LEA Points of Contact Guide

SY 2017-2018

OSSE
4/1/2017

The LEA data manager will be responsible for providing accurate information for their LEA's Points of contact. Osse and internal LEA users will be able to locate staff information such as title's and Positions at the LEA level.
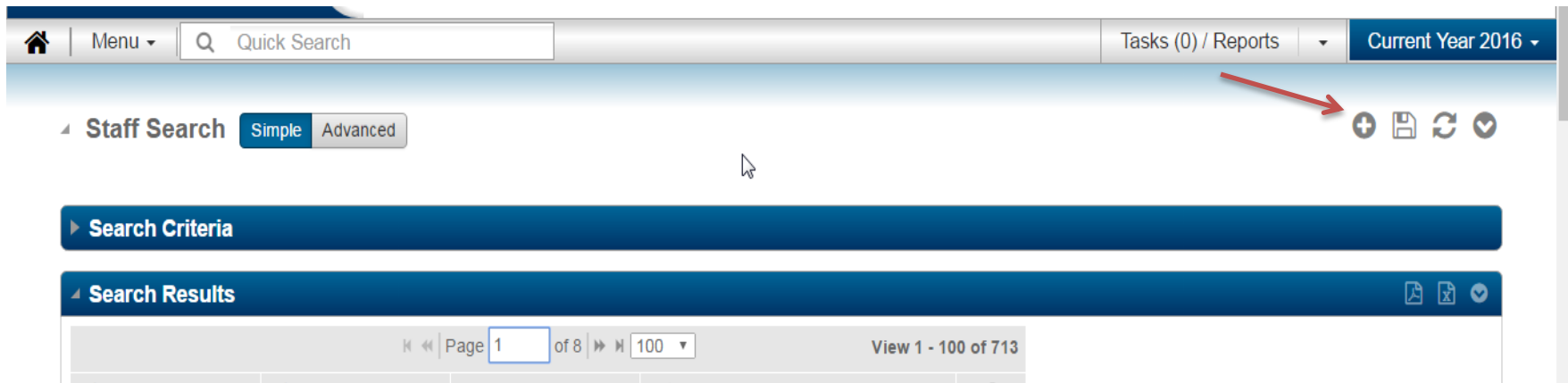
Adding LEA Points of Contact

1. Go the Quick Search box and type the word Staff.

Adding Staff.

While in the staff page press the plus Icon to take you to the duplicate staff search page

Type In last name of the staff member, press enter.

Next is the Staff District page.

Fill in in the staff information for the user. Once saved you will see the plus Icon in the building information section, add user to appropriate building.

Staff District Information

◉ 🖫 🔍 ⌄

Staff Information

Staff ID*	iadsioh	Title	[▾]
First Name*	adfsjoi	Birth/Maiden Name	
Middle Name		Social Security Number	
Last Name*	ldjkljhadsk	State Staff ID	

General Information

Gender	○ Female	○ Male
Birthdate		📅
Hispanic/Latino Ethnicity	○ Yes ○ No	◉ Unanswered

Race ⊕

Order*	Race	🗑

Building Information ⊕

Staff member has not been assigned to any buildings yet.

Class List

Staff member has not been assigned to any courses in the Master Schedule yet.

Address Information

Adding Contact Type

2.   On the Staff Search screen under Search Results, click on the building link to update contacts. Make sure staff are associated with the correct building. For example, click on building 2 for Rachel Ross.
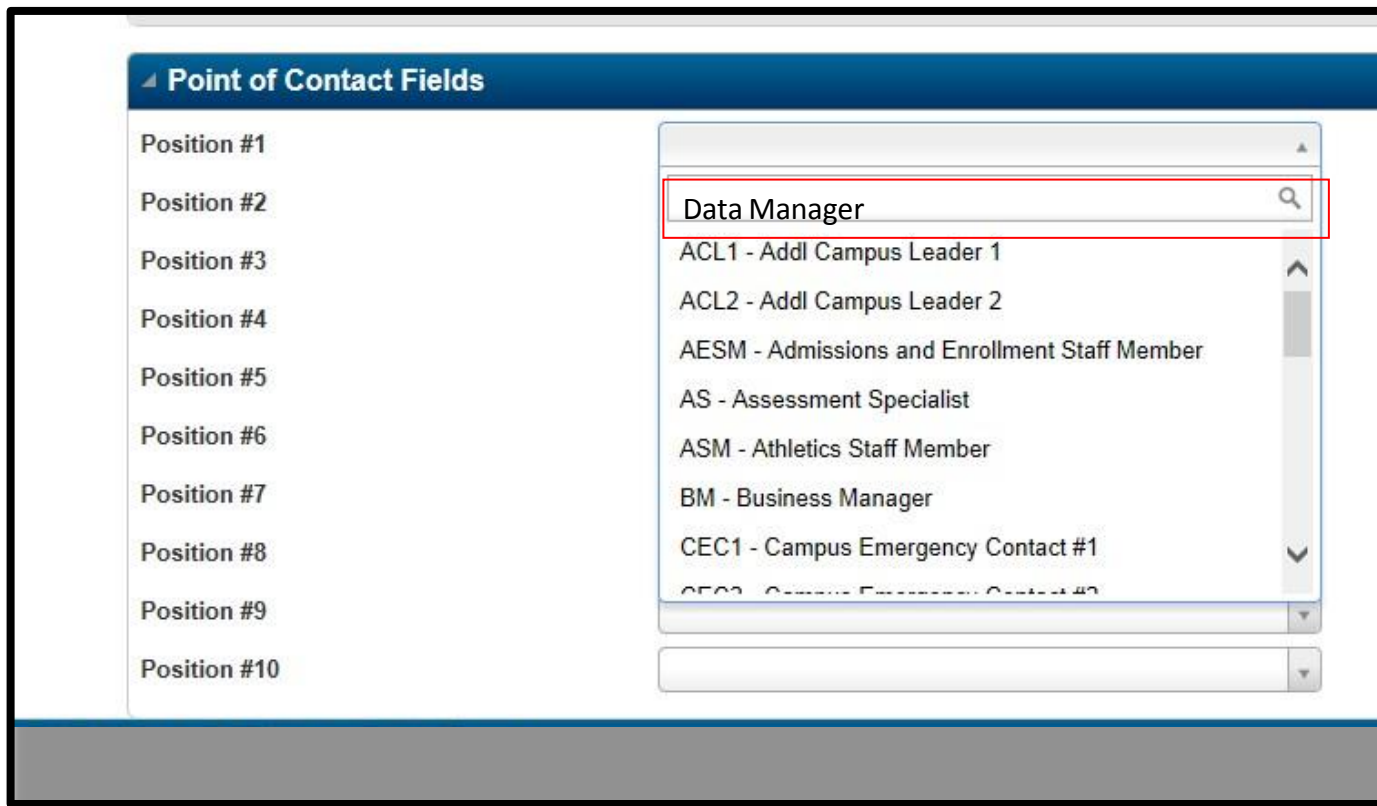
Adding Contact Type

3. Once on the Staff Building Information screen, navigate to the "District Defined" section of the page and click on the hyperlink for "Points of Contact"

Adding Contact Type

4. Choose the appropriate contact type for the staff member and click Save.