Once logged in, please go to Administration > Directories > Staff

	My Classes	My Information 🔻	Administration 🔻	Reports 🔻	Support 👻	Catholic Content
Option	Welcome, Janet		Directories	, in the second s	Directorie	s Dashboard
Home			Admissions		Students	
			Billing	•	Staff 🗲	Go to Administr
					and the second second	Directories > 9

The Faculty List Report pulls data from the following tabs of the Staff Profile: School Related and Virtus/Safeguarding

My ~	Administration \sim	Reports		OptionC Ma	ain Site ⊖	Logout 🕣
Staff						
Staff Direc	tory 😝 🛛 Profile 🤞	Emergency Contacts 🤘	Schedule 🛗	Immunizations 🔒		
Personal	Phone/Email Fa	mily/Address School Related	d Demographics	Virtus/Safeguarding	Login	

Fields listed on the "School Related" tab:

School			
OptionC ID	624890	Position	
OptionC Role *	Staff Member Parent/Relative	Years	Populates Total Years Teachi
School ID		Years At	Populates Years in this Schoo
Start Date		Years in Diocese	2
Vocation *	Lay	Grades	Donulatos Crado (# of Studon
Full/Part	Populates Status	Taught	Populates Grade/# of Student
		Subjects Taught	Math

State ID		Certification State	Populates State of Certification
Degree	Populates Degree	Certification	× Instructional I
essional ┥ ID	 Populates Professional ID # 		Click in the box above to display a list or start typing to add your own.
eligious rtificate		Certification Areas	× Business, Computer and Information Technology PK-12
uncate		70000	× Grades 4-8 Mathematics
			Click in the box above to display a list or start typing to add your own.
		# of Credits	0.00
		Annual Update of Credits?	🗌 Yes 🥑 No

Fields listed on the "Virtus/Safeguarding" tab:

Personal Phone/Email Fa	mily/Address School Related	Demographics Virtus/Safegu	arding Login
Virtus/Safeguarding			
Safeguarding / Virtus / Abuse Prevention Certified? *	🔵 Yes 🥑 No 🔶 Pop	ulates All Clearances on File	
Safeguarding / Virtus Code of Conduct Signed?	Yes No		
Date Of Last Virtus / Safeguarding Background Check			
Date Of Last Virtus / Safeguarding Training			
Location Of Virtus / Safeguarding Training			



