

For access to detailed information regarding the use of the Conference Manager, please refer to the System Admin Guide in the found in the HELP CENTER.

How to Import Staff Accounts from PowerSchool

Applies to:□StandaloneConferenceManagerSystemAdmin andOfficeAdmin☑PowerSchoolConferenceManagerSystemAdmin andOfficeAdmin

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.

маі	SCHEDULES	CONFERENCES	STAFF	PARENTS	SCHOOL PROFILI	E MY PROFILE	
License	expires in 566 d	ays					
Sta	f						
Add, d	dit or delete staff	members using th	ie list belov	v. You can a	lso view all curre	nt teaching teams.	
	DD STAFF MEMBER	CREATE TEA	CHING TEAM		ORT STAFF	VIEW TEACHING TEA	AM

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.

ADD STAFF MEMBER CREATE TEACHING TEAM IMPORT STAFF VIEW TEACHING TEAM									
VIEW STAFF LIST Total: 19									
NAME	TEAM	TEACHING ASSIGNMENT	LOCATION	VIEW SCHEDULE	ACCOUNT				
Adams, Mark 🕺				-	EDIT DELETE				
Aldene, Christopher 38		Grade 8	Room 204	1	EDIT DELETE				
Barret, Glenn 🐰		Grade 6	Room 106	1	EDIT DELETE				
Bean, Ben 88		Math	Room 122	1	FOT OFIETE				

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