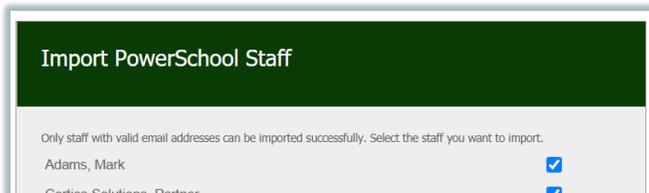
Applies to:  Standalone Conference Manager System Admin and Office Admin  
 PowerSchool Conference Manager System Admin and Office Admin

In PowerSchool mode the Conference Manager can import the desired staff accounts from PowerSchool rather than using the ADD STAFF MEMBER button. When a staff member is imported, an account is created and automatically linked to PowerSchool. The staff member will receive an email informing them of the account along with the link to the Conference Manager, their username and a temporary password. **It is important the staff member complete the required account fields before parents begin booking conferences. This includes their teaching assignment, room location of conference, and virtual conference link if applicable.**

1. Click the STAFF TAB and the IMPORT STAFF button. This button will only appear if the plug-in has been installed and a data link exists between the PowerSchool and the Conference Manager.



2. A list of all staff accounts that are available to import from PowerSchool will be displayed. Each name will have a checkbox beside it. Select the staff you want to import by placing a checkmark in the checkbox and click SUBMIT.



3. The staff import process will create an account for each of the imported staff members and will show the account was linked to PowerSchool by displaying the  icon beside their name.



In the future, if new staff need to be added, repeat steps 1 to 3. If staff leave the school, you can use the DELETE button on the STAFF tab to remove them