

NON UCPS EMPLOYEES WEBSITE TOOL

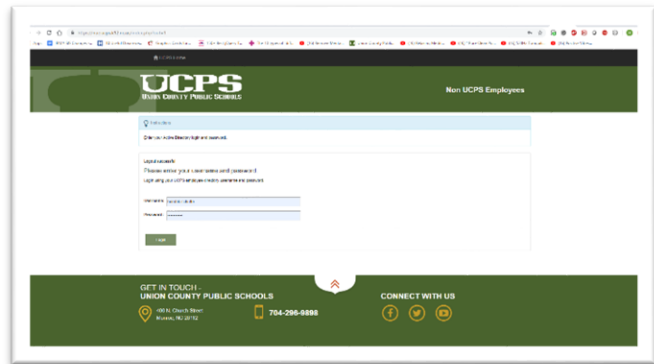
Created By: Technology Services

- Summary:** How to create an account for someone that is not employed by UCPS through the HR department. Use the site to enter new or edit existing users that need account access in UCPS. All automation routines run at 4 am and 12 pm.

<https://nue.ucps.k12.nc.us>

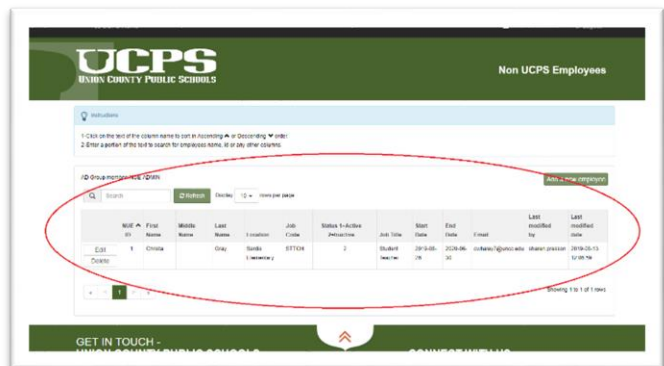
Login screen

- Enter a valid username and password and then press Login.
- If login fails, it could mean either...
 - Password is incorrect
 - Network login id was never created
 - Account does not have access.



Main screen

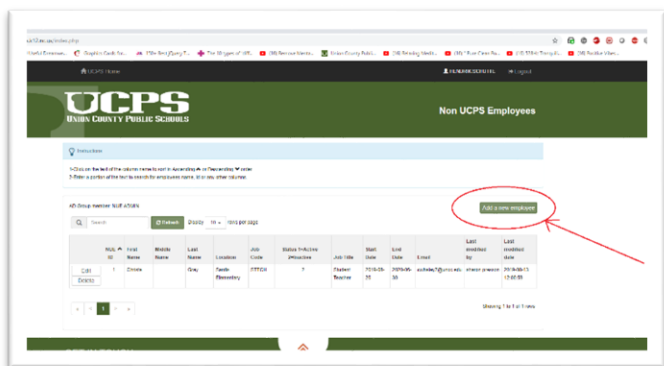
- This page contains the data grid with all entered Non UCPS Employees



Data Entry Buttons

Add new employee.

- Click on the "Add a new employee" button.



Technology Services Department

721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

2. Data entry screen will show up

Add Non-UCPS Employee

Contact:

First Name: (Must be legal first name)*
Enter Firstname

Middle Name:
Enter Middlename

Last Name: (Must be legal last name)*
Enter Lastname

Address:
Address

City:
City

State: State **Zip code:** Zipcode

Work cell phone: Enter Work cell phone **Home cell phone:** Enter Home cell phone

Location: (Primary) *
Accountability and Research

Location #2:

Location #3:

Location #4:

Job Title:*
Board of Education Member

Start Date:*
mm/dd/yyyy

End Date:*
mm/dd/yyyy
Start and end dates need to be less than 360 days.

Email (Personal. 60 char max):*
Enter Personal Email

Spouse information:

Spouse name:
Spouse name

Spouse number:
Spouse number

Emergency contact:

Name:
Emergency name

Phone:
Emergency phone

Medical Information:

Dr Name:
Doctors Name

Dr Number:
Doctors Number

Hospital Preference:
Hospital Preference

Insurance Carrier/Policy Number:
Insurance Carrier/Policy Number

Special medical needs:
Special medical needs

Prescribed medication:
Prescribed medication

Note: * fields are required.

Close Save

3. All required fields are labeled with *

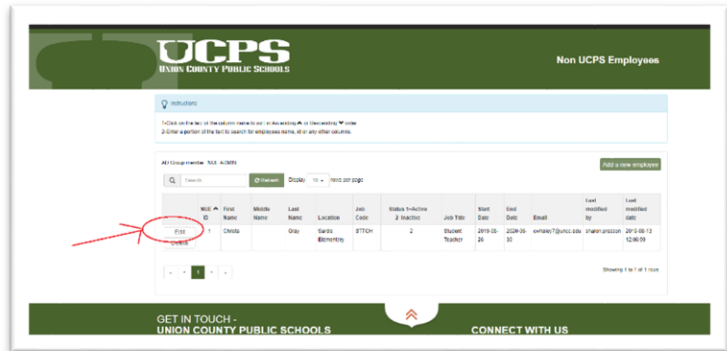
- First name - Must be entered in as your legal first name **{Required}**
 - Middle name
 - Last name – Must be your legal last name **{Required}**
 - Home Address.
 - Location – Select from the dropdown to get the school locations **{Required}**
 - Job Title – Select from the dropdown to get a list of job titles **{Required}**
 - Start and End dates of the employee.
 - The date range must be less than 360 days. If the employee is within the date range, the status will be considered active. Otherwise it'll be inactive. **{Required}**
 - Email – Enter a valid personal email address **{Required}**
 - Spouse name
 - Emergency contact
 - Medical information
4. Save – Click on save to save the new record.
- A new NUE id will be assigned once the record is successfully saved.

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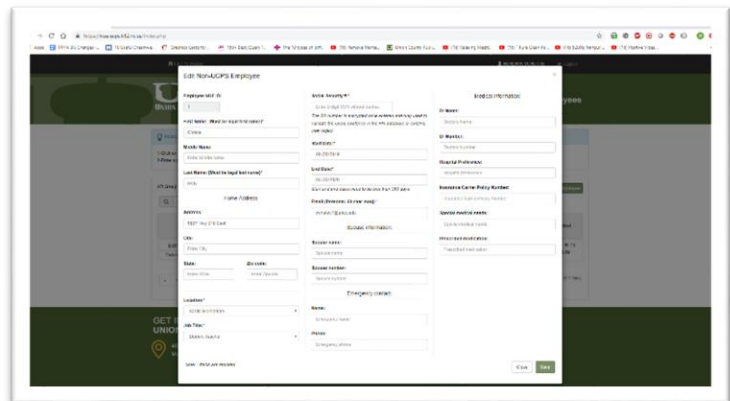
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Edit an employee

2. Search for the account in question
3. Click on the Edit button



4. Data entry screen will show up.
5. Edit the desired fields.
6. Click "Save" to finish.



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Sort on Columns

Click on the column name to sort in ascending or descending order. Every other click does either ascending or descending.

1-Click on the text of the column name to sort in Ascending ▲ or Descending ▼ order.
2-Enter a portion of the text to search for employees name, id or any other columns.

AD Group member: NUE ADMIN Add a new employee

Search Refresh Display 10 rows per page

	NUE ID ▲	First Name	Middle Name	Last Name	Location	Job Code	Status 1=Active 2=Inactive	Job Title	Start Date	End Date	Email	Last modified by	Last modified date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Christa		Gray	Sardis Elementary	STTCH	2	Student Teacher	2019-08-26	2020-06-30	cwhaley7@uncc.edu	sharon.presson	2019-08-13 12:06:59

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AD group member.

Displays the AD Group you are setup for.

UCPS Home HENDRIK.SCHUTTE Logout

UCPS

UNION COUNTY PUBLIC SCHOOLS

Non UCPS Employees

Instructions

1-Click on the text of the column name to sort in Ascending ▲ or Descending ▼ order.
2-Enter a portion of the text to search for employees name, id or any other columns.

AD Group member: **NUE ADMIN** Add a new employee

Search Refresh Display 10 rows per page

	NUE ID ▲	First Name	Middle Name	Last Name	Location	Job Code	Status 1=Active 2=Inactive	Job Title	Start Date	End Date	Email	Last modified by	Last modified date
Edit Delete	1	Christa		Gray	Sardis Elementary	STTCH	2	Student Teacher	2019-08-26	2020-06-30	cwhaley7@uncc.edu	sharon.presson	2019-08-13 12:06:59

Showing 1 to 1 of 1 rows

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Logout button

If you click on this button, you will need to login the next time you revisit this site.

UCPS Home HENDRIK.SCHUTTE Logout

UCPS
UNION COUNTY PUBLIC SCHOOLS

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	NUE ID ▲	First Name	Middle Name	Last Name	Location	Job Code	Status 1=Active 2=Inactive	Job Title	Start Date	End Date	Email	Last modified by	Last modified date
Edit	1	Christa		Gray	Sardis	STTCH	2	Student	2019-08-	2020-06-	cvhaley7@uncc.edu	sharon.presson	2019-08-13