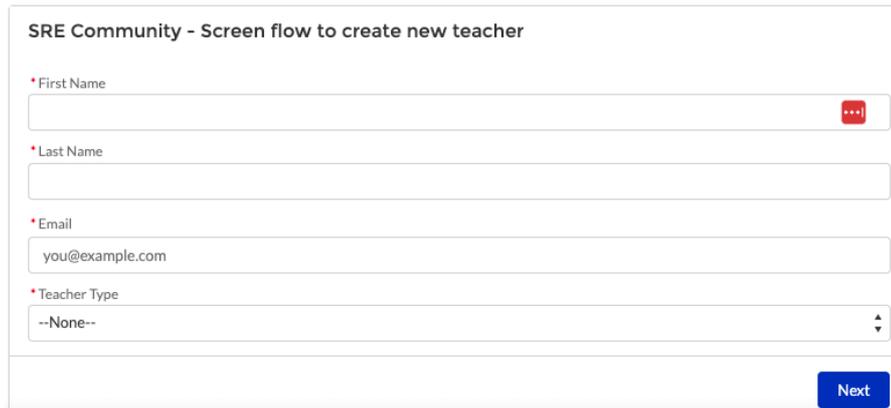


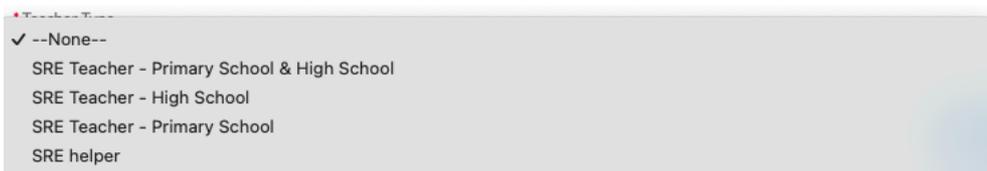
# Adding a Teacher to the SRE Coordinator Community

At the bottom of the coordinator dashboard there is a form to begin the process of creating a new teacher in your SRE teacher database.

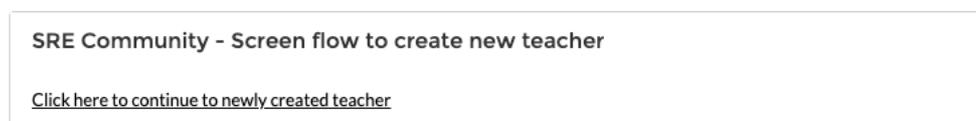


You will need to fill in all the follow fields to create the record.

- First Name:
- Last Name:
- Email: \*(if the teacher doesn't have an email, then use the coordinator's email, this will mean that the coordinator is sent expiry reminders)
- Teacher Type: select whether the new person is a SRE helper or teacher, and if teacher what role.

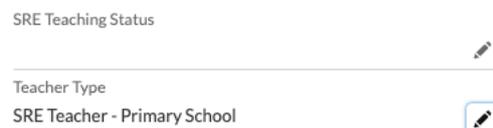


Once you have filled in all the fields, click next, and then on the link "click here to continue to newly created teacher":



You will then be taken to the contact record page for your new teacher. There are a couple of edits you can do immediately.

By clicking on any of the 'pencil' icons on the page it will open the editing view where you can update the records.



You can then update the SRE Teaching Status field:

If the teacher/helper is going to start immediately, select 'active' as their teaching status.

If the teacher/helper is not starting immediately but you are beginning add their information, you can set their status to 'inactive' until they begin teaching.

▼ SRE Information

SRE Teaching Status

--None--

▼

- ✓ --None--
- Active
- Inactive
- Archive

to

Add a home or mobile number under the communication preference section.

▼ Communication Preference

Preferred Phone ⓘ

Home

Home Phone

Mobile

Then click save at the bottom.

You will then update the relevant accreditation records for the new teacher. For instructions on how to do this, see the guide on "Updating a Teacher/Helper's Contact or Accreditation Information."