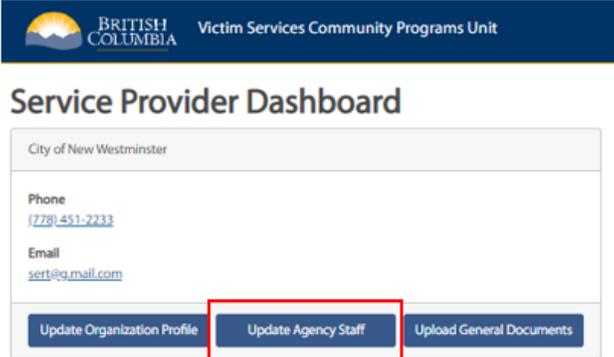# How to Update Agency Staff

Please update agency staff on the service provider dashboard by adding new staff or de-activating former staff that are no longer employed by the organization. All contractors must complete this information as soon as possible to ensure the branch has the most current information about the staff working in each program.

1. On the service provider dashboard, please click on the second button (see red highlighted box below), titled "Update Agency Staff"

2. On the "Update Agency Staff" page please review the staff list on the left that is sorted by alphabetical order. By default, the landing page will display the staff profile of the first person on the list.
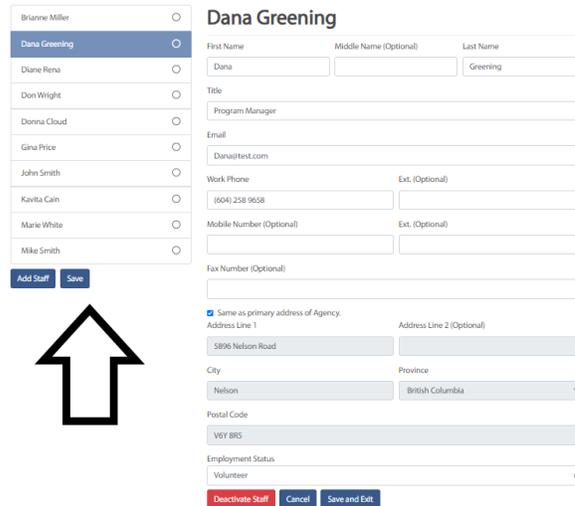
How to Add Staff

1. Click on the **Add Staff** button. Please input the new staff information into the template provided.
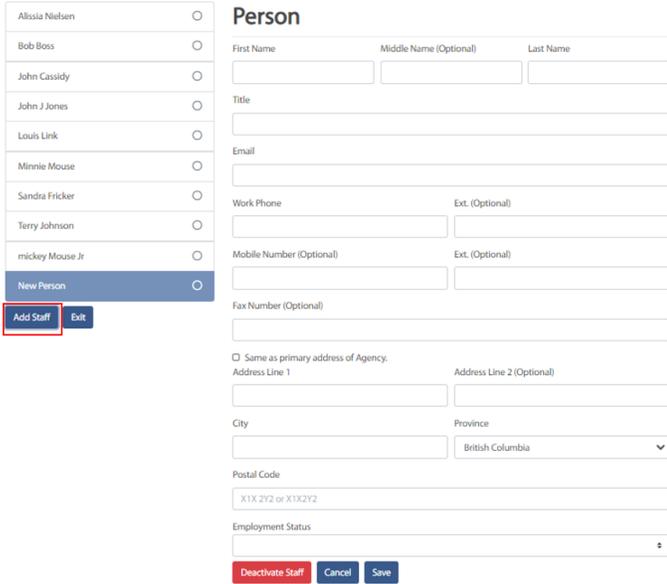
2. Please ensure that all necessary information, including employment status, is completed.

3. Please click on the **Save** button when you have completed all fields

How to Update Staff Information

1. Please ensure that the most current information is provided for all staff. The names of each individual staff member are displayed on the left panel.
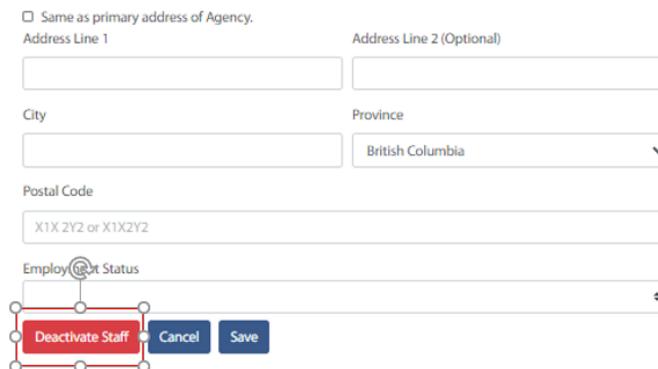

2. Please click on the **Save** button when you have completed all fields

How to De-activate Staff

1. To remove the name of a staff person from the left panel list, please click on the name of the person you would like to deactivate. Once the name has been selected, click on the Deactivate Staff button at the bottom of the page. Please see the diagram below which displays the "deactivate staff" button.