

## Add a Teacher

There are two people categories in HeadMaster that school employees can be added to: Staff and Teachers. When you add a teacher, a staff record is automatically created. However, when you add a staff person, a teacher record is not created.

In order to keep your data organized and void of duplicate staff records, always add teachers to the Teachers List and reserve the Staff List for administrative, janitorial, cafeteria, or other employees.

If you've already entered teachers in the Staff List, see [Create a Teacher or Parent Record from a Staff Record](#).

1. On the Home screen, click **Teachers**.
2. Click **New**.
3. Click each tab to enter information into the appropriate fields.
4. To save the record, click **OK**.