Staff Profile Management Userguide

Overview

The purpose of the "Staff Profile Management" system is to provide each Student Life staff member with a profile, which they may manage themselves. Each staff member's profile information can be amalgamated to create a "Staff List" with a summary of each member's important information such as contact details, location, etc... Each piece of information pertaining to a staff member can be kept either public or internally, allowing staff to control what students see and what their colleagues see.

In addition to giving each staff member a profile, they can also belong to a department. Because of this, staff lists can be generated for each department individually.

What can be done as a regular member

- Select an avatar
- Manage contact details
- Manage departmental contact details
- Manage departmental location details
- Manage profile information
- Manage social networks

What can be done as a team leader

Within each department, there exist departmental teams that staff members can belong to. Each team may have a team leader who can do the following:
- Manage team members
- Manage team member accounts

What can be done as an admin

There are administrators for each department who can do the following:
- Manage department name
- Add existing staff members (from other departments)
- Create new staff members and add them to the department
- Remove staff members from the department
- Manage the order that staff members appear on the staff list
- Manage teams and team leaders
- Manage department location information
- Manage the location that each location appears on the staff list
- Export staff list information

What can be done as a super admin

Super admins have full access to everything and everyone within the system. Abilities unique to super admins are:

- Manage super admins
- Delete staff members from the system
- View staff members not associated with any departments
- Create departments
- Change the order that departments appear on the staff list

Interface Guide

Manage My Account

1. Click here to view your account details
2. Click here to deactivate the account. Once deactivated, the account will not appear internally or publically.
3. Click here to edit the profile details (Profile information, Current Projects, Tags, Social Networks)
4. Click here to change the UTORid.
5. Click here to copy the internal email to the public email. Remember to save changes!
6. If the status is active, the account's name and position title will appear publically and internally. If the status is inactive, the account's information will not appear anywhere.
7. Click here to save the changes.
8. The tab headers are all the departments this staff member is a part of.
9. The current status of the staff member's display settings for the current department.
   a. If public, this account's information pertaining to the current department will appear according to the staff member's public privacy settings.

   b. If not public, this account's information pertaining to the current department will not appear at all.
   c. The staff member's position will appear regardless of whether or not it is public/not public.
10. A summary of the staff member's contact details along with the public and internal privacy settings.
11. Click here to edit the staff info for this department.
12. Click here to edit the location information for this department.

Profile Management

Your Profile Information and Current Projects Have Been Automatically Saved. **1**

Profile Management

Back To Account | Save Profile Information & Current Project Changes **2**

Profile Information (optional)

3 HTML *I* U S X₂ X² A A ≡≡ ≡≡ ≡ ≡ ≡ ∞ ∞ ▦ P H1 H2 H3 H4 H5 H6 **4**

Here's little more information about myself. I am a graduate of the University of Toronto (Scarborough campus!). While at U of T, I studied computer science and specialized in Software Engineering. As a member of Student Life IT's development team, I get to work with lots of cool new technologies, bringing to Student Life new applications that I hope you'll enjoy! **5**

Max Length: 1000 characters

Display
☑ Public ☑ Internal **6**

Current Projects (optional)

HTML **B** *I* U S X₂ X² A A ≡≡ ≡≡ ≡ ≡ ≡ ∞ ∞ ▦ P H1 H2 H3 H4 H5 H6

Currently, I am developing a eCommerce module that will allow people to sell anything on their websites. What makes this module great for the University, is that it gives you the ability to restrict the purchases to any groups such as students, staff, or the general public.

Max Length: 1000 characters

Display
☐ Public ☑ Internal

Profile Tags (optional)

Enter your profile tags seperated by ";" **7**

developer;internet;it support;software; | Update Tags

developer | internet | it support | software

Social Networks (optional)

Add a Social Network **8**

http://studentlife.utoronto.ca/teststaffprofile.htm?id=37&dept=73 **9** **10**
Public
Internal | Edit Remove

1. While on the profile management page, the profile information and current projects will be automatically saved every 10 minutes.

2. Click here to manually save the profile information and current projects

3. If you need to tweak the look of your text a bit more, click here to view its HTML.

4. The bar lets you format your text as if you were using Microsoft Word.

5. Your profile information goes here.

6. You can use these checkboxes to control where the information shows up. If public is checked, any outside site (ie. StudentLife, Career Center, etc...) Will display your information. If internal is checked, this information will appear in staff online.

7. Enter your tags here. All tags will be separated by a semi-colon. Remember to click "Update Tags" to save.

8. Click here to add a social network to your profile.

9. Click here to edit the social network information.

10. Click here to remove the social network.

Departmental Staff Info

1. The current status of your profile. If it is public, any information whose privacy setting is "public" will appear publically. If it is not public, no information will show, regardless of privacy setting. Your name and position title will appear regardless of setting.

2. Click here to toggle between public and not public.

3. You can change your position title information here. Click to save.

4. You can enter your contact information here.

5. You can control your public privacy settings here for this information.

6. You can control your internal privacy settings here for this information.
7. Click to add this contact information into your departmental staff info.

8. Click edit to change your contact details. Click delete to remove it.

Add a Social Network
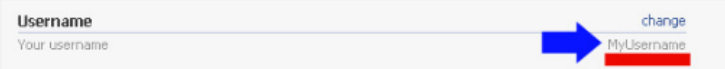
1. Click on the icon to select the social network you wish to add

2. These are instructions on how to add the social network. Make sure you follow them, or people won't be able to view your information.

3. Enter the social network information into this textbox, as indicated by the instructions above.

4. You can control your privacy settings here.

5. Click to add this social network to your profile.

Staff Departmental Location Management

1. This is a list of locations that your department are. If you are at the same location, simply select it from the list.

2. If you are not at the same location as your department, type the name or address of your building to search for it.

3. Once you've found your location, click on it to select.

4. You can make further edits to your location here.

5. A preview of your location information is generated here for you to see.

6. Click to save.

Department Management

1. Click here to add a new department.

2. Click here to change the ordering of the department.

3. These are the locations of the department, as ordered by the admin of this department.

4. Click here to edit this department's information and members.

5. Click here to delete this department.

Department Management – Ordering

1. Click here to save the order of the departments or cancel your changes.

2. Click here and drag this department to change the ordering.

Editing Department Information

1. Edit the department name then click here to save it.

2. Click here to add a new staff member (doesn't exist in the system or belong to any other departments).

3. Click here to add an existing staff member (already belongs to another department).

4. Click here to change the order of the staff members.

5. Click here to revoke this member's admin status.

6. Click here to edit this member's information.

7. Click here to remove this member from the department.

8. Click here to make this member an admin of this department.

9. Click here to add a team to this department.

10. Click here to change the order of the teams.

11. Click here to edit this team's information.

12. Click here to delete this team from the department.

13. Click here to add a location to this department.

14. Click here to change the order of the locations.

15. Click here to edit this location.

16. Click here to delete this location from the department.

Edit Profile

Office of the Assistant Vice-President, Student Life

Department Name Office of the Assistant Vice-President, Student Life [Save]

Staff Members

[Add a New Staff Member] [Add an Existing Staff Member] **1** [Save Staff Order] **2** [Cancel]

Click and drag any of the staff to arrange them in the order you want. When finished, click on "Save Staff Order" to save.

Lucy **Fromowitz** **3**
Assistant Vice-President, Student Life

Kristin **Radley**
Assistant to the AVP, Student Life

Teams

[Add a Team] **4** [Save Team Order] **5** [Cancel]

Click and drag any of the team to arrange it in the order you want. When finished, click on "Save Team Order" to save.

Student Retention Services **6**

No Description Added Yet

Staff Members
Helen Slade
Becky Smith

Information Technology

Information Technology

Team Leaders **Staff Members**
Nancy Okada   Andrew Perriccioli
                Do Anh Vu
                Jun Shen
                Tony Yau
                Won Yoo
                Anton Nguyen
                IT Help Desk

Locations

[Add a Location] **7** [Save Location Order] **8** [Cancel]

Click and drag any of the locations to arrange it in the order you want. When finished, click on "Save Location Order" to save.

Koffler Student Services Centre **9**

214 College Street, Main Floor Mezzanine, M5T 2Z9, Tel: (416) 946-7135 Fax: (416) 971-2152, (416) 971-2037 Email: student.life@utoronto.ca

Koffler Student Services Centre

214 College Street, 3rd Floor, M5T 2Z9

1. Click here to save the order of the staff members.

2. Click here to cancel the order changes of the staff members.

3. Click here and drag to change this staff member's order.

4. Click here to save the order of the teams.

5. Click here to cancel the order changes of the teams.

6. Click here and drag to change this team's order.

7. Click here to save the order of the locations.

8. Click here to cancel the order changes of the locations.

9. Click here and drag to change this location's order.

Add a New Staff Member

1. Click here to generate a temporary UTORid for this user. The real id can be entered in afterwards.

2. This will become the user's internal email.

3. Click to add this new staff member.

Add an Existing Staff Member

1. Enter the staff member's name to find them in the list below.

2. Click to reset the search results below.

3. Click on the names of the staff members you wish to add. They will become highlighted. Click on it again to unselect.

4. This is the number of staff members

5. Click here to add the staff members to the department.

Add a Team

Add A Team

Team Name **1**

Team Description **2**

Max Length: 500 Characters

3
Cancel Create Team

1. Enter the team name here.

2. Enter a brief description of the team here.

3. Click here to create the team. Members can be added after the team has been created.

Edit a Team

1. Click here to save your team name and description changes.

2. Click here to add a staff member from the department to this team.

3. Click here to revoke/give this team member's team leadership.

4. Click here to edit this user's account.

5. Click here to remove this user from the team

Add a Staff Member to a Team

1. Click on any staff member to select. Click again to unselect.

2. Click here to add these staff members to the team.

Add a Location

1. Type the name of the building or address here to filter the list of buildings.

2. Click here to reset the search results.

3. This is the list of the filtered buildings. Click on any of the buildings to copy its information to section 4.

4. Once the building has been selected, its details can be modified.

5. As the details are modified, a preview will appear here.

6. Click to save.

Edit Location

Location Management

Step 1:
Search by building name or address

[   ] [Reset]

Click on a building to select it

89 Chestnut Residence
89 Chestnut Street, M5G 1R1

Admissions and Awards
172 St. George Street, M5R 0A3

Alumni Hall
121 St. Joseph Street, M5S 1J4

Annesley Hall
95 Queen's Park, M5S 2C7

Anthropology Building

Step 2:
Edit the address information

Building
Koffler Student Services Centre (click to campus map)

Address [214 College Street]

Office Details [Main Floor Mezzanine]

Postal Code [M5T 2Z9]

Additional Information [   ]

Step 3:
Add the location's contact details

[   ] [Add Telephone]

1 [   ] [Add Fax] **2**

[   ] [Add Email]

			4
Telephone	(416) 946-7135		[Edit] [Delete]
Fax	(416) 971-2152 **3**		[Edit] [Delete] **5**
Fax	(416) 971-2037		[Edit] [Delete]
Email	student.life@utoronto.ca		[Edit] [Delete]

Location Preview

214 College Street, Main Floor Mezzanine, M5T 2Z9, Tel: (416) 946-7135 Fax: (416) 971-2152, (416) 971-2037 Email:
student.life@utoronto.ca

[Return to Office of the Assistant Vice-President, Student Life] [Save Address Information]

1. Enter the contact details for this location into any of these 3 boxes, depending on the type of information it is.

2. Click the corresponding button to add that information to the location.

3. A preview of the information appears here.

4. Click to edit any of the information.

5. Click to delete any of the information.

Staff Management

1. Click here to add a new staff member.

2. Click here to expand and see all staff members for all departments.

3. Click here to hide all staff members and only see the department names.

4. Type here to filter the list and find a staff member.

5. Click here to reset the staff list.

6. Click here to edit this department's information.

7. Click here to expand/collapse the department's information.

8. Click here to make this member a super admin.

9. Click here to edit this staff member's information.

10. Click here to delete this staff member completely from the system.

11. These are staff members who do not belong to any departments.

UTORid Management

1. Type in the new UTORid here.

2. Click here to save your changes.

Staff List Exportation

Staff List Exportation

Which departmental staff lists would you like to export?

Select All | **Unselect All**

☐ Office of the Assistant Vice-President, Student Life ☐ Centre for International Experience   ☐ Health Service
☐ Academic Success Centre   ☐ Counselling and Psychological Services ☐ Multi-faith Centre
☐ Accessibility Services   ☐ First Nations House   ☐ Office of Student Life
☐ Career Centre (St. George)   ☐ Hart House   ☐ Student Housing Service
☐ Centre for Community Partnerships   ☐ Health and Wellness   ☐ Student Retention Services

What data columns would you like to have?

Select All | **Unselect All**

☐ Department
☐ First Name
☐ Last Name
☐ Position Title
☐ Internal Email
☑ Public Email (Not everyone may have one)

If there are duplicate rows, do you still want to include them?
○ Yes
● No

Do you want to include users without an email in your list?
○ Yes
● No

Export To CSV File

1. Click here to select/unselect all the departments.

2. These are all the departments within the system.

3. Click here to select/unselect all the columns you want to have in your CSV file export.

4. The columns that will be in the CSV file.

5. If set to no, if there are any rows that are identical, they will not be inserted into the CSV file.

6. In the case that a user does not have an internal or public email, they will not be added to the list.

Regular Member Guide

Accessing Your Account
1. Login and navigate to your account by clicking "Manage My Account" in the top header links.

Select an avatar
1. Access your account.
2. On the page, click on "Change Avatar". You will be taken to the avatar management page. You have two options
   a. Upload your own picture.
      i. To upload your own picture, click on "Browse" and find the photograph on your computer you want to use as your avatar. Once chosen, click on "Upload Image".
      ii. You'll be taken to a page where you can see the image that you have uploaded. It must be cropped so that all avatars will be the same size.
      iii. To crop, simply left-click anywhere on the image and hold the left-mouse button.
      iv. While holding, drag the mouse and a square will appear. You can move the square around, resize it, etc… A preview of your avatar will appear on the right hand side.
      v. Once satisfied with your avatar, click on "save changes" to set the picture as your avatar. You can click on "cancel" anytime to return to your account page.
   b. Select a pre-existing avatar.
      i. Click on any of the pre-existing avatars to select.
      ii. Once selected, click on "save changes" at the bottom to set it as your avatar.

Manage contact details
1. Access your account.
2. At the top of the page, beside your avatar, you'll see 4 textboxes:
   a. First Name – Your first name
   b. Last Name – Your last name
   c. Internal Email – The email displayed inside staff online
   d. Public Email – The email displayed on any public websites
3. You can edit the information in any of the aforementioned textboxes. Once finished, click on "Save Changes" to set the changes.

Manage profile information
1. Access your account.

2. At the top of the page, click on "Edit Profile" to start managing your profile.
3. You can edit your profile information as you would with Microsoft Word. Simply edit it, and use the buttons in the toolbar directly above to manipulate the styling of your information.
4. Once you finish editing the information, you can choose whether or not this information will be seen publically or internally by clicking on the appropriate checkbox under the "display" label.
5. Once satisfied, save your change by clicking on "Save Profile Information and Current Project Changes"

Manage current projects

1. Access your account.
2. At the top of the page, click on "Edit Profile" to start managing your profile.
3. You can edit your current project information as you would with Microsoft Word. Simply edit it, and use the buttons in the toolbar directly above to manipulate the styling of your information.
4. Once you finish editing the information, you can choose whether or not this information will be seen publically or internally by clicking on the appropriate checkbox under the "display" label.
5. Once satisfied, save your change by clicking on "Save Profile Information and Current Project Changes"

Manage profile tags

1. Access your account.
2. At the top of the page, click on "Edit Profile" to start managing your profile.
3. To edit your tags, simply enter all your tags, separated by a semi-colon.
4. Click on "Update Tags" to save the tag changes.

Manage social networks

1. Access your account.
2. At the top of the page, click on "Edit Profile" to start managing your profile.
3. To add a social network, click on the "Add a Social Network" link at the bottom of the "Edit Profile" page.
   a. You will be taken to a page where you can choose the social network you wish to add.
   b. There are specific instructions for each social networks, so make sure you read it carefully.
   c. Once you've selected your privacy settings for that particular social network, click on "Add"

4. To edit a social network, click on the "Edit" button beside the social network you want to edit. You will be taken to a page similar to the "Add a Social Network page". After you're done making your changes, click on "Save"
5. To remove a social network, click on the "Remove" button beside the social network you want to remove.

Manage departmental information visibility

1. Access your account.
2. Once on the account page, choose the departmental information you want to edit by clicking on the appropriate tab with your department's name.
3. Click on "Edit Staff Info" to be taken to the edit page.
4. To prevent your information from being seen on any public site, click on "Do Not Display to Public". To allow your information to be seen on any public site, click on "Display to Public".

Manage departmental position title

1. Access your account.
2. Once on the account page, choose the departmental information you want to edit by clicking on the appropriate tab with your department's name.
3. Click on "Edit Staff Info" to be taken to the edit page.
4. Under the "Position Title" label, there is a textbox. This is where your position title is defined.
5. Once changes are completed, click on "Save Position Title"

Manage departmental contact details

1. Access your account.
2. Once on the account page, choose the departmental information you want to edit by clicking on the appropriate tab with your department's name.
3. Click on "Edit Staff Info" to be taken to the edit page.
4. To add a telephone or fax number, simply enter the number into the appropriate field.
5. You can set the privacy settings for the telephone or fax number as well.
6. Click on "Add Telephone" or "Add Fax" to add the information to your profile.
7. To edit any information, simply click on the "Edit" button
8. To remove any information, simply click on the "Delete" button

Manage departmental location details

1. Access your account.
2. Once on the account page, choose the departmental information you want to edit by clicking on the appropriate tab with your department's name.

3. Click on "Edit Location" to be taken to the Departmental Location Management page.
4. To edit your departmental location information:
    i. Select your building. You can either select the same building as your department in the list on the left hand side, or you can search for a St. George campus building in the list on the right hand side.
    ii. Once your building is found, click on it, and its details will be copied to the text boxes in step 2.
    iii. You can add extra information such as your office location or any additional details about your location. A preview will be generated on the right to give you an idea of what will appear.
    iv. Once satisfied, click on "Save Address Information" at the bottom.

Administrator Guide

Accessing a Department

1. Login and navigate to the department list by clicking "Manage Department" in the top header links.
2. Find the department you want to work with and click on the "edit" button.

Edit department name

1. Access the department.
2. A textbox with the label "Department Name" will be at the top of the page. This is where the department name is defined.
3. Once finished with changes, click on "save" beside the textbox.

Add existing staff members to a department

1. Access the department.
2. Click on "Add an Existing Staff Member" under the "Staff Members" header.
3. A small window will pop up. To search for a name, simply type the name in to the textbox beside the "Search Staff Names" label.
4. The list of names will be filtered.
5. Once the staff member appears, click on their name to select them. The list of names will reset and you will be able to search for another staff member to add.
6. Once finished selecting all the names, click on "Add Staff Member(s)" at the bottom.

Create new staff members and add them to a department

1. Access the department.
2. Click on "Add a New Staff Member" under the "Staff Members" header.
3. You will be taken to a new page with four textboxes:
   a. UTORid
      Each staff member needs to have a UTORid. If you do not have the new staff member's UTORid, you can give them a temporary one by clicking on the "Click to Generate a Temporary UTORid" button. The real UTORid can be assigned later.

   b. First Name
      The staff member's first name is required.

   c. Last Name
      The staff member's last name is required.

d. Email
The staff member's email is optional. This will become their "internal email".
4. Once everything has been filled out, simply click on "Create Account" and you will be taken back to the department page.

Remove staff members from a department

1. Access the department.
2. Find the staff member you wish to remove. They will be in the list of staff members under the "Staff Members" header.
3. Once the staff member has been found, click on "Remove" to the right side of the row.

Mange departmental staff list member order

1. Access the department.
2. Click on "Change Staff Order" under the "Staff Members" header.
3. To change the order, simply drag the staff members up or down.
4. Once satisfied with the order, click on "Save Staff Order" under the "Staff Members" header.

Manage Members

1. Access the department.
2. Find the staff member whose admin status you wish to edit.
3. To make that staff member an admin, click on "edit" to the right of the row.

Deactivate Members

1. Access the department.
2. Find the staff member whose admin status you wish to edit.
3. To make that staff member an admin, click on "edit" to the right of the row.
4. Once on the staff member's profile page, click on "Deactivate" at the top left to deactivate the staff member.

Reactivate Members

1. Access the department.
2. Find the staff member whose admin status you wish to edit.
3. To make that staff member an admin, click on "edit" to the right of the row.
4. Once on the staff member's profile page, click on "Activate" at the top left to deactivate the staff member.

Change Member's UTORid

1. Access the department.
2. Find the staff member whose admin status you wish to edit.
3. To make that staff member an admin, click on "edit" to the right of the row.
4. Once on the staff member's profile page, click on "Change UTORid" at the top right.
5. You'll be taken to the UTORid Management page. Fill out the new UTORid.
6. Click on "Save Changes".

Mange Admins

7. Access the department.
8. Find the staff member whose admin status you wish to edit.
9. To make that staff member an admin, click on "Make Admin" to the right of the row.
10. To remove that staff member as an admin, click on "Remove Admin" to the right of the row.

Create Teams

1. Access the department.
2. Click on "Add a Team" under the "Teams" header in the middle of the page.
3. You will be take to the "Add a Team" page. Only the team name is required.
4. Once finished, click on "Create Team".

Edit Teams

1. Access the department.
2. Find the team you want to edit in the list of teams under the "Teams" header in the middle of the page.
3. Click on "edit" to the right of the team to be taken to the Team Editing page.
4. Once satisfied with your changes, click on "Save Description Changes"

Delete Teams

1. Access the department.
2. Find the team you want to delete in the list of teams under the "Teams" header in the middle of the page.
3. Click on "Delete" to the right of the team to be taken to the Team Editing page.

Add members to teams

1. Access the department.
2. Access the "Team Edit" page of the team you want to add members to.
3. Under the "Team Members" header, click on "Add Staff Member"
4. A window will appear with all the members of the department who are not on the team yet.

5. Click on all the staff members to be added to select them.
6. Click on "Add Staff Member(s)"

Remove members from teams

1. Access the department.
2. Access the "Team Edit" page of the team you want to remove members from.
3. Find the staff member in the list of staff members under the "Team Members" header.
4. Click on "remove" to the right of the staff member.

Mange team order

1. Access the department.
2. Click on "Change Team Order" under the "Team" header.
3. To change the order, simply drag the team up or down.
4. Once satisfied with the order, click on "Save Team Order" under the "Team" header.

Manage team leaders

1. Access the department.
2. Access the "Team Edit" page of the team you want to manage team leaders.
3. Find the staff member in the list of staff members under the "Team Members" header.
4. Click on "Make Team Leader" to the right of the staff member to make the staff member a team leader.
5. Click on "Remove as Team Leader" to the right of the staff member to remove the staff member's "Team Leader" status.

Add locations

1. Access the department.
2. Click on "Add a Location" under the "Locations" header at the bottom of the page.
3. Search for your building by typing its name or address into the textbox below "Step 1"
4. The list of buildings will be filtered as you type. Select your building by clicking on it.
5. The building details will be copied to the textboxes on the right side of the page under the "Step 2" header. You can edit it to include extra details.
6. Once satisfied, click on "Save" to add the new location.
7. At this point, you will have the option to add this location's contact information such as Telephone, Fax, and Email. To add this information, simply fill the information in any of the textboxes under the "Step 3" header and click the corresponding "Add" button.

Edit locations

1. Access the department.
2. Find the location you want to edit in the list of locations under the "Locations" header at the bottom of the page
3. Click on "edit" to the right of the location to be taken to the Location Editing page. This page is similar to the "Add Locations" page.
4. Once satisfied with your changes, click on "Save Address Information"

Remove locations

1. Access the department.
2. Find the location you want to edit in the list of locations under the "Locations" header at the bottom of the page
3. Click on "Delete" to the right of the location.

Manage location order

1. Access the department.
2. Click on "Change Location Order" under the "Locations" header.
3. To change the order, simply drag the team up or down.
4. Once satisfied with the order, click on "Save Location Order" under the "Locations" header.

Export Staff List Information

1. Login and click "Staff List Exportation" in the top header links.
2. Select the departments you wish to export the staff list from in the "Departmental Staff List" listing.
3. Select the columns you would like to be exported in the "Data Columns" listing.
4. Click on "Export to CSV file" to download a csv file with all the data you've requested.

Super Administrator Guide

Manage super administrators
1. Login and navigate to the staff list by clicking "Manage Staff" in the top header links.
2. Find the staff member by either typing their name into the textbox beside the "Search by Staff Info" textbox.
3. Click on "Make Superadmin" to grant the staff member super administrator privileges.
4. Click on "Remove Superadmin" to provoke the staff member's super administrator privileges.

Add staff members
1. Login and navigate to the staff list by clicking "Manage Staff" in the top header links.
2. Click on "Add a New Staff Member" at the top of the page.
3. You will be taken to a new page with four textboxes:
   a. UTORid
      Each staff member needs to have a UTORid. If you do not have the new staff member's UTORid, you can give them a temporary one by clicking on the "Click to Generate a Temporary UTORid" button. The real UTORid can be assigned later.

   b. First Name
      The staff member's first name is required.

   c. Last Name
      The staff member's last name is required.

   d. Email
      The staff member's email is optional. This will become their "internal email".
4. Once everything has been filled out, simply click on "Create Account" and you will be taken back to the staff list page.
5. Since this user is new and not yet associated with a department, they will be at the bottom of the page, in the "Staff members not associated with a department" section.

Delete staff members
1. Login and navigate to the staff list by clicking "Manage Staff" in the top header links.

2. Find the staff member by either typing their name into the textbox beside the "Search by Staff Info" textbox.
3. Click on "Delete" to permanently remove the user from the system.

Create departments

1. Login and navigate to the department list by clicking "Manage Department" in the top header links.
2. Click on "Add a New Department" at the top of the page.
3. Provide the department's name.
4. Provide the department's code (you should ask IT for this code).
5. Click on "Create Department"

Change the department order

1. Login and navigate to the department list by clicking "Manage Department" in the top header links.
2. Click on "Change Department Order" at the top of the page.
3. To change the order, simply click and drag the departments up or down.
4. Once satisfied with the order, click on "Save Department Order" at the top of the page.

Glossary of Terms

Avatar

This is a photographic representation of a staff member. Staff members can choose their own or select a pre-determined avatar. Avatars' privacy settings cannot be set, therefore it will always be shown on the internal sites and public sites (if the profile is public).

Departmental Staff Location Info

A staff member's location can actually vary depending on the department they are a part of. Hence, the term "Departmental Staff Location" is used to refer to a staff member's specific location pertaining to a particular department.

Departmental Staff Info

A staff member's information can actually vary depending on the department they are a part of. Hence, the term "Departmental Staff Info" is used to refer to a staff member's specific information pertaining to a particular department. Examples of departmental staff info include:
- Position Title
- Location
- Telephone information
- Fax Information

Internal

This refers to the Staff Online website. The Staff Online website can only be seen by other Student Life staff.

Public

This refers to any public website maintained by Student Life IT. This information can be seen by anyone with access to the site, including students, faculty, staff, etc…

Tags

Staff members can add "tags" to their profiles. Tags are meant to help when searching for information. For example, one can search for profiles with the "student life" tag, and a listing of all the staff members with that particular tag would appear.

Team

A team is a grouping of staff members within a department. This is to help further organize department members, since not everyone has the same role or work together. Examples of a team would be the Office of the AVP's IT team or the Career Center's ERM team.