WorkInTexas.com Liaison Staff Account Setup

How to Search for Active or Inactive Staff Accounts in WorkInTexas.com

1. Log into the WorkInTexas.com (WIT) administrative environment. This environment is only available to WIT liaisons (liaisons).

2. On the **Staff Administration** page, select **Administer a Staff Account**.

3. On the **Search for Staff Member** page, select **Region**.

4. The two highlighted filters in the image (**Region** and **Status**) allow liaisons to search for active and inactive staff members from a Board area.

5. Choose a **Region** (Board area).

6. Under **Status**, select **Both**.

7. Select **Search**. This will produce a list of all active and inactive staff accounts in WIT.

8. Export the list by selecting **Export Search Results to Excel**. This staff report includes a list of active and inactive WIT staff accounts.

Confirming and Creating Staff Accounts in WIT

1. Using the instructions above, a Board/Contractor WIT liaison (liaison) runs a staff report in WIT to obtain a list of active and inactive WIT staff accounts.

2. Liaisons must share the staff report with TWIST administrators and management, as appropriate. TWIST administrators must confirm current TWIST staff members without WIT accounts and report it to the liaison.

3. Liaisons must create WIT accounts for employees who do not have accounts using the following process. New accounts must use the naming conventions as provided in WD 16-22.

4. Liaisons must assign new staff accounts to the 'LWDB-Center Staff' privilege group.

Responsibility for Staff Accounts

The purpose of this process is to ensure all current staff members have accounts in WIT, including those staff members who currently only access TWIST.

Liaisons are responsible for maintaining all staff accounts in WIT. They will activate and inactivate accounts as needed. Boards may act through liaisons to ensure that:

- staff accounts, access, roles, and permissions are accurately maintained; and
- staff accounts are inactivated when staff members leave employment.