How to Adjust TLC Teams

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

1. Access Mentors and Mentees
2. Assign a New Senior/Team Lead to a Teacher
3. Change a Teacher’s Existing Team Lead
4. Remove a Senior/Team Lead from a Teacher
5. 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.
Access Mentors and Mentees

Before you begin, Log into Infor HR.

Step 1. From Manager Homepage, click on the Develop Employees menu and select Mentors.
Step 2. The ‘Is A Mentor’ column will identify whether the employee is currently a mentor.

Step 3. After selecting an employee you can use the Mentors/Mentees tabs to see TLC assignments.
Assigning a New/Senior Team Lead to a Teacher

- **Step 1.** To assign a mentor, locate and select a teacher.
- **Step 2.** Then, click on the Assign Mentor button.

### Assigning a New/Senior Team Lead to a Teacher

<table>
<thead>
<tr>
<th>Name</th>
<th>Employment ID</th>
<th>Primary Position</th>
<th>Organization Unit</th>
<th>Location</th>
<th>Is A Mentor</th>
<th>Mentor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underwood, Frank</td>
<td>123456789</td>
<td>456 Teachers</td>
<td>SOUTH HIGH SCHOOL</td>
<td></td>
<td>No</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Underwood, Frank</td>
<td>123456789</td>
<td>456 Teachers</td>
<td>SOUTH HIGH SCHOOL</td>
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</tr>
</tbody>
</table>
Step 3. In the Assign Mentor to Resource window, click on the search button to the right of the Mentor field.

Step 4. The list that appears will be of all DPS employees, not just the employees in your school/facility. Scroll or use the search fields to locate the mentor you’d like to assign.

Step 5. The mentor’s name will appear in the Mentor field. Click OK. Another pop-up will appear confirming the mentor assignment. Click ‘Yes’ to proceed.
Change a Teacher’s Existing Senior/Team Lead

**Step 1.** In the Mentors screen, locate the Senior/Team Lead that is currently assigned as mentor to the Teacher, and click once on their name to highlight it.

**Step 2.** Using the Mentees tab, locate the Teacher you would like to assign to a different Senior/Team Lead, and click once on their name to highlight it. Once highlighted, click on the Transfer to New Mentor button.
Change a Teacher’s Existing Senior/Team Lead

**Step 3.** In the Transfer to New Mentor window, click on the search button to the right of the Mentor field.

**Step 4.** The list that appears will be of all DPS employees, not just the employees in your school/facility. Scroll or use the search fields to locate the mentor you’d like to assign.

**Step 5.** The mentor’s name will appear in the Mentor field. Click OK. Another pop-up will appear confirming the mentor assignment. Click ‘Yes’ to proceed.
Remove a Senior/Team Lead From a Teacher

- **Step 1.** Locate the teacher you would like to remove a Senior / Team Lead from, and select it.

- **Step 2.** Using the Mentors tab, locate the current Senior/Team Lead, and select it. Click on Unassign Mentor.
Remove a Senior/Team Lead From a Teacher

**Step 3.** The Unassign Mentor field will appear. Leave the New Primary Mentor field blank, and click on OK to continue.

**Step 4.** You must confirm your choices. Click on OK to continue. A completion message will appear once it’s confirmed.
Infor Human Resources Step-by-Step Check Lists

**Step-by-Step Check List**

**Access Mentors and Mentees**

1. Log into [thecommons.dpsk12.org](http://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. Go to Manager Homepage.
6. Click on the Develop Employees menu and select Mentors.

**Step-by-Step Check List**

**Assigning a New Senior/Team Lead to a Teacher**

1. Log into [thecommons.dpsk12.org](http://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. Go to Manager Homepage.
6. Click on the Develop Employees menu and select Mentors.
7. To assign a mentor, locate and select a teacher.
8. Then, click on the Assign Mentor button.
9. In the Assign Mentor to Resource window, click on the search button to the right of the Mentor field.
10. Scroll or use the search fields to locate the mentor you’d like to assign. The list that appears will be of all DPS employees, not just the employees in your school/facility.
11. The mentor’s name will appear in the Mentor field. Click ‘OK’. Another pop-up will appear confirming the mentor assignment. Click ‘Yes’ to proceed.

**Step-by-Step Check List**

**Change a Teacher’s Existing Senior/Team Lead**

1. Log into [thecommons.dpsk12.org](http://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. Go to Manager Homepage.
6. Click on the Develop Employees menu and select Mentors.
7. In the Mentors screen, locate the Senior/Team Lead that is currently assigned as mentor to the Teacher, and click once on their name to highlight it.
8. Using the Mentees tab, locate the Teacher you would like to assign to a different Senior/Team Lead, and click once on their name to highlight it. Once highlighted, click on the Transfer to New Mentor button.
9. In the Transfer to New Mentor window, click on the search button to the right of the Mentor field.
10. Scroll or use the search fields to locate the mentor you’d like to assign. The list that appears will be of all DPS employees, not just the employees in your school/facility.
11. The mentor’s name will appear in the Mentor field. Click ‘OK’. Another pop-up will appear confirming the mentor assignment. Click ‘Yes’ to proceed.

**Step-by-Step Check List**

**Remove a Senior/Team Lead From a Teacher**

1. Log into [thecommons.dpsk12.org](http://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. Go to Manager Homepage.
6. Click on the Develop Employees menu and select Mentors.
7. Locate the teacher you would like to remove a Senior / Team Lead from, and select it.
8. Using the Mentors tab, locate the current Senior/Team Lead, and select it. Click on Unassign Mentor.
9. The Unassign Mentor field will appear. Leave the New Primary Mentor field blank, and click on OK to continue.
10. You must confirm your choices. Click on OK to continue. A completion message will appear once it’s confirmed.