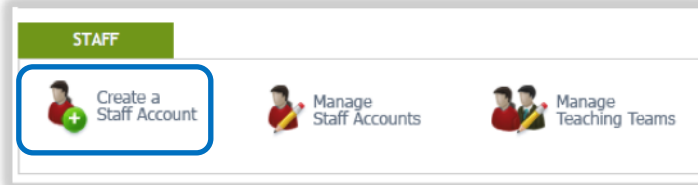


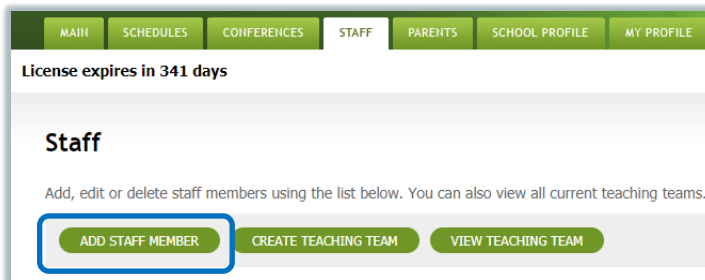
How to Manually Create a Staff Account

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

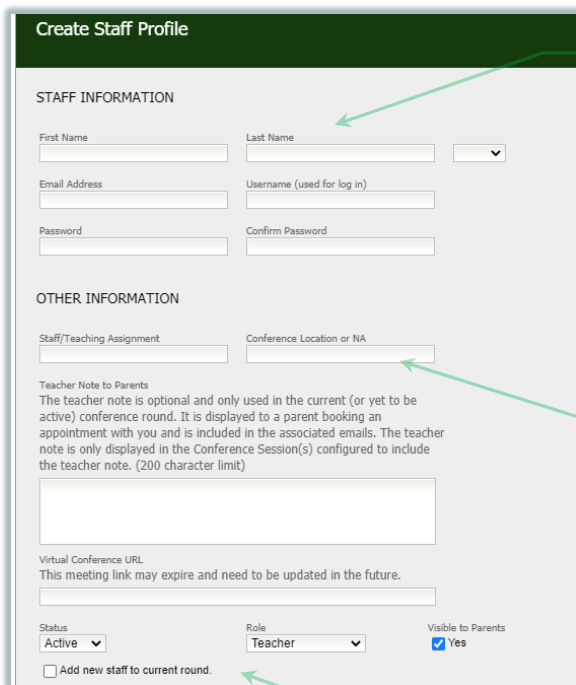
1. Click the CREATE A STAFF ACCOUNT from the MAIN tab



or click on the STAFF tab and the ADD STAFF MEMBER button.



2. Create a new staff account by providing the required information and clicking SUBMIT.



The STAFF INFORMATION section of the teacher account is required. The *Username* must be unique and is most often a repeat of the email address used for the teacher, but does not need to be. The choice of *Username* is particularly important for teachers who have a child attending the school as they must have a different *Username* for their teacher and parent account. The *Password* can be assigned or the field can be left blank and a random password will be created by the Conference Manager.

The ***Staff Teaching Assignment*** is required and should be short and descriptive (e.g. Gr. 4, Math, Counselor, PhysEd). ***Conference Location*** should contain the physical location where in-person conferences for the teacher take place. This field is not displayed in virtual conference bookings. The location should be updated by the teacher if the location changes. ***The Teacher Note to Parents and Virtual Conference Link*** are optional fields that are normally provided by the teacher

The ***Status*** should always be active, unless a teacher is on leave or would otherwise need to be prevented from logging in. ***Role*** should be set to teacher or office admin (see [terminology section](#) for detail). ***Visible to Parents*** must be checked if parents are to select and book appointments with this person. It should be unchecked if the person does not attend conferences or is not booked directly by parents, which often includes the principal. The ***Add new staff to current round*** field is checked if a conference round is underway when you create the account