

### STAFF ID Searching/Updating /Modification

The Staff ID tab is where the user can search the system for existing Staff to add to the PCA system as Employees or create new IDs for staff that do not have an existing ID. Once staff are added as Employees, they can then be Assigned to Positions. Non-TLA IDs may be updated here.

On the Home page, click on PCA

#### DISTRICT HOMEPAGE

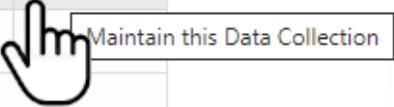
**Search Options**

School Year	2022 - 2023
Data Collection Type	Select a Data Collection Type

Search Clear

**Data Collection Listing**

School Year	Data Collection Type	Status	Action
2022 - 2023	Personnel Categorical Aid	ESY Term In Process   Regular Term In Process   Para Inservice Not Started	
2022 - 2023	Private School Participation	Not Yet Submitted	



Then click the Staff ID tab, to access the Staff ID Lookup/Creation:

Summary **Staff ID** Employees Positions / Assignments Para Inservice

Trainings will be posted [www.ksde.org/Default.aspx?tabid=538#PCA](http://www.ksde.org/Default.aspx?tabid=538#PCA)



**STAFF ID**

<b>Lookup Information:</b>	
Staff ID / Teacher ID:	<input type="text"/>
Legal Last Name:	<input type="text"/> *
Legal First Name:	<input type="text"/> *
Legal Middle Name:	<input type="text"/>
Name Suffix:	<input type="text"/>
Gender Code:	<input type="text"/> *
Birth Date:	<input type="text"/> *
Previous Last Name:	<input type="text"/>
Hispanic Indicator:	<input type="text"/> *
Race:	<input type="text"/> *
* Indicates required field for searches if the Staff ID/Teacher ID is left blank.	
Search Clear	

<b>Import Staff ID file:</b>	
Download Template:	<input checked="" type="checkbox"/> Download Staff ID Template for Importing
Select file to upload:	<input type="button" value="Choose File"/> No file chosen
Has Header Record:	<input type="checkbox"/> Has Header Record?
Upload Process Near Matches	

Searching can be done by Staff ID or by demographic information. To search using demographics, enter information for at least all fields marked with an asterisk.

- The ID number system is managed by eScholar and PCA uses the same pool of numbers as the Educator IDs used for teacher licenses. Please use care when creating ID numbers.
- If someone has special education experience in Kansas in the last 3 years, they probably have an ID number. Contact the program manager if you can't find it before creating a new ID.
- KSDE licensed personnel will have ID numbers issued by KSDE (labeled as created by "TLA"). Use those numbers in CAPS, do not create new ID numbers for KSDE licensed staff.
- IDs created by TLA cannot be modified by PCA users.

If a match is found, it will display in a grid beneath the Search fields.

Possible Matches												
Staff ID	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Hispanic	Ethnicity	Match Probability	Created By	Use this ID	Update this record
8785567663	Alden	E	Hermione		F		No	Multiple Races	98	PCA		
2679623797	Alden	E	Gertrude		F		No	Did Not Provide	98	TLA		

[Create New ID](#)

IDs created by Teacher Licensure cannot be modified by PCA. The name or birthdate can only be updated by the individual submitting a request to Teacher Licensure

An ID that was created by a district may be updated by

- 1) Bring up the ID by searching by ID number
- 2) Change the "search fields" to reflect the correct information
- 3) Click the cloud icon under "Update this record"
- 4) Click the diskette under "Use this ID" to pull the corrected information into PCA.

If nothing similar is found, the option to create a new record will appear. Please use this option responsibly, if someone has worked in special education in the last few years, they probably do have an ID. Contact [ealden@ksde.org](mailto:ealden@ksde.org) for help in finding an existing ID.

**Search Results**

This staff does Not exist In eScholar. Please enter information for the new staff member in the data fields above and click the button below to create a new record.

After creating a new ID, you must still click "Use this ID" to have the ID available within PCA.