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

<table>
<thead>
<tr>
<th>School Year</th>
<th>2022 - 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Collection Type</td>
<td>Select a Data Collection Type</td>
</tr>
</tbody>
</table>

Search Clear

Data Collection Listing

<table>
<thead>
<tr>
<th>School Year</th>
<th>Data Collection Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022 - 2023</td>
<td>Personnel Categorical Aid</td>
<td>ESY Term In Process</td>
<td>Regular Term In Process</td>
</tr>
<tr>
<td>2022 - 2023</td>
<td>Private School Participation</td>
<td>Not Yet Submitted</td>
<td></td>
</tr>
</tbody>
</table>

Maintain this Data Collection

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

Staff ID

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.

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 for help in finding an existing ID.

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