

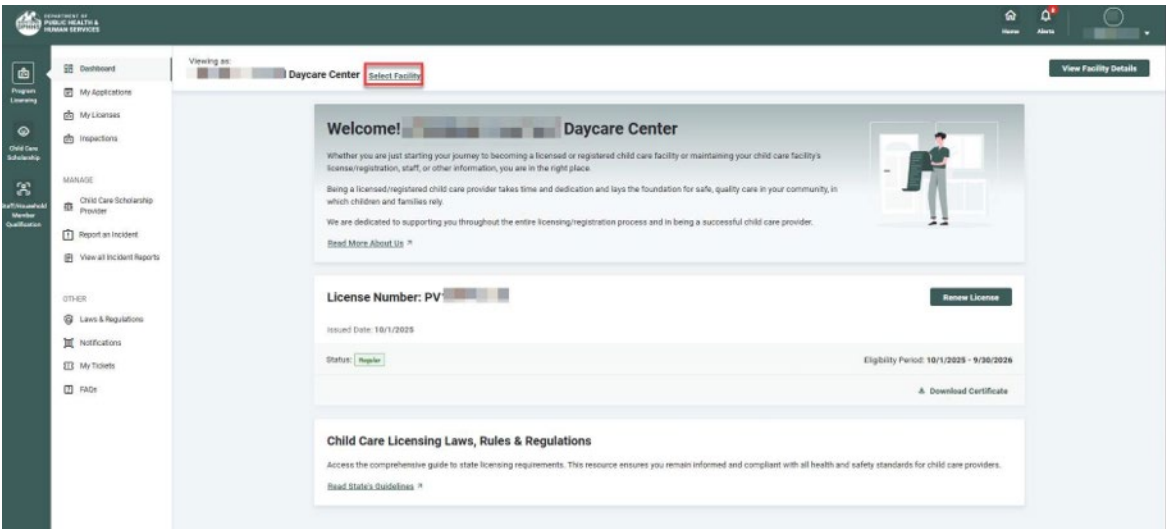


Add New Staff, Disassociate Active Staff or Cancel Pending Staff

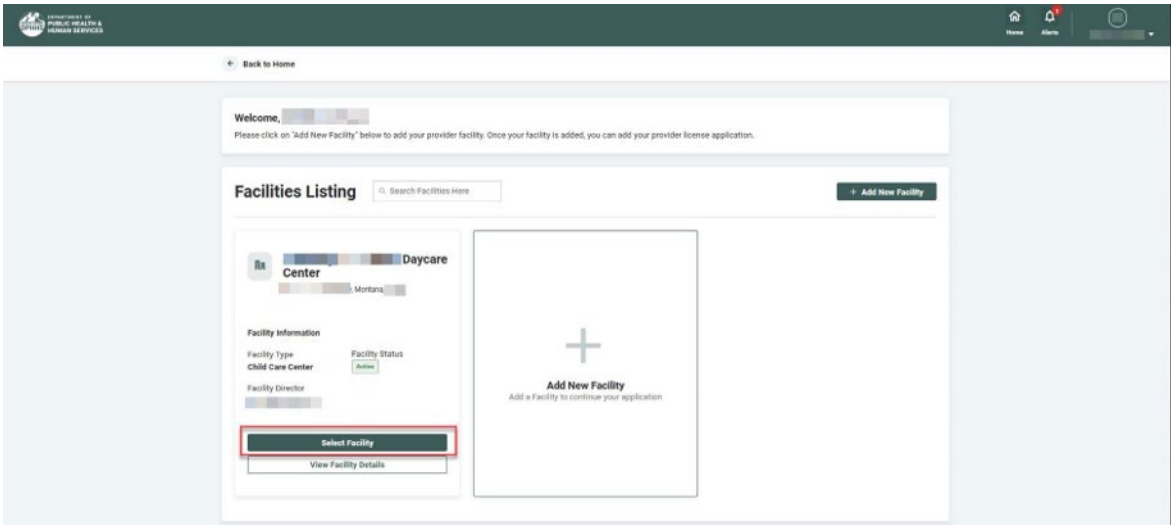
Follow these steps to make changes to staff working at your facility.

NAVIGATE TO THE MANAGE STAFF PAGE

1. From the **Facility Dashboard**, locate and click **Select Facility** at the top of the page next to your facilities name.

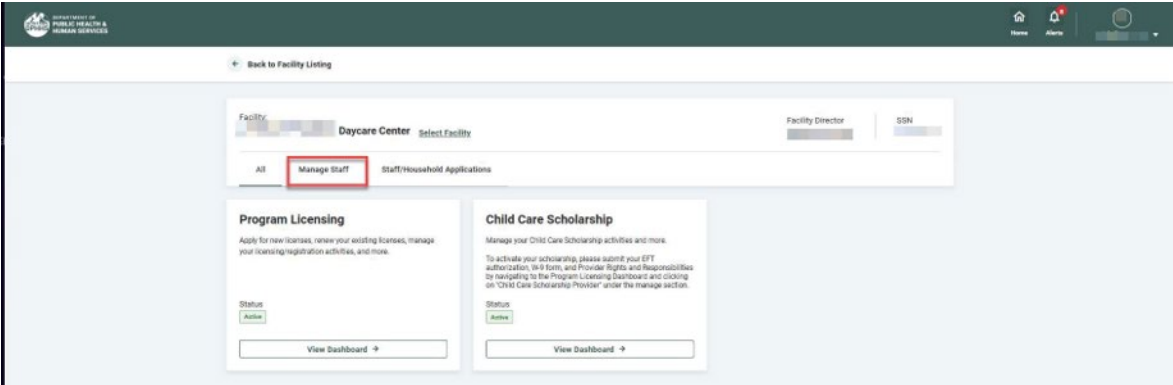


2. On the facility selection screen, click **Select Facility** on the facility information card to select or confirm the facility you want to manage.



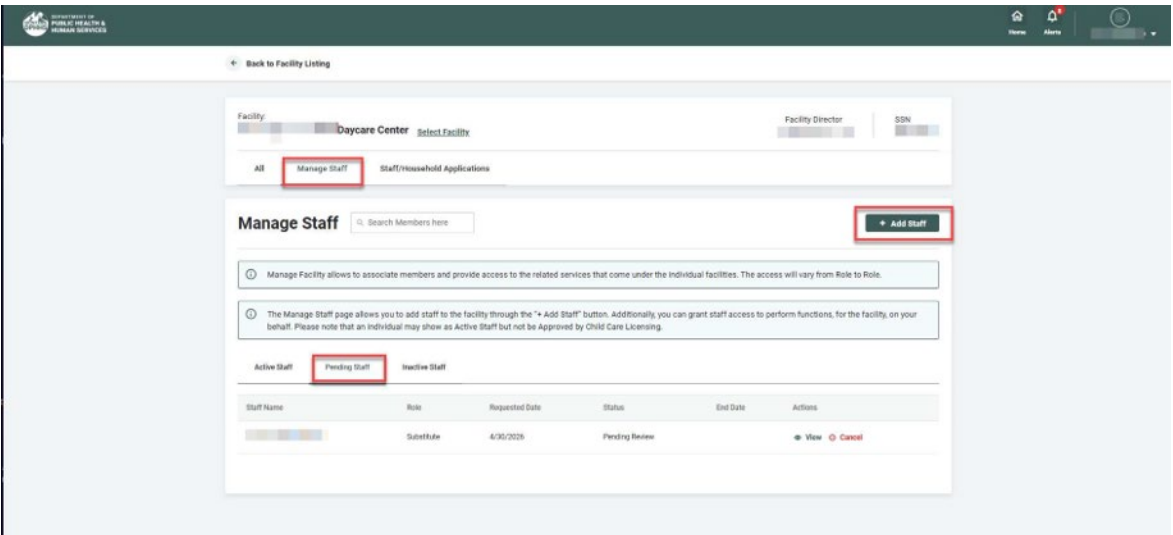


3. Once the facility dashboard loads, locate the tabs along the top and click Manage Staff.



ADD NEW STAFF

1. From the Manage Staff page, you can add new staff members or manage staff who are currently active or pending.
- a. To add new staff click the **Add Staff** button on the right side of the screen.



2. On the next page, locate and click the **+ Add Staff** button on the right side of the screen.



3. You will be taken to the staff search page where you can input search options.
4. If the individual has previously been a caregiver, select **Search by Name, Email or Person ID**.
5. Enter the required information to search for the individual. The search must include all of the following:
 - **Last Name**
 - **Date of Birth**
 - **One additional identifier:**
 - **Email Address, or**
 - **Social Security Number**

6. Click Search in the bottom right corner of the screen

Note: The information you enter must match the information already in the system **exactly**. If you are certain the individual is already in the system, but the search does not return a result, please contact us for assistance.



- 7. Review the search results. If multiple results are displayed, use the scroll bar on the right side of the window to view all available results.
- 8. Locate the staff member you want to add.
- 9. On the right side of the screen, locate the Select column.
- 10. Select the individual that you want to add by clicking in the Circle under "Select" on the right side of the screen then click save at the bottom.

Add Staff Member

Reset Search

Search Result (1)

Full name	Date Of Birth	Email Address	SSN	Other Names Known By	Select
Jane Doe	01/10/1990	Jane_Doe@Hotmail.com			☐

< 1 >

Cancel Save

- 11. Use the scroll bar on the right side of the window to move through the staff member's information.
- 12. Review the information that is already displayed looking for any fields marked with a red asterisk (*).
- 13. Be sure to complete the following information, if required:
 - Role at Facility
 - Date of Hire
 - Residential Address
 - Mailing Address
 - Important: Enter the State Field Last

Add Staff Member

Race

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

☒ Prefer not to answer

*Role at the facility: Select a Role at the facility

*Date of Hire: MM/DD/YYYY

Date of Termination: MM/DD/YYYY

Address Information

Residential Address

Search Address

Cancel Save

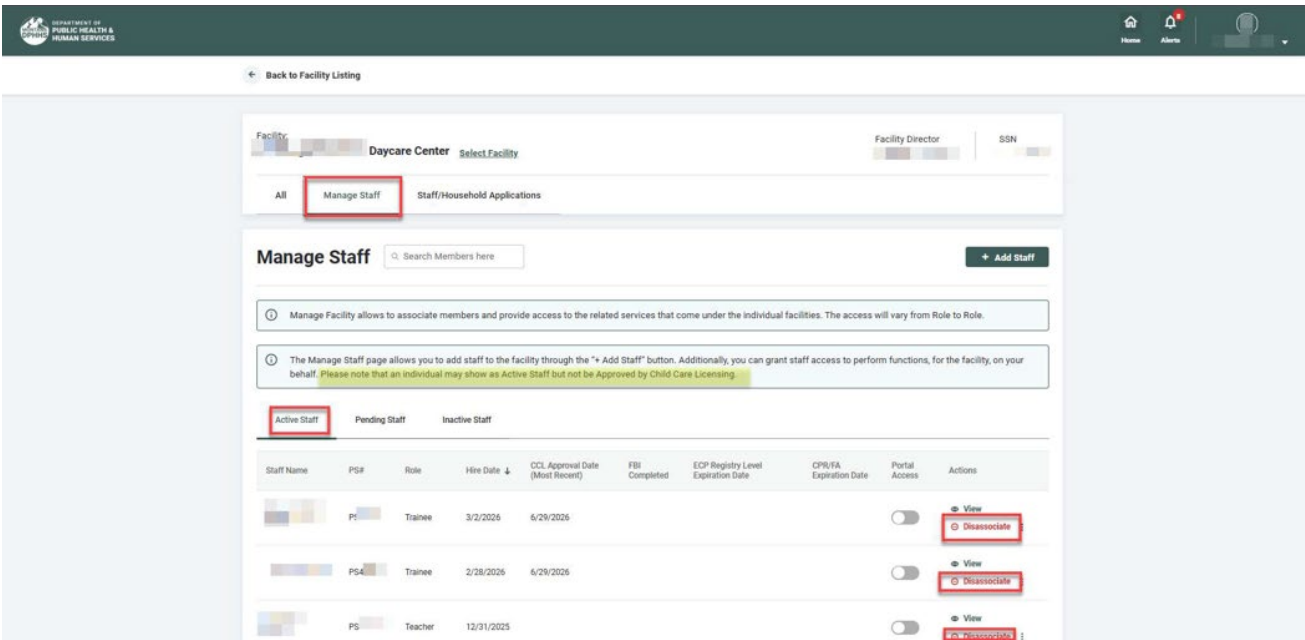


Note: If you enter the State before completing the other address fields, the remaining fields may lock and prevent you from entering the required information.

DISASSOCIATE AN ACTIVE STAFF MEMBER

Use the **Active Staff** list when you need to remove a staff member who is currently active at the facility.

1. Navigate to the **Manage Staff** page tab from the Facility Dashboard.
2. Locate the **Active Staff** list tab on the middle left of the screen.
3. Review the list and locate the staff member you want to remove.
4. In the far-right column under “actions” Click **Disassociate**.
5. Follow any additional prompts to complete the disassociation.



CANCEL A PENDING STAFF MEMBER

Use the **Pending Staff** list when you need to remove a staff member whose status is still pending.

1. Navigate to the **Manage Staff** page from the Facility Dashboard.
2. Locate the **Pending Staff** list tab in the middle left of the screen.
3. Review the list and locate the staff member you want to remove.
4. In the far-right column under “actions” Click **Cancel**.
5. Follow any additional prompts to complete the cancellation.



DEPARTMENT OF
PUBLIC HEALTH &
HUMAN SERVICES

Home Alerts

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Facility:

Daycare Center

[Select Facility](#)

Facility Director SSN

All

Manage Staff

 Staff/Household Applications

Manage Staff

+ Add Staff

Manage Facility allows to associate members and provide access to the related services that come under the individual facilities. The access will vary from Role to Role.

The Manage Staff page allows you to add staff to the facility through the "+ Add Staff" button. Additionally, you can grant staff access to perform functions, for the facility, on your behalf. Please note that an individual may show as Active Staff but not be Approved by Child Care Licensing.

Active Staff

Pending Staff

Inactive Staff

Staff Name	Role	Requested Date	Status	End Date	Actions
	Substitute	4/30/2026	Pending Review		View Cancel