

## School Faculty and Staff Listing Update process

### How to update “Faculty and Staff” listings

*Use your SCHOOL login to edit/update to your school’s administrators, faculty and staff listings.*

*Please make updates to the list throughout the year and changes in staffing occur.*

**Adding new hires (or faculty and staff who do not yet have an individual AIMS membership profile):**

- ✓ Click on “Manage Profile” (found in gold box on right side of page)
- ✓ Go to Faculty and Staff
- ✓ Click on “create faculty staff” to do it yourself,
- ✓ Copy the web link in the middle and paste it into an email to your new staff. That link will allow them to create their own profiles that are directly linked to your school or
- ✓ Paste their email addresses in the box marked “invite new members” and click “send invite.”

*\*\*\*\*We suggest having each faculty/staff member create their own account so that they are aware of AIMS and the professional development opportunities and AIMS events available to them directly.*

**Deleting individual members** no longer at your school:

- ✓ Click on the “detached from school” button next to any faculty or staff member who is no longer at your school (This will take them off your school listing but keep them in the AIMS database for up to a year.)

**A step-by-step “how-to” video for this process is also available.**