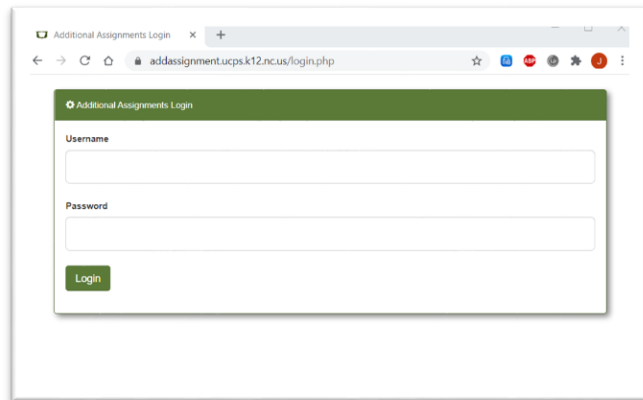


ADD USERS TO YOUR DISTRICT CREATED TEAM

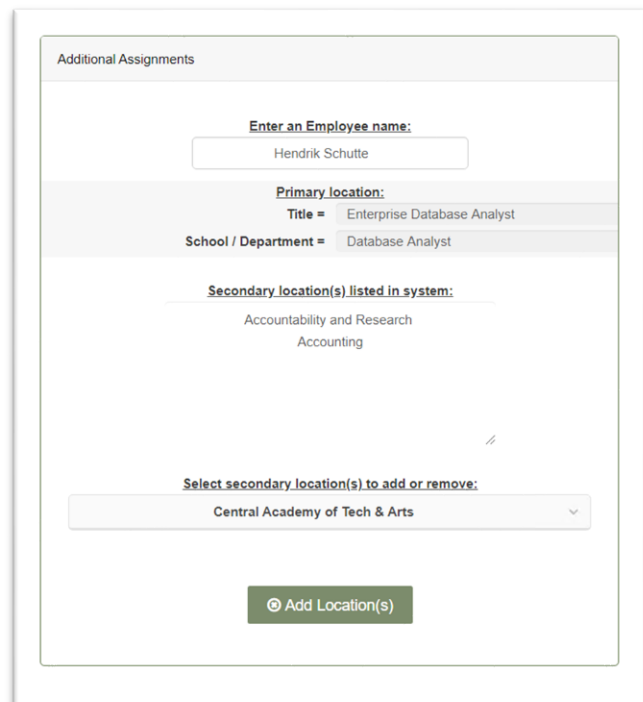
Created By: Technology Services

This document provides a walkthrough on how to add staff members to your district created team who are not assigned to your site in HR. Site access is limited to principals and assistant principals.

1. The district created teams are formed using dynamic queries that state: Type:faculty, Status:active, Location:UCPSSite. No one can be added unless they meet that qualification. Additionally staff that leave your school will come out of the team automatically. The [AddAssignment](#) website allows you to add staff that is not officially assigned to your school in the HR database like travelling nurses, counselors, and SRO's to your team.
2. Navigate to the website [AddAssignment](#).
3. Sign in with your **UCPS credentials**.



4. Enter an **Employee name**
5. Review primary location
6. Review secondary locations
7. Select **secondary locations**
8. **Add Location**
9. Additions will be done at 4am and 12pm.
10. Requests to remove locations should be submitted through [UCPS Helpdesk](#).



Technology Services Department

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