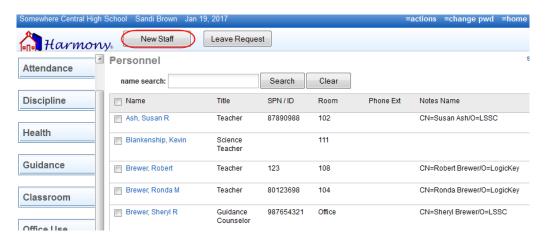
## Harmony 3

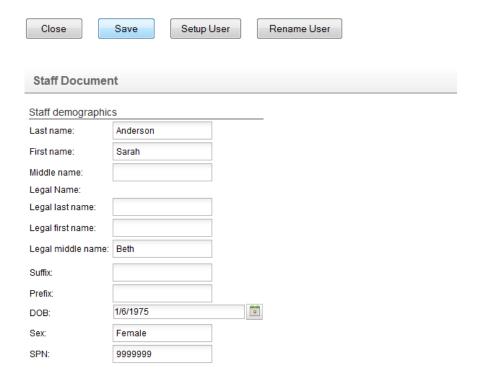
## **Setting Up New Staff Members**



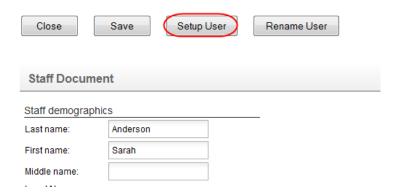
1. To enter a new staff member, go to the Staff Navigator and touch the "New Staff" button.



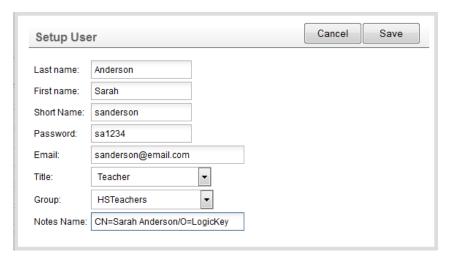
2. Enter the staff member demographics.



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



- 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.



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