





# Staff Errors




## Missing Educator ID

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Staff ID SDA** field and type the staff member's SDA ID.
7. Click **Save**.




## Missing Title/Position

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **Human Resources**.
5. Select a **Staff Title** in the drop-down list.
6. Click **Save**.




## Missing Email

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click  (Edit) in the **Contact** pod in the info pane.
5. Type the staff member's email address in the **Primary Email** field. The **Primary Email** must match the email in the **NAD Dashboard User Manager**.
6. Click **Save**.



## Incorrect E-mail

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click  (Edit) in the **Contact** pod in the info pane.
5. Type the staff member's email address in the **Primary Email** field. The **Primary Email** must match the email in the **NAD Dashboard User Manager**.
6. Click **Save**.




### Missing Address Line 1/City/State/Postal Code

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click  (Edit) in the **Contact** pod in the info pane.
5. Type **Address** information.
6. Click **Save**.



### Missing Gender

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select the staff member.
4. Click **Demographics**, then select **Basic** to expand Staff information.
5. Select **Gender** from the drop-down list.
6. Click **Save**.



### Value of 'Phone' must contain digits (numbers).

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click  (Edit) in the **Contact** pod in the info pane.
5. Verify **Home Phone** and **Cell Phone** only contain numbers and dashes. If there are any other characters, remove them using the backspace key on the keyboard.
6. Type the correct phone number in the form of 123-456-7890.
7. Click **Save**.



### Missing Denom certification type

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Denominational Certification** field and select an option from the drop-down list.
7. Click **Save**.



### Missing State certification expiration

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **State Certification Expiration** field and type the date or select from the drop-down calendar.
7. Click **Save**.



### Missing Certification state

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **State Certification State** field.
7. Type the State.
8. Click **Save**.



### Missing Experience Denominational

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Experience Denominational** field and type the number of years of denomination experience.  
This entry must be numeric only. For instance, if the staff member has 4 years of demonational experience, type 4.
7. Click **Save**.

### Missing Denom Certification Expiration

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Denominational Certification Expiration** field and type the date or select from the drop-down calendar.
7. Click **Save**.



### Missing Highest Degree

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **Education**, then select **Degrees** to expand the staff degree information.
5. Click **+** (Add).  
The **Add Degree Record** screen displays.
6. Select a **Degree Type** from the drop-down option.
7. Type the **School**, **Degree Name**, and **Year** the degree was earned.
8. Click **Save and Close**.



### Educator must have a current role for this school in the User Manager

Login to NAD Dashboard User Manager to fix.




The “(enter title here)” title is **Classified** according to the list of staff titles but the **is\_classified** field for this person says they are non-classified. These fields must agree.

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Staff is Classified?** checkbox.
7. Click **Save**.

The “(enter title here)” title is non-classified according to the list of staff titles but the **is\_classified** field for this person says they are classified. These fields must agree.

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Clear the **Staff is Classified?** checkbox.
7. Click **Save**.

### Associated Teacher record not found

1. From RenWeb , click  (Menu).
2. Click **Academics**, then click **Courses & Classes**.
3. Select the **Course**.
4. Select the **Class Section**.
5. Click  (Edit) in the **Instructors** pod in the info pane.
6. Select an instructor from the **First** instructor drop-down.
7. Click **Save**.