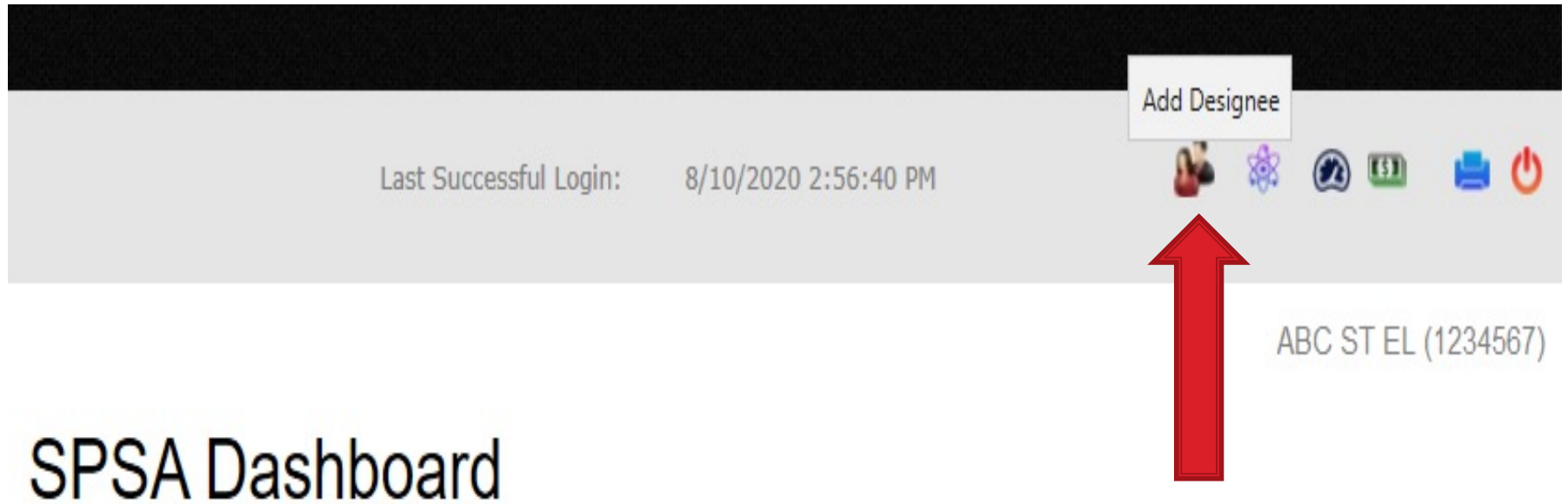


SPSA

How to Add or Delete a Designee





The Principal and/or Assistant Principal are the only people who can add or delete a Designee. After logging into the SPSA, to add a new designee or to remove an existing designee, click on the two-person icon located at the top right side of every page.

Designee List

Export Designee List

User Name	First Name	Last Name	Cost Center	
karena.flores	KARENA	FLORES	1585701	
mjm2447	MICHAEL	MESSINA	1585701	

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

Find

User Role:

Designee

Location/Local District:

107TH ST EL (1585701)

Add User

To add a new Designee, click the Find button as shown.

Search Designee

First Name: ×

Last Name:

Search Clear

Save & Close

To search for a person, type in the name and click search. From the list of results, click 'Select' and click 'Save & Close' to confirm your selection.

Enter the person's first name in the First Name text box, or their last name in the Last Name text box. You can enter both their first and last name also, to narrow the search.

Search Designee

First Name: Last Name:

Search ←

	EmpNo	First Name	Last Name	Loginname	Location
Select	00665422	PABLO	GUERRERO	pguerr1	FORD BLVD EL DL TWO-WAY IM SPANISH
	00684752	PABLO	FLORES	pxf4752	BANCROFT MS
Select	00777467	PABLO	GONZALEZ	pxg7467	MARIPOSA-NABI PRIMARY CTR
Select	01103450	PABLO	GONZALEZ ROMAN	p.gonzalezroman	CAREER & TRANSITION PROGRAM
Select	01086297	PABLO	ANGELES BARRERA	pablo.angelesbarrera	CAREER & TRANSITION PROGRAM
Select	01102043	PABLO	AVILA	pablo.avila	BASSETT EL
Select	01135287	PABLO	CABRERA	pablo.cabrera1	MENDEZ SH
Select	01148420	PABLO	CASTILLA	pablo.castilla	EDISON MS
Select	00577937	PABLO	PERRY	pablo.perry	FACILITIES TECHNOLOGY SERVICES
Select	00741119	PABLO	CHAVEZ	pac1119	C3 OPERATIONS SPEC SVS JC-CENTRAL OFFICE
Select	00755209	PABLO	CASTILLO PERALTA	pablo.x.castillo	C3 OPERATIONS JC-SCHOOL BASE OPER
	00789685	PABLO	MEJIA	pablo.mejia	HAWKINS SH RISE
Select	00802728	PABLO	MORENO-GARCIA	pablo.moreno-garcia	S2 MAINTENANCE JC-SCHOOL BASE OPER

1 2 3 4 5 6 ←

Save & Close

Click Search to see all the matches. Additional pages are located at the bottom of the search results.

Search Designee ✕

First Name: Last Name:

EmpNo	First Name	Last Name	Loginname	Location
<input type="button" value="Select"/>	PABLO	MIRAMONTES	pablo.miramontes	ITD-ENTERPRISE APPLICATIONS

To search for a person, type in the name and click search. From the list of results, click 'Select' and click 'Save & Close' to confirm your selection.

When the person searched for has been located, click the word "Select" as shown and the row will turn purple.

Search Designee ✖

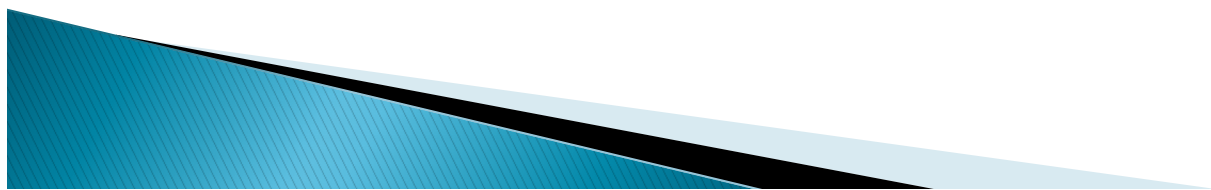
First Name: Last Name:

	EmpNo	First Name	Last Name	Loginname	Location
Select	00783758	PABLO	MIRAMONTES	pablo.miramontes	ITD-ENTERPRISE APPLICATIONS

←

To search for a person, type in the name and click search. From the list of results, click 'Select' and click 'Save & Close' to confirm your selection.

Click the Save & Close button as shown.



Designee List

Export Designee List

User Name	First Name	Last Name	Cost Center	
karena.flores	KARENA	FLORES	1585701	
mjm2447	MICHAEL	MESSINA	1585701	

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

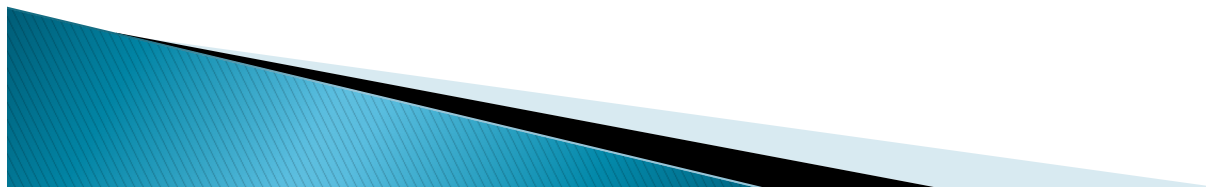
User Name:

User Role: Designee

Location/Local District:






Next, click the Add User button as shown.



Designee List

Export Designee List

User Name	First Name	Last Name	Cost Center	
jxm1944	JO VONNE	MILLS	1261601	
mmu9925	MAYRA	URBINA	1261601	
pablo.miramontes	PABLO	MIRAMONTES	1261601	

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:
User Role: Designee
Location/Local District:

User: pablo.miramontes successfully added at 8/17/2020 9:50:22 AM.

The new Designee appears.



Designee List

Export Designee List

User Name	First Name	Last Name	Cost Center	
jxm1944	JO VONNE	MILLS	1261601	
mmu9925	MAYRA	URBINA	1261601	

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Role:

Location/Local District:

To delete a Designee, click the trash can to the right of the person's name, as shown. The system will prompt you to verify you want to delete before deleting the Designee.