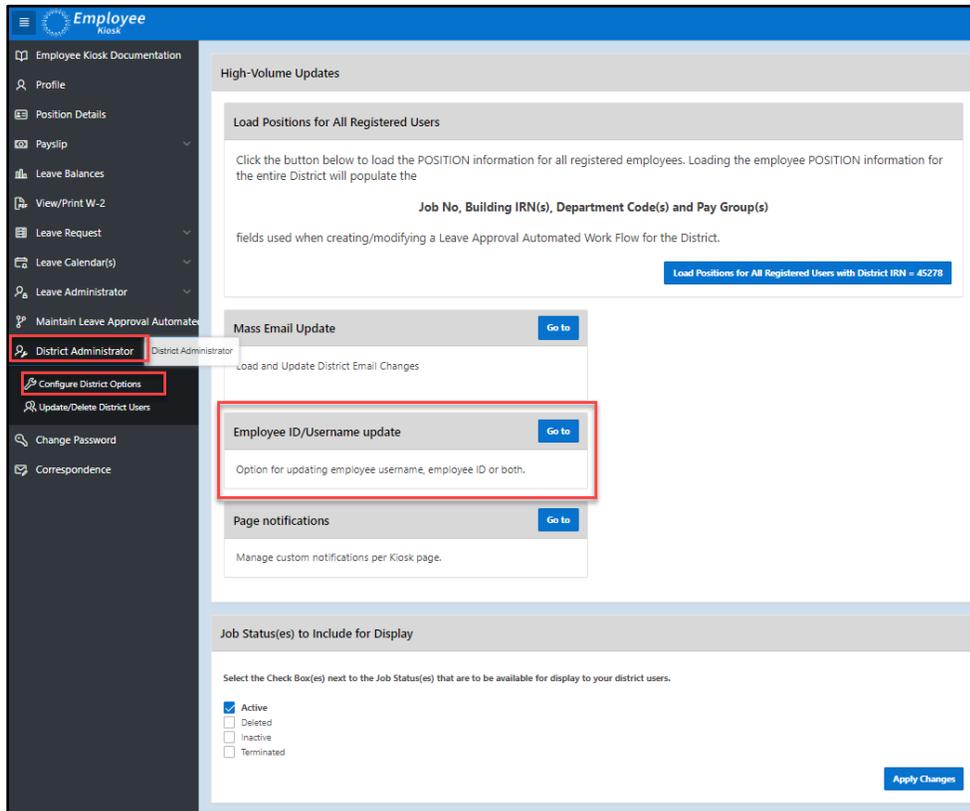
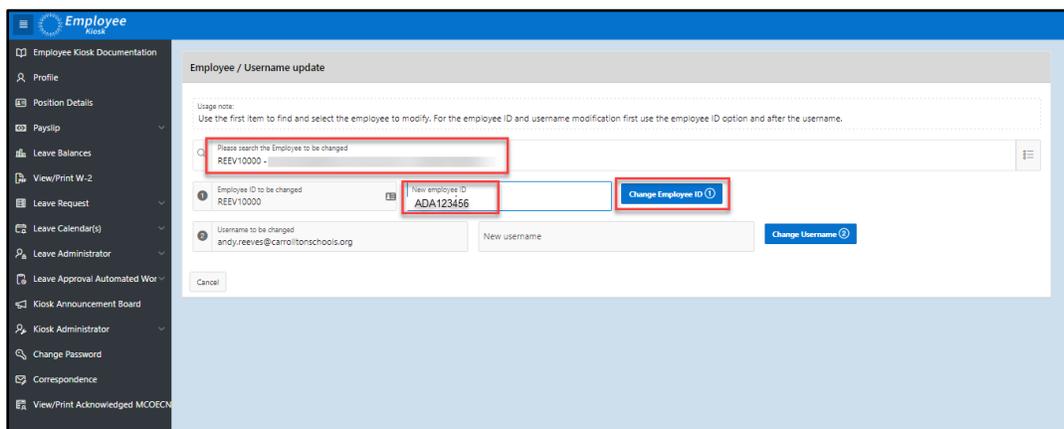


This document shows how to update the Employee ID in the KIOSK system.

- click on District Administrator
- click on Configure District Options
- click on Go to button on the Employee ID/Username update

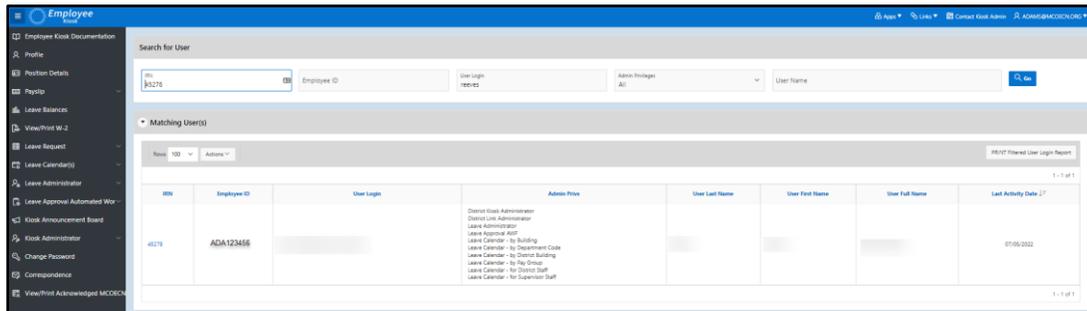


- search for the correct staff member
- enter the correct Employee ID
- click on the **Change Employee ID** button



KIOSK Administration-How to update Employee ID

- search for the employee under the Update/Delete district users option
- verify that the Employee ID number has been updated



The screenshot shows the 'Employee Kiosk Administration' interface. The search bar is set to 'Employee ID' with the value '44274'. The search results show a single matching user with the following details:

ID#	Employee ID	User Login	Admin Privs	User Last Name	User First Name	User Full Name	Last Activity Date
44274	ADA123456		<ul style="list-style-type: none"> District Class Administrator District Link Administrator Leave Administrator Leave Approval Admin Leave Calendar - By Building Leave Calendar - By Department Code Leave Calendar - By District Building Leave Calendar - By Pay Group Leave Calendar - For District Staff Leave Calendar - For Supervisor Staff 				01/05/2022