



# Staff Directory

The Staff Directory lets districts and schools publish a searchable list of teachers and staff in ParentHub, making it easy for families and colleagues to find the right person and contact them using the information your organization provides.

## Step A: Create or Identify Your Staff List

- In your admin tools, create a list named "Staff" (or identify the list you already use for staff).
- Confirm that only staff contacts are in this list. These contacts will be shown to all users in the ParentHub app. You can choose to give users the ability to contact these staff members directly in the app via BrightChats, see below.

## Step B: Choose Up to Two Fields to Display

- Decide which up to two user fields you want shown in the directory, for example: Building, grade or subject, room number or department, or any other contact field available.
- Share with us: The exact list name and field number(s) you wish to display.

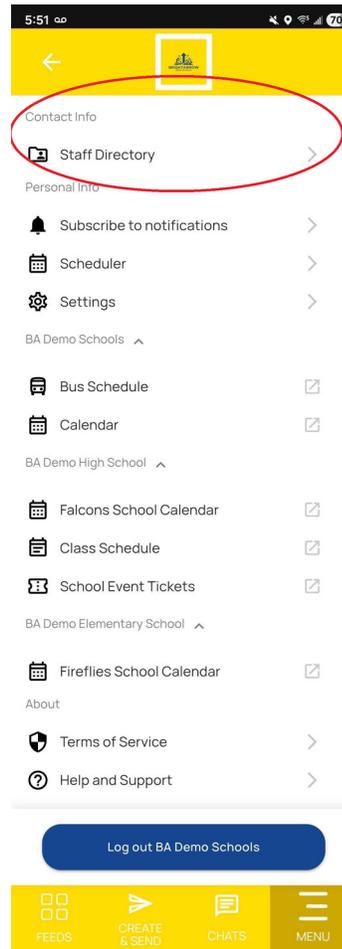
### Staff Directory Settings

- Allow List Contacts to Start Chats with BA Demo Schools
- Allow all ParentHub users to start a chat with these contacts



## Viewing the Staff Directory

Once the Staff Directory is enabled, open the ParentHub app and navigate to the Menu. The Directory will appear at the top of the page for quick access.



## Comparing the Staff List to the Staff Directory in ParentHub

