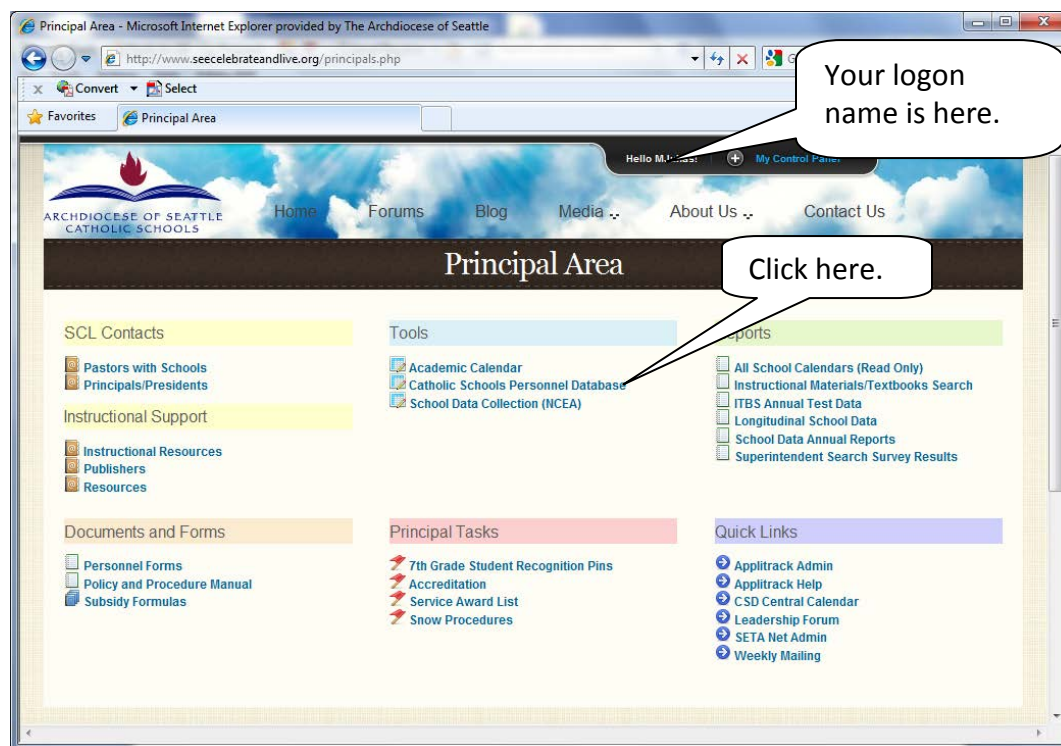
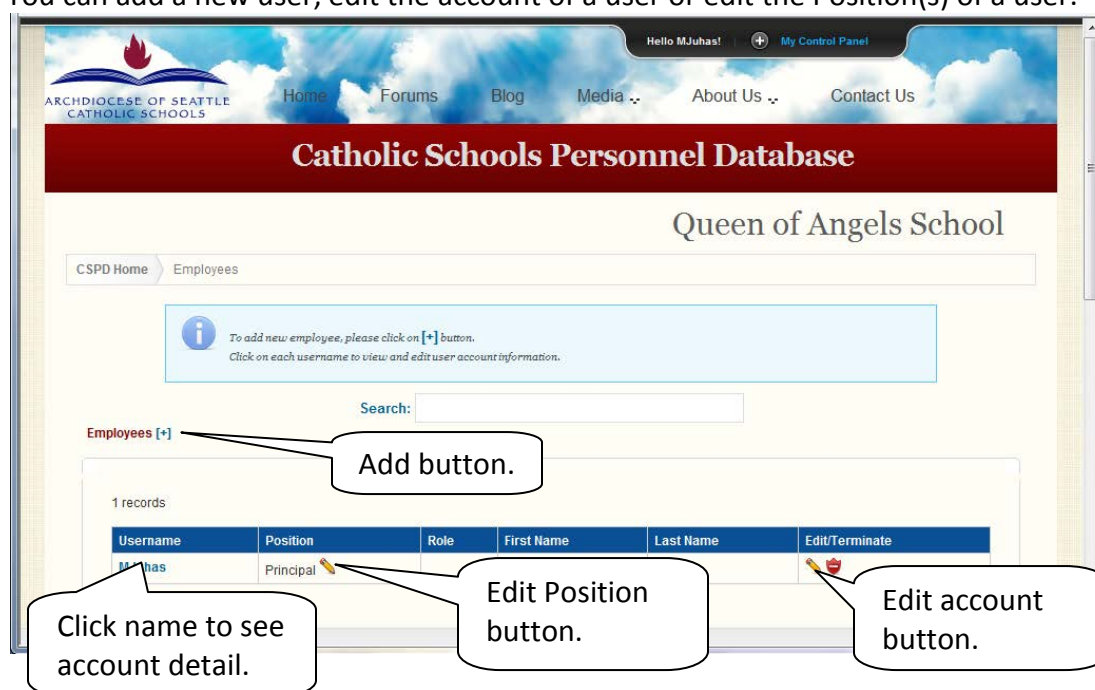


CSPD Tutorial for Principals

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

View User - Microsoft Internet Explorer provided by The Archdiocese of Seattle

http://www.seecelebrateandlive.org/profile/administration/authentication/add_user.php

File Edit View Favorites Tools Help

Convert Select

See Celebrate and Live - See Celebrate and Live - C... View User

CSPD Home Authentication Employees Create User

Create User

First Name*:

Last Name*:

Middle Name:

Email*:

Password*:

School*: Catholic Schools Department, Seattle

Position*: --- Select Position ---

FTE*:

Hire Date*:

Role*: ☐ Role Definitions and Permissions

- ☐ Principal Delegate
- ☐ ProQuest Subscription Member
- ☐ Safe Environment Coordinator
- ☐ School Administrator of CSPD
- ☐ School Data (NCEA) Editor + Salary
- ☐ School Data (NCEA) Editor - No Salary
- ☒ School Employee
- ☐ School Leader

☐ Check here to email login information (Username/Password) to this user.

Save

Default position

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.

The screenshot shows a web browser window titled "View User - Microsoft Internet Explorer provided by The Archdiocese of Seattle". The address bar shows the URL: http://www.seecelebrateandlive.org/profile/administration/authentication/view_user.php?user_id=351. The page displays user information for Michael Juhas, including a "Reset/Send User Login Info" button, personal details (First Name, Last Name, Middle Name, Username, Email, Secondary Email, Birth Date, Gender, Ethnicity, Religion, Home Parish, SETA, CICS Date, Address, Phones), Role (Can edit all tools, Delete users, Change users, Add users, Add, Change and Delete users, Access Admin Dashboard, Can view and edit salary information, Can view all tools, Can view Principals Area), Awards Received, Endorsements, and Notes.

Annotations on the screenshot:

- Edit Account button, see page 4**: Points to the pencil icon next to the "Account Information" header.
- Data shown here.**: Points to the user information fields.
- Add position, see page 5**: Points to the green plus sign next to the "Current Positions" header.
- Edit a Position see page 6**: Points to the pencil icon in the "Action" column of the "Current Positions" table.
- Terminate a Position see page 7**: Points to the red shield icon in the "Action" column of the "Current Positions" table.

Position	School	Grades	FTE	Certified	Hire Date	Action
Principal	Queen of Angels School, Port Angeles		1.00		0000-00-00	 

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.

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Catholic Schools Personnel Database

Queen of Angels School

My Profile Edit Profile

Edit Profile

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.

Title: Mr
First Name: M
Last Name: Ju
Middle Name:
Username: Ju
Email: ju
Secondary Email:
Password: **
Birth Date: 19
Gender:
Ethnicity:
Religion: R
Home Parish: 0
SETA: 62
SETA Date: 00
CICS Date: 00
Address: 10
Address:
City: Pe
State: W
Zip: 98
Day Phone: (9
Cell Phone: (9
Awards Received:

SAVE!

Save Cancel

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.

The screenshot shows a web browser window titled "View User - Microsoft Internet Explorer provided by The Archdiocese of Seattle". The address bar shows the URL: http://www.seecelebrateandlive.org/profile/administration/authentication/add_job.php?user_id=15. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a "Convert" button and a "Select" button. The page content is titled "Add Employment" and includes a navigation bar with "CSPD Home", "Employees", and "Add Employment". A blue information box states: "Please fill out the form below for EACH position." The form fields are as follows:

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


At the bottom of the form are two buttons: "Save" (green) and "Cancel" (blue). The Windows taskbar at the bottom shows various application icons and the system clock indicating 1:26 PM on 11/10/2011.

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*:

Last Name*:

School:

Position*:

Grades:

☐ Pre-K

☐ K

☐ grade 1

☐ grade 2

☐ grade 3

☐ grade 4

☐ grade 5

☐ grade 6

FTE*:

Certified*:

Hire Date*:

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.

The screenshot shows a web browser window titled "View User - Microsoft Internet Explorer provided by The Archdiocese of Seattle". The address bar shows the URL: http://www.seecelbrateandlive.org/profile/administration/authentication/terminate_job.php?user_id=15&id=16144. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "View User".

The web page has a breadcrumb trail: [CSPD Home](#) > [Employees](#) > [Remove Position](#). The main heading is "Remove Position".

A blue information box contains the following text:

i To terminate this position, please fill out termination date below and click on Terminate button.
If this is the only position this employee has, removing this position will remove him/her from your school.
If this position was entered incorrectly, please simply click on Remove below.

Below the information box, the following fields are displayed:

First Name*:	Carl
Last Name:	Swenson
School:	Catholic Schools Department, Seattle
Position*:	Volunteer
Grades:	
FTE*:	0.25
Certified*:	nc
Hire Date*:	2000-01-01
Removed Date:	<input type="text"/>

At the bottom, there are three buttons: "Terminate" (red), "Remove" (dark red), and "Cancel" (blue).