Infinite Campus

Add Resource Wizard

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Add Resource Wizard

The Add Resource Wizard allows you to add non-employee resources like contractors who work within the district. The wizard walks you through entering contact information and Assignment information. non-employee resources may be assigned to more than one Assignment at a time.

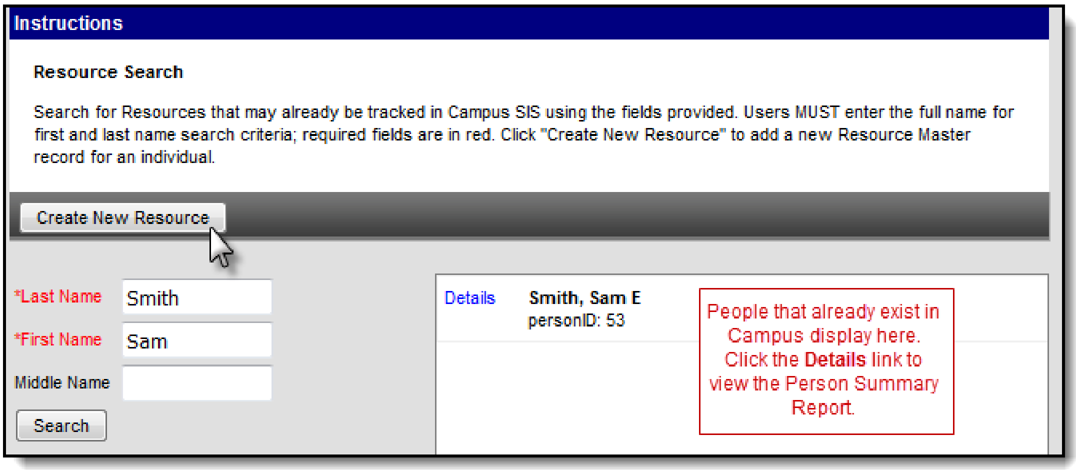
You cannot add students as ron-employee resources.

Complete the following steps to add a new non-employee resource to Resource Management:

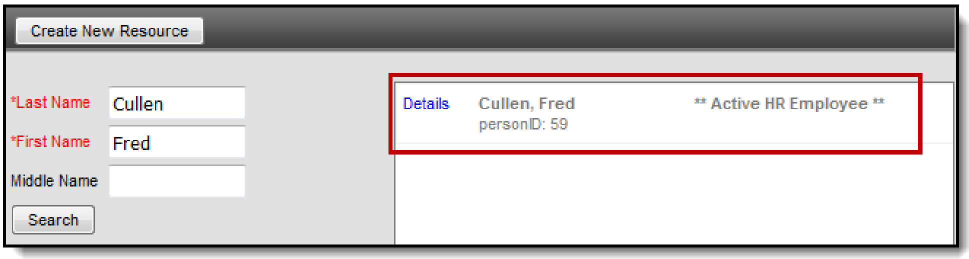
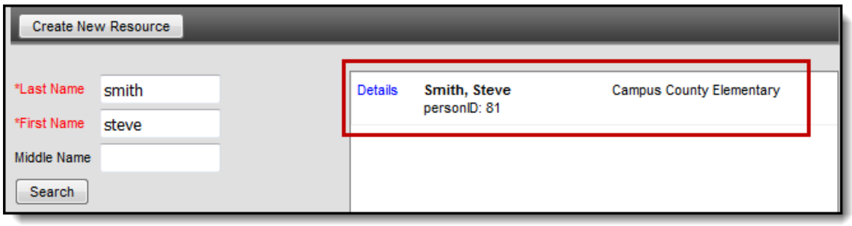
- Step 1. Search for Non-Employee Resources
- Step 2. Enter Contact Information
- Step 3. Add New Assignment(s)

Step 1. Search for Non-Employee Resources

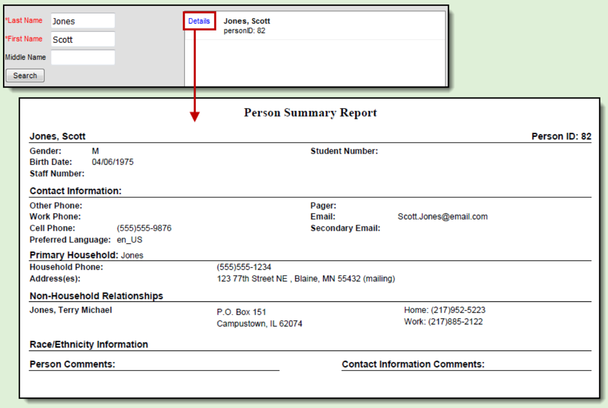
On the first screen of the wizard, search for non-employee resources that may already be tracked in Campus. When you search, people who already exist in Campus display in the search results.



If...	Then...
the person does not display in the search results	click the **Create New Resource** button and continue to **Step 2. Enter Contact Information**.
the person already exists in Campus	click their name and continue to **Step 2. Enter Contact Information**. You cannot add students as ron-employee resources.

If...	Then...
the person has a [Work Assignment]	you cannot add or modify them using the Resource Wizard. 
the person is already a non-employee resource	you cannot add them using the Resource Wizard; however, you can click their name and make changes. The school to which they are actively assigned displays to the right of their name. 

If the person already exists as an employee or non-employee resource, click the blue **Details** link to display the Person Summary Report. The Person Summary report provides contact and household information that can help you identify the person.



Step 2. Enter Contact Information

The Contact Information section allows you to enter general contact information like the person's name, phone number, and email address.

If the person already exists in Campus:

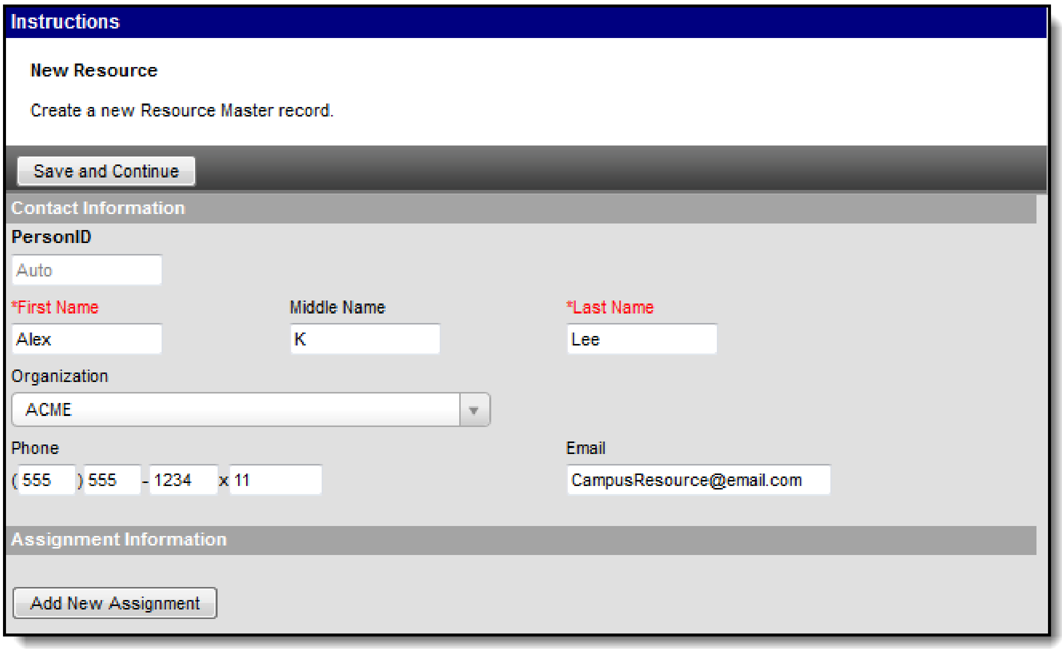
- the **PersonID** field will display their ID. Otherwise, that field displays *Auto* and Campus will assign an ID once you save the record.

- the **Phone** field will display the cell phone number from their Census record.

The **Organization** field is set up using the Resource Codes tool.

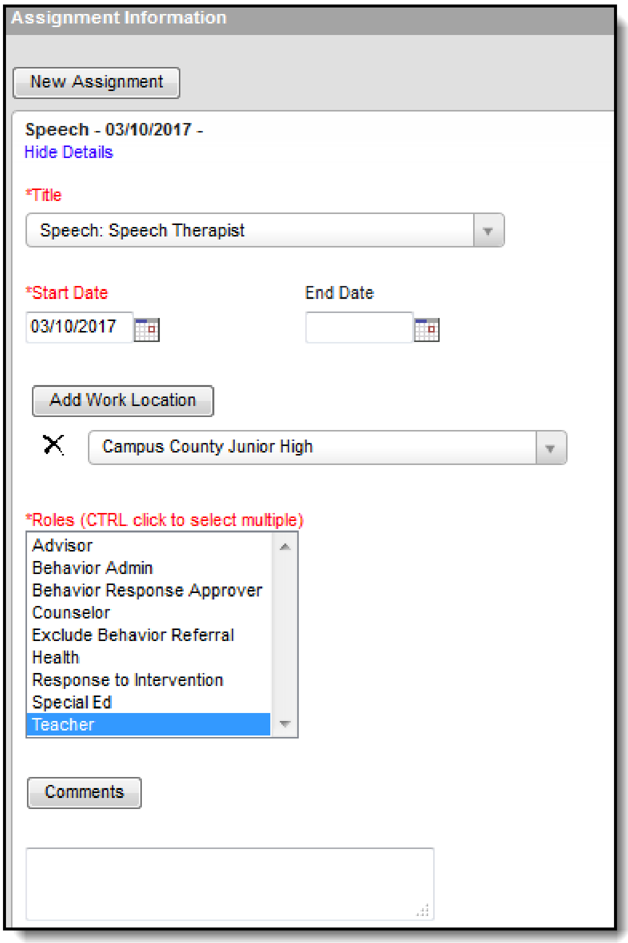
After you enter general contact information, continue to **Step 3. Add New Assignment(s)**.

> After you save a new non-employee resource, Campus automatically creates a record of the person in Census > People if a record did not already exist.



Step 3. Add New Assignment(s)

The Assignment describes the activity a person is doing for the district. Click the **Add New Assignment** button to add multiple Assignments. See the following field descriptions for information about each field. Click the **Save and Continue** button at the top of the screen when you are done adding Assignments. Campus saves your changes and you can manage the new non-employee resource using the Resource Master tool.



<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Title</td><td>The Title field is set up using the Resource Codes tool and identifies the activity to which the person is assigned.</td></tr>
<tr><td>Start Date</td><td>The date on which the person started this Assignment.</td></tr>
<tr><td>End Date</td><td>The date on which the person's Assignment ends.</td></tr>
<tr><td>Add Work Location</td><td>All location(s) where this person will be working. You may select more than one location.</td></tr>
<tr><td>Roles</td><td>The responsibilities associated with this Assignment. Roles control where the user displays in Campus.
<table>
<tr><th>Role</th><th>Description</th></tr>
<tr><td>Advisor</td><td>Selecting the Advisor checkbox allows the staff member’s name to appear in the Advisor dropdown list on the student’s Team Members tab when adding team members for PLP purposes.</td></tr>
</table></td></tr>
</table>

Field	Role	Description
	Behavior Admin	Selecting the Behavior Admin checkbox makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's Behavior tab when adding new behavior events and on the Behavior Management Resolution editor. It is also used to display the staff person's name in the Notify list on the Behavior Referral tool.
	Behavior Response Approver	When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.
	Counselor	Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the Fill Counselor Wizard in Scheduling.
	Exclude Behavior Referral	Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.
	Health	Selecting the Health checkbox allows the staff member's name to appear in the Administered By dropdown list on the student's Health Office Visits tab when adding new health events.
	Response to Intervention	Selecting the Response to Intervention checkbox allows the employee's name to appear as a Team Member on a student's RTI plan.
	Special Ed	Selecting the Special Education checkbox makes the staff member's name appear in the Special Ed Staff dropdown list on the student's Team Members tab when adding new team members.
	Teacher	Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the Staff History tab.
Comments	This button hides and displays comments entered for the Assignment.	