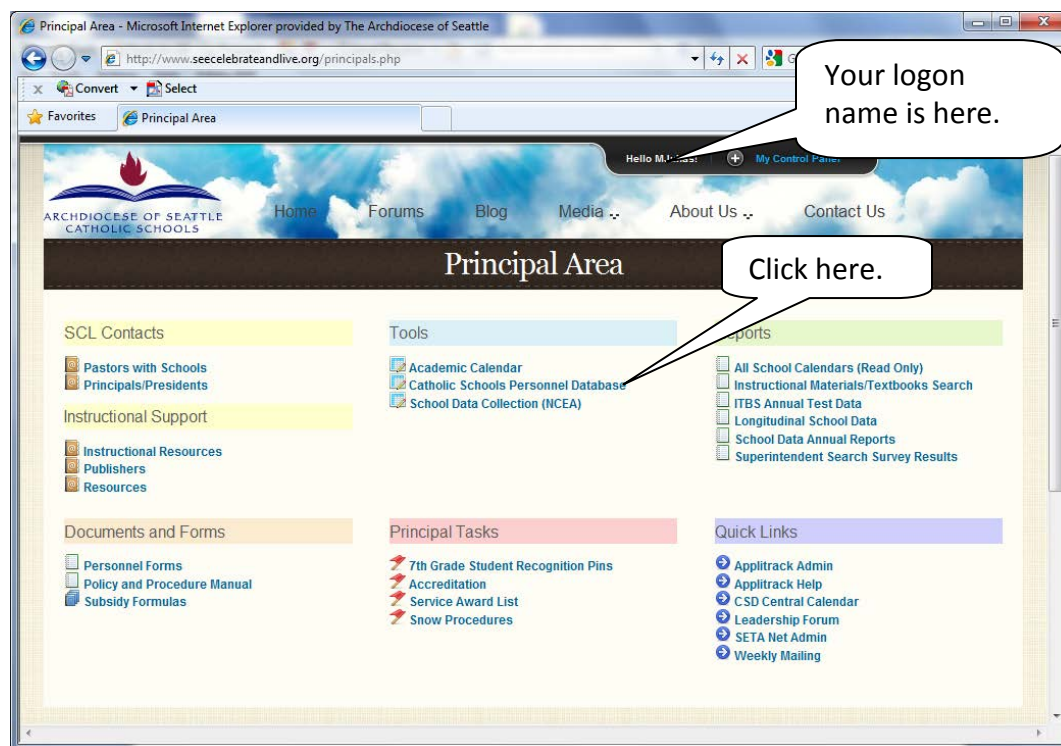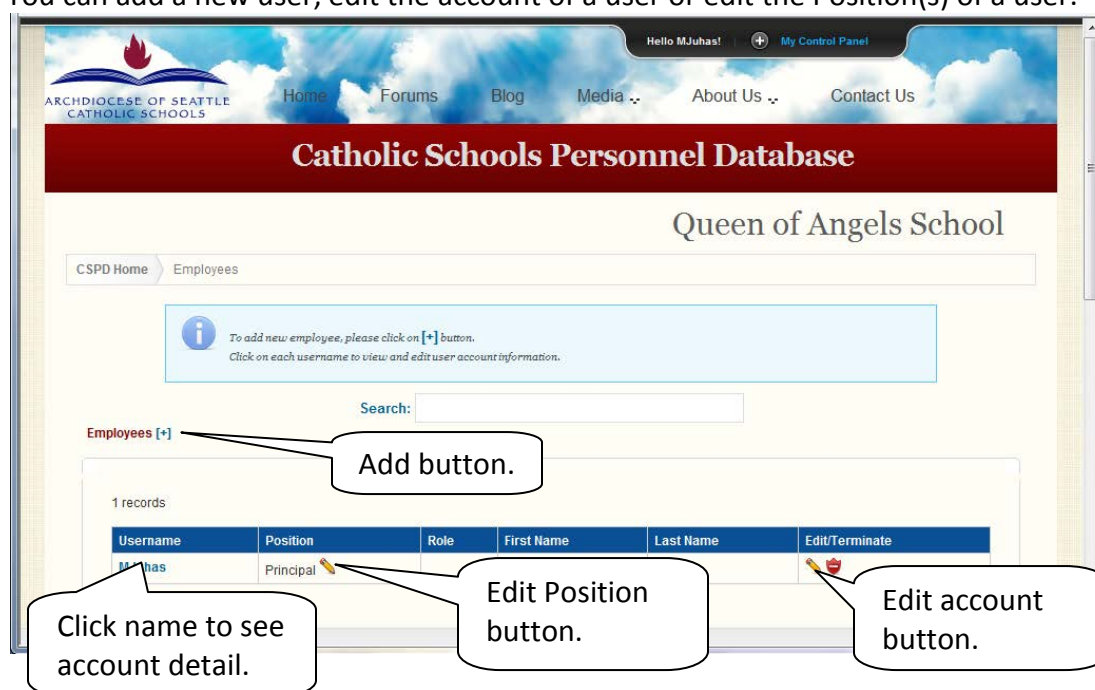# CSPD Tutorial for Principals

Log on to SeeCelebrateAndLive.org and click to the Principal Area.
Click on Catholic Schools Personnel Database under the Tools heading.

You can add a new user, edit the account of a user or edit the Position(s) of a user.

How to add a new user.

This screen is where the administrator creates the basic user account. After the account is created by the administrator, the employee can enter additional information (such as address and phone). Think of this as the new E-1 form.

A single user can have multiple Positions and multiple Roles. As Principal you have been assigned the Role of School Leader. You will not see this role in the list of Roles shown above, because only Principals and Presidents have this role and you cannot assign it to any of your employees. You can assign School Administrator of CSPD to add/edit/delete the Employee List.

Whenever possible, use the school's email address, (staffname@myschool.org)
We suggest you have a standard password for new users (like changeme)
As the school administrator of CSPD, you can reset a password. By checking the box under Roles, the login name and password are sent to the user. When done, click Save

How to see a user account.

If you just want to see what is in an account click on the user name in the left column of your list of employees. After viewing if you want to edit some data, then click on the pencil. If you want to add a position, click the [+] symbol to the right of Current Positions header.

How to edit an existing user account

By clicking on the Edit Account button you will see the Edit Profile screen. This screen allows you to edit the employee data. Click on Save at the bottom when you are done editing.

This screen includes all the current data items. There will be others added as we find the need. This is the screen that the user would normally enter or edit data.

SAVE!

How to add a position

After clicking + (see page 3), you will get a fresh position screen.
Use the dropdown menu to select the best description from the list. Notice Grade(s) is optional; in general leave this blank for non-classroom employees. Fill in a number from 0 to 1.0 as the FTE (Full Time Equivalent). Don't forget to save.

How to edit a position

This screen is shown when you click the pencil icon to the right of a position. It is similar to the previous add screen, except that it shows the information previously entered for this position. Edit as needed and Save.

CSPD Home Employees Edit Employment

Edit Employment

ⓘ Please fill out the form below for EACH position.

First Name*:	Carl
Last Name*:	Swenson
School:	Catholic Schools Department, Seattle
Position*:	Volunteer
Grades:	☐ Pre-K ☐ K ☐ grade 1 ☐ grade 2 ☐ grade 3 ☐ grade 4 ☐ grade 5 ☐ grade 6
FTE*:	0.25
Certified*:	Non-Certified
Hire Date*:	2000-01-01
Terminated Date:	

Save   Cancel

How to terminate/remove an existing user position

After clicking the red shield icon (see page 3), you will get the screen below.
As noted in the blue information box, you can terminate this person's employment or you can remove this single position.