



Sequence for Returning Districts/Schools using Cognia Home and the Learning Community

Each school year brings numerous changes in personnel for each district and school. These changes include personnel who require access through Cognia Home to the Learning Community. The following steps will ensure personnel changes are made and ready for the new school year. In addition, technical support is available by contacting [Cognia's Client Care department](#).

1. Select a designee who will make all personnel changes for your district/school. District leaders, please communicate to principals if you are providing a designee at the district level to make these changes. (Suggestions for a designee: IT/Technology specialist, registrar, front office secretary/administrative assistant, leadership team member, teacher leader, or other tech savvy person seeking tasks to build capacity for collective leadership at your campus.)
2. Determine the date you require all changes to be made prior to personnel at your institution beginning the Learning Labs.
3. Provide the designee making the personnel updates in Cognia Home access as an Administrator. Please watch the Managing Users in Cognia Home video, linked below, that aligns with your role as a district or school leader to make the edit for your assigned designee.
4. Have the designee view the tutorial videos to become comfortable with:
 - [Adding Users in Cognia Home - District & Single School Leaders](#)
 - [Managing Users in Cognia Home - District Leaders](#)
 - [Managing Users in Cognia Home - Single School Leaders](#)
5. Have the designee:
 - **Disable** all personnel who have left your institution. No personnel will be deleted, only disabled if they do not currently serve in your institution.
 - **Add** new personnel to your school. **Note:** A teacher can be in numerous institutions at the same time. For example, if a teacher is transitioning schools in your system or across different systems, he/she may be added to one institution even if the previous institution has not disabled the account.