

Harmony 3

Setting Up New Staff Members



1. To enter a new staff member, go to the Staff Navigator and touch the "New Staff" button.

Somewhere Central High School Sandi Brown Jan 19, 2017 =actions =change pwd =home

Harmony **New Staff** Leave Request

Personnel

name search: Search Clear

<input type="checkbox"/>	Name	Title	SPN / ID	Room	Phone Ext	Notes Name
<input type="checkbox"/>	Ash, Susan R	Teacher	87890988	102		CN=Susan Ash/O=LSSC
<input type="checkbox"/>	Blankenship, Kevin	Science Teacher		111		
<input type="checkbox"/>	Brewer, Robert	Teacher	123	108		CN=Robert Brewer/O=LogicKey
<input type="checkbox"/>	Brewer, Ronda M	Teacher	80123698	104		CN=Ronda Brewer/O=LogicKey
<input type="checkbox"/>	Brewer, Sheryl R	Guidance Counselor	987654321	Office		CN=Sheryl Brewer/O=LSSC

2. Enter the staff member demographics.

Staff Document

Staff demographics

Last name:

First name:

Middle name:

Legal Name:

Legal last name:

Legal first name:

Legal middle name:

Suffix:

Prefix:

DOB:

Sex:

SPN:

3. Touch the "Setup User" button to register this user.

Close Save **Setup User** Rename User

Staff Document

Staff demographics

Last name: Anderson

First name: Sarah

Middle name:

. . .

4. Information previously filled out on the demographics will be populated on the Setup User form. In addition, information entered on here will be saved to the staff demographics.
 - a. Enter the shortname and password for the user to log into Harmony 3.
 - b. Then make sure to add in their email, title and group. Any teachers should be in either the HSTeachers or ElementaryTeachers group. Office Users should be in the OfficeAdmin group.
 - c. Enter the notes name with the correct format for your school. For reference, look at the format any current staff members have for that field.

Setup User Cancel Save

Last name: Anderson

First name: Sarah

Short Name: sanderson

Password: sa1234

Email: sanderson@email.com

Title: Teacher

Group: HSTeachers

Notes Name: CN=Sarah Anderson/O=LogicKey

5. Once saved, the staff member will be able to log into Harmony 3 and then will have the appropriate group access.