

Toggling Between Roles

In some cases, you may have alternate roles or accounts assigned to you, based on position(s) you work within a district (e.g. a school secretary will have a Campus User account for timekeeping purposes & an Employee User account for recording their own absences).

If the scenario applies, you can easily alternate between the various roles/accounts via your name option in the top right corner of the page. In the drop-down menu that opens, the user can click on any of their available accounts to access that role. The value in parenthesis is taken from the Title field on your account's "General Information" page.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. The user is logged in as 'Amy Pond' with the role 'Employee'. A dropdown menu is open, showing the following options:

- Employee ✓ (highlighted with a red box)
- Employee (Aide)
- Account Settings
- Sign Out

The interface also displays two calendar views for January 2020 and February 2020. A legend at the bottom indicates that blue squares represent 'Absences', orange squares represent 'Closed Day', and yellow squares represent 'In-service day'.