District Teachers and Creating Accounts

Department Leader Documentation · https://docs.dacapoinventory.com/doc/district-teachers-and-creating-accounts/

Directors manage who teaches in Da Capo Inventory: access levels, buildings, and new accounts when licenses are available.

Where to go

Administrator Functions → District Teachers

Review your staff list

- See teachers, access levels, and related details for your district.
- Email selected teachers when you need a staff-wide note.

Create a new teacher account

1. On District Teachers, choose **Create new teacher account** when licenses remain.
2. Complete name, email, and access (Teacher vs Director as appropriate).
3. Save. The teacher receives login / setup instructions per your district process.

If the create button is missing or you see that no licenses remain, contact Da Capo Inventory about adding seats before hiring season.

Removing access

Deactivate teachers who leave so licenses return to your pool and former staff no longer see student data.