Upload Senior/Team Lead Teams

This guide will help you do the following. Follow along for visual steps, or skip to the checklists.

1. Upload Senior/Team Lead Teams
2. Step-by-Step Check Lists

Icons used in this guide:

- Refers to a step or an option that you should follow.
- Refers to clicking/selecting.
- Refers to typing.
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Before you begin, Log into Infor HR.

**Step 1.** In the Manager Homepage, click My Staff in the menu and then select My Staff.
Step 2. Double-click on the Senior/Team Lead’s name to access their profile.
Step 3. Make sure you’re in the At-a-Glance tab, then scroll down to Current Mentor Information and select Mass Assign Mentees.

Step 4. A pop-up will appear. Enter your DPS username/password, then click Sign In.
Step 5. Using the Assign Multiple Mentees To dropdown, select the TLC Team Lead you are adding mentees for.
**Step 6.** The page will update with all available teachers in your school. Using the column on the left, place a checkmark next to each teacher you would like to assign to this TLC Team Lead.

**Step 7.** Click the Save This Page button to save your changes. If you have teachers on multiple pages you must **SAVE EACH AND EVERY PAGE** you make a change to before you move on to another page. If not, your changes on that page will be lost.
Step 8. To ensure your changes were saved, go back to the Mentors tab of the TLC Team Leads profile.

Step 9. Then look under Mentees to ensure the teachers selected in the previous step are displayed.
Step-by-Step Check List

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1. Log into thecommons.dpsk12.org
2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
3. Select The Visit button under Employee Space.
4. Log into Infor HR using your DPS username and password.
5. Enter Manager Space.
6. In the Manager Homepage, click My Staff in the menu and then select My Staff.
7. Double-click on the Senior/Team Lead’s name to access their profile.
8. Make sure you’re in the At-a-Glance tab, then scroll down to Current Mentor Information and select Mass Assign Mentees.
9. A pop-up will appear. Enter your DPS username/password, then click Sign In.
10. Using the Assign Multiple Mentees To dropdown, select the TLC Team Lead you are adding mentees for.
11. The page will update with all available teachers in your school. Using the column on the left, place a checkmark next to each teacher you would like to assign to this TLC Team Lead.
12. Click the Save This Page button to save your changes.
13. To ensure your changes were saved, go back to the Mentors tab of the TLC Team Leads profile.
14. Then look under Mentees to ensure the teachers selected in the previous step are displayed.