

# Roster Management:

## How do I get there?

- my.acsi.org
- Login\* and password

\*Log in requires any VIP role (Administrator, Principal, Head of Early Education, Head of Higher Institution or Higher Education Educator)

- Members Tab
  - School Directory (dropdown)
  - Manage My School (dropdown)

## Add Employee

- Select **Add Employee**
- Search by entering **last name** and **first name** (ignore *organization & email* for search purposes)
  - Use tab to move between fields
- If not showing up in the search list choose **Create Account** and enter employee information
  - First and Last Name
  - Email
  - Title
  - Role
  - Start date - Will default to today's date or may enter start date if known
- Save changes

The default password for each staff member is ACSI (uppercase) and this may be changed by the staff member at any time.

(If employee happens to show up in search list and has already been entered click on the name and add additional information)

## Add role to existing Employee

- Select Add role to existing employee
- Find the existing employee by using the individual search
- Add additional role (example: Administrator, but adding Head of Early Ed)
- Click here if this is the individuals primary role
- Can add a start date if known or today's date if start date unknown

## Edit existing Employee's Title, Phone, and or Email address

- Click on any existing employee on the display screen

## Delete Employee

- Find the employee in the list
- Select End All
- Add end date
- Select confirm

# Individual Account Management:

## How do I get there?

- [my.acsi.org](https://my.acsi.org)
- Login using email address and default password (ACSI)
  - Edit my settings (left navigator bar)
- Enter personal information, set notifications, change password, etc.