

Charter, Regional, & Lab School Directions to Add or Edit Staff

1. Go to EDDIE - <http://apps.schools.nc.gov/eddie>
2. School's EDDIE user logs into the system
 - Subscribed User List is posted at www.ncpublicschools.org/fbs/accounting/eddie/
3. Look at Selection Options
4. Change the selection button to Charter/Regional/Lab School Name
5. Select your school in the dropdown, and click GO
6. On School Information screen, midway down and to the right, click "Edit School Staff"
7. On School Staff screen, edit an existing title or click "Create A New Staff Record"
 - If creating a new staff record for the school, from Staff Title dropdown, select a title.
 - To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row.
8. Complete information and click "Save/Create This Staff Record"

Notes:

- Repeat as needed to enter more Staff information
- If a position is vacant, enter "Vacant" in the First Name field and clear out the others.
- Only current school year data can be updated
- Charter School Staff: Enter the contact information of the person responsible for the duties of each applicable position. For continuity, position/staff titles may not be modified.
 - Board Chair
 - Board Vice Chair
 - Director Charter School
 - CTE Instructional Management Coord
 - English Learner (EL) Coordinator
 - Exceptional Children
 - Office of Civil Rights Coordinator
 - Student Information Coordinator
 - School Testing/Accountability Coord

LEA Directions to Add or Edit LEA (Central Office) Staff

1. Go to EDDIE - <http://apps.schools.nc.gov/eddie>
2. LEA's EDDIE user logs into the system
 - Subscribed User List is posted at www.ncpublicschools.org/fbs/accounting/eddie/
3. Look at Selection Options on the Welcome - Main Menu page
4. Navigate to a LEA page
5. On LEA Information screen, midway down and to the right, click "Edit LEA Staff"
6. On LEA Staff screen, edit an existing title or click "Create A New Staff Record"
 - If creating a new staff record for the LEA, from Staff Title dropdown, select a title.
 - To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row.
7. Complete information and click "Save/Create This Staff Record"

Notes:

- Repeat as needed to enter more Staff information
- If a position is vacant, enter "Vacant" in the First Name field and clear out the others.
- Only current school year data can be updated
- LEA Staff: Enter the contact information of the person responsible for the duties of each applicable position. For continuity, position/staff titles may not be modified.

Superintendent

Associate Superintendent

Assistant Superintendent

Finance Officer

Personnel Administrator

Technology

Career Technology

Exceptional Children

Transportation

Accountability

Facilities

Child Nutrition

Public Information

Academics

Title 1

Student Information Coordinator

Office Of Civil Rights Coordinator

CTE Instructional Management Coord

English Learner (EL) Coordinator

LEA / School Directions to Add or Edit School Staff

1. Go to EDDIE - <http://apps.schools.nc.gov/eddie>
2. EDDIE user logs into the system
 - Subscribed User List is posted at www.ncpublicschools.org/fbs/accounting/eddie/
3. Look at Search or Selection Options on the Welcome - Main Menu page
4. Navigate to a School Information page
5. On School Information screen, midway down and to the right, click "Edit School Staff"
6. On School Staff screen, edit an existing title or click "Create A New Staff Record"
 - To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row
 - If creating a new staff record for the school, from Staff Title dropdown, select a title.
7. Complete information and click "Save/Create This Staff Record"

Notes:

- Repeat as needed to enter more Staff information
- If a position is vacant, enter "Vacant" in the First Name field and clear out the others.
- Only current school year data can be updated
- School Staff: Enter the contact information of the person responsible for the duties of each applicable position. For continuity, position/staff titles may not be modified.
 - Principal
 - School Testing/Accountability Coord