

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](#)

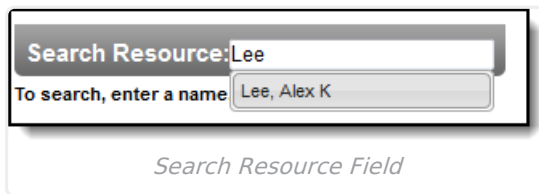
Tool Search: Resource Master

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.



The screenshot shows a web interface for searching resources. At the top, there is a label 'Search Resource:' followed by a text input field containing the text 'Lee'. Below this input field is a dropdown menu that is open, displaying a single suggestion: 'Lee, Alex K'. To the left of the dropdown, there is a label 'To search, enter a name'. Below the entire search component, there is a label '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.

Assignment Information Field Descriptions

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

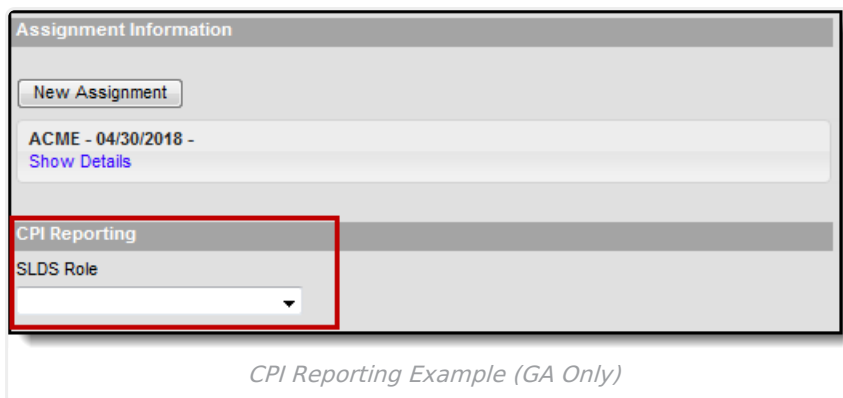
Field	Description																			
Roles	The responsibilities associated with this assignment.																			
	<table> <tr> <th>Role</th><th>Description</th></tr> <tr> <td>Advisor</td><td>Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's Team Members tab when adding team members for PLP purposes.</td></tr> <tr> <td>Behavior Admin</td><td>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.</td></tr> <tr> <td>Behavior Response Approver</td><td>When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.</td></tr> <tr> <td>Counselor</td><td>Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the Fill Counselor Wizard in Scheduling.</td></tr> <tr> <td>Exclude Behavior Referral</td><td>Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.</td></tr> <tr> <td>Health</td><td>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.</td></tr> <tr> <td>Response to Intervention</td><td>Selecting the Response to Intervention checkbox allows the employee's name to appear as a Team Member on student's RTI plan.</td></tr> <tr> <td>Special Ed</td><td>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.</td></tr> <tr> <td>Teacher</td><td>Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the Staff History tab.</td></tr> </table>	Role	Description	Advisor	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.	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 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
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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.



Assignment Information

New Assignment

ACME - 04/30/2018 -
[Show Details](#)

CPI Reporting

SLDS Role

CPI Reporting Example (GA Only)

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