

# Resource Master

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

[Search for Non-employee Resources](#) | [Manage Non-employee Resources](#) | [State Specific Field Descriptions](#)

Tool Search: Resource Master

This section describes the tasks for maintaining non-employee resources.

## Search for Non-employee Resources

Before you can work with a resource in the Resource Master, you must search for the person using the Search Resource tool.

To search for resources, enter their first or last name in the **Search Resource** field. If you do not know the full spelling of the first or last name, you can enter just the first few letters. The Search Resource tool displays names that match the letters you enter.



Search Resource Field

## Manage Non-employee Resources

After you search for a resource, you can manage their Contact Information and Assignments. From here you can update the person's name, phone number, email address, and Organization. The **Organization** field is set up using the [Resource Codes](#) tool.

If a non-employee resource [becomes an employee in the Human Resources module](#), Campus automatically ends the person's assignment.

See the following [field descriptions](#) for information about each field in the Assignment Information section.

Scott Jones
Search Resource:

Save

**Contact Information**

**PersonID**

**\*First Name**

**Middle Name**

**\*Last Name**

**Organization**

**Phone**  
 555  -  x

**Email**

**Assignment Information**

**New Assignment**

**Speech - 03/10/2017 -**  
[Hide Details](#)

**\*Title**

**\*Start Date**

**End Date**

**Add Work Location**

**\*Roles (CTRL click to select multiple)**

Advisor  
 Behavior Admin  
 Behavior Response Approver  
 Counselor  
 Exclude Behavior Referral  
 Health  
 Response to Intervention  
 Special Ed  
 Teacher

**Comments**

*Example Non-employee Resource in the Resource Master*

## Assignment Information Field Descriptions

Field	Description
<b>Title</b>	The <b>Title</b> field is set up using the <a href="#">Resource Codes</a> tool and identifies the activity to which the person is assigned.
<b>Start Date</b>	The date on which the person started this assignment.

Page 2

Field	Description
<b>End Date</b>	The date on which the person's assignment ends.
<b>Add Work Location</b>	All location(s) where this person will be working. You may select more than one location.

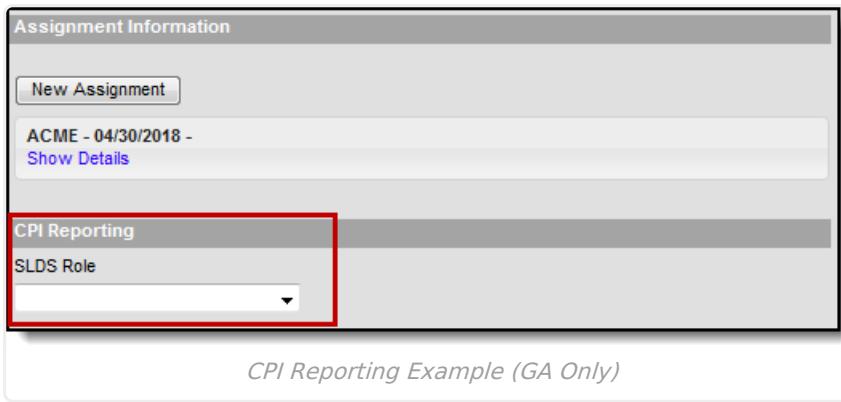
Field	Description																				
<b>Roles</b>	<p>The responsibilities associated with this assignment.</p> <table border="1" data-bbox="362 316 1414 1859"> <thead> <tr> <th data-bbox="362 316 573 370">Role</th><th data-bbox="573 316 1414 370">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="362 370 573 563"><b>Advisor</b></td><td data-bbox="573 370 1414 563">Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's <a href="#">Team Members</a> tab when adding team members for PLP purposes.</td></tr> <tr> <td data-bbox="362 563 573 826"><b>Behavior Admin</b></td><td data-bbox="573 563 1414 826">Selecting the Behavior Admin checkbox makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's <a href="#">Behavior</a> 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 <a href="#">Referral</a> tool.</td></tr> <tr> <td data-bbox="362 826 573 961"><b>Behavior Response Approver</b></td><td data-bbox="573 826 1414 961">When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.</td></tr> <tr> <td data-bbox="362 961 573 1096"><b>Counselor</b></td><td data-bbox="573 961 1414 1096">Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the <a href="#">Fill Counselor Wizard</a> in Scheduling.</td></tr> <tr> <td data-bbox="362 1096 573 1230"><b>Exclude Behavior Referral</b></td><td data-bbox="573 1096 1414 1230">Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.</td></tr> <tr> <td data-bbox="362 1230 573 1401"><b>Health</b></td><td data-bbox="573 1230 1414 1401">Selecting the Health checkbox allows the staff member's name to appear in the Administered By dropdown list on the student's <a href="#">Health Office Visits</a> tab when adding new health events.</td></tr> <tr> <td data-bbox="362 1401 573 1536"><b>Response to Intervention</b></td><td data-bbox="573 1401 1414 1536">Selecting the <a href="#">Response to Intervention</a> checkbox allows the employee's name to appear as a Team Member on student's RTI plan.</td></tr> <tr> <td data-bbox="362 1536 573 1706"><b>Special Ed</b></td><td data-bbox="573 1536 1414 1706">Selecting the Special Education checkbox makes the staff member's name appear in the Special Ed Staff dropdown list on the student's <a href="#">Team Members</a> tab when adding new team members.</td></tr> <tr> <td data-bbox="362 1706 573 1859"><b>Teacher</b></td><td data-bbox="573 1706 1414 1859">Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the <a href="#">Staff History</a> tab.</td></tr> </tbody> </table>	Role	Description	<b>Advisor</b>	Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's <a href="#">Team Members</a> tab when adding team members for PLP purposes.	<b>Behavior Admin</b>	Selecting the Behavior Admin checkbox makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's <a href="#">Behavior</a> 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 <a href="#">Referral</a> tool.	<b>Behavior Response Approver</b>	When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.	<b>Counselor</b>	Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the <a href="#">Fill Counselor Wizard</a> in Scheduling.	<b>Exclude Behavior Referral</b>	Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.	<b>Health</b>	Selecting the Health checkbox allows the staff member's name to appear in the Administered By dropdown list on the student's <a href="#">Health Office Visits</a> tab when adding new health events.	<b>Response to Intervention</b>	Selecting the <a href="#">Response to Intervention</a> checkbox allows the employee's name to appear as a Team Member on student's RTI plan.	<b>Special Ed</b>	Selecting the Special Education checkbox makes the staff member's name appear in the Special Ed Staff dropdown list on the student's <a href="#">Team Members</a> tab when adding new team members.	<b>Teacher</b>	Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the <a href="#">Staff History</a> tab.
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Field	Description
Comments	This button hides and displays comments entered for the assignment.

# State Specific Field Descriptions

## CPI Reporting (Georgia Only)

The CPI Reporting section is only available to districts in Georgia. Information from this field is used in the Certified/Classified Personnel Information (CPI) data collection.



*CPI Reporting Example (GA Only)*

Field	Description
SLDS Role	Identifies the person's role for the Statewide Longitudinal Data System (SLDS).