



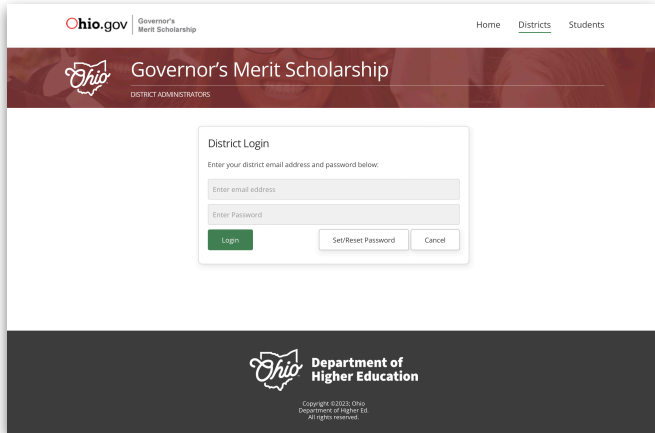
Inviting Staff for District Administrators

Select the red "District Login" button to begin if you have a GMS Portal account.



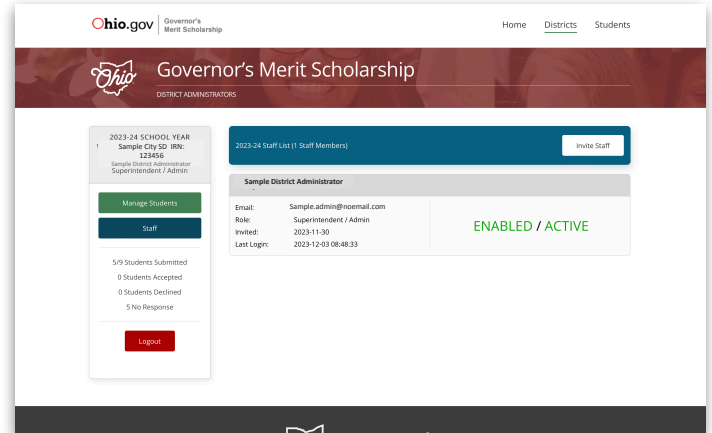
Step 1: Account Login

- Enter your District email address and Password
- Click Login



Step 2: Staff Invite

- Select "Staff" to access the invite area
- Click "Invite Staff"

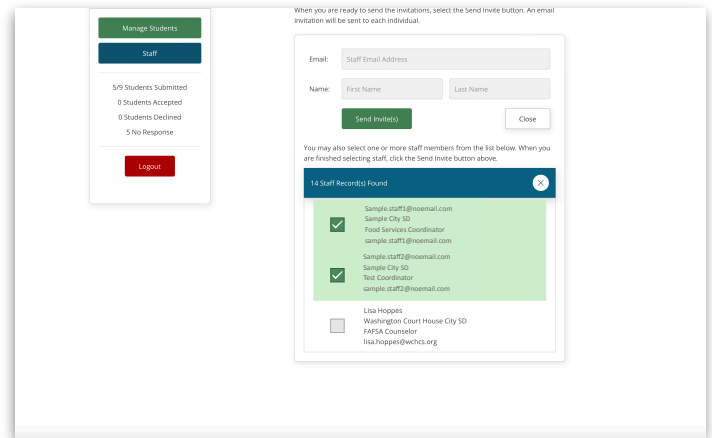
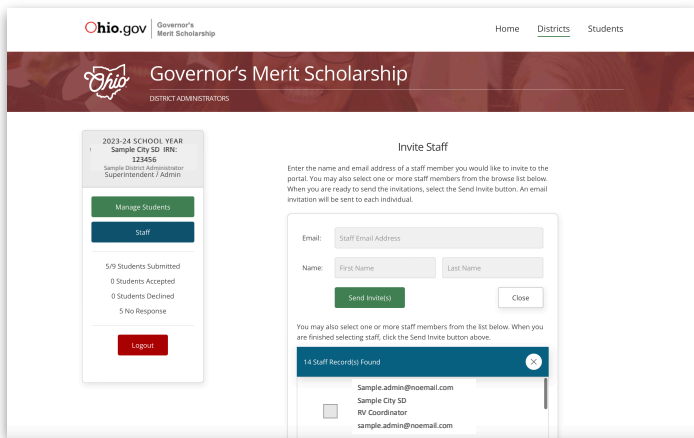


Step 3: Add Staff (2 Methods)

- Enter Staff first, last name, and district email
- Click "Send Invite(s)"

- or -

- Click the checkbox next to staff name to add staff
- Click "Send Invite(s)"



Step 4: Confirmation

A confirmation screen will appear indicating successful addition of the staff. The status for the staff member will change from INACTIVE to ACTIVE once the staff member accepts the email invite and activates their account. Accounts can also be Disabled and Enabled from the Staff dashboard.

