

Roster Management

- Log on to your.acsi.org
- Click on [“School Demographics and Roster”](#)
- Scroll down the page to view/edit your school faculty roster
- On the School Roster, click on [“+Add New Record”](#) to create a new account
 - **Be sure you include the email address, or it won’t save**

If you are wanting to add a new staff member to your roster who already has an existing ACSI account, please call us to help you add this staff member correctly, so a duplicate account is not created. We will need their name, old email address and new email address.

- Click on the green Edit Pencil to update a staff member
- After each person’s adjustments, scroll to bottom of box and click [“Save”](#)
- Updates will take several seconds to appear on your screen, depending on your internet speed. Continue editing your roster as needed; there is no need to pause for a screen refresh between each update.

➤ To Remove a Contact

- Click on the green Edit Pencil next to the same contact’s name
- Check the box next to Remove from School Roster
- Scroll to bottom of page and click [“Save”](#)
- [Refresh your page to see the update](#)
- This does NOT remove the teacher from your “Certificant Search” or “School Admin Queue”
In order to do that, [you’ll want to send an email with a list of teachers to remove from those 2 reports to careteam@acsi.org](#).
- Otherwise, if the person you removed goes to another school, when that person logs in to Learning Builder, LB automatically updates their association to the new school’s parent account. That removes the teacher from the former school’s “School admin queue”

➤ To Change a Staff Member’s Permission Level

- Click on the green Edit Pencil next to the same contact’s name
 - Under ‘**Permission Level**’ click on the ‘**ALL down arrow**’
 - When the menu opens, click on the new permission level for that contact.
 - Click [“Save”](#)
 - For more information on Permissions, please see [Permission Level Definitions](#)
- To Add VPP Coach, simply check the “VPP Coach” box and Save