

How to Consolidate User Accounts in PowerSchool 7.8.x

Consolidating teacher accounts allows staff members who teach in multiple buildings to have a single log in for their teacher portal and grade books. A dropdown menu will allow them to switch buildings while working in the Portal or Grade book.

1. Before you consolidate the accounts, decide which building will be the teacher's home school.
2. In the District Office select the Staff tab and Teachers. Click on **Functions** in the lower right corner and choose [Select Teachers By Hand](#).
3. While holding down the Ctrl key or Command key on your keyboard select all of the records for a staff member.
4. Click **Functions**. The Group Staff Functions page appears again.
5. Click [Consolidate Users](#). The Consolidate Users page appears. Verify that all of the accounts that appear belong to the same user.

Note: *If incorrect accounts appear on the page, refine your search, and repeat Steps 2 and 3.*

6. Click the **Master** radio button to select the staff member account that will serve as the master user account.

Master	Last, First
<input type="radio"/>	Bieber, Fever
<input checked="" type="radio"/>	Bieber, Fever

7. Click **Submit**.
8. Click **Confirm Submit**. A confirmation message appears, and the staff user accounts are merged into the selected user account.

Check your Work:

9. On the start page, search for the staff member user account you just consolidated.
10. Click **Security Settings** on the main menu and verify the information. For teachers, check the Teacher and Affiliations tab. For Admin users, verify the Admin Access and Roles tab.

Note that both accounts still exist and need to exist for reporting purposes. The operation you just performed will allow, for example, a teacher to log into one grade book and switch schools in the top right corner much like we do on the Admin side.

