

# My Assignments

Last Modified on 10/22/2022 9:57 am CDT

[Request an Assignment Update](#) | [Request a New Assignment](#)

**Classic View:** [Census](#) > [My Data](#) > [My Assignments](#)

**Search Terms:** [My Assignments](#)

The District Assignments tab lists the district location(s) at which a staff member is employed, as well as details on his/her assignment.

☰

## My Assignments ☆

My Account > My Data > My Assignments

Request Assignment Update
Request New Assignment

### Assignments

- ▣ Middle School  
- (10/01/2020-)
- ▣ Middle School  
- (07/01/2018-)
- ▣ High School  
- (07/01/2020-)

### Employment Assignment Information

🔒 Read Only (Create an update request to change data)

School High School		Department <input type="text"/>				
*Start Date <input type="text" value="07/01/2020"/>	End Date <input type="text"/>	Title <input type="text" value="Select a Value"/>				
Type <input type="text"/>	FTE of Assignment <input type="text"/>	Assignment Code <input type="text"/>				

Teacher <input checked="" type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>
Adviser <input type="checkbox"/>	Supervisor <input checked="" type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>

Activity Staff

Supervisors

External LMS Exclude

Exclude

STAR Grade Level Override

Teaching Mode

Schoolology Role

My Assignments

Proper tool rights must be assigned to request updates to My Demographics. See the [Census Tool Rights](#) document for more information.

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A staff member may view his/her submitted request on the [My Requests](#) tab.

All schools where the staff member is currently active will be displayed.

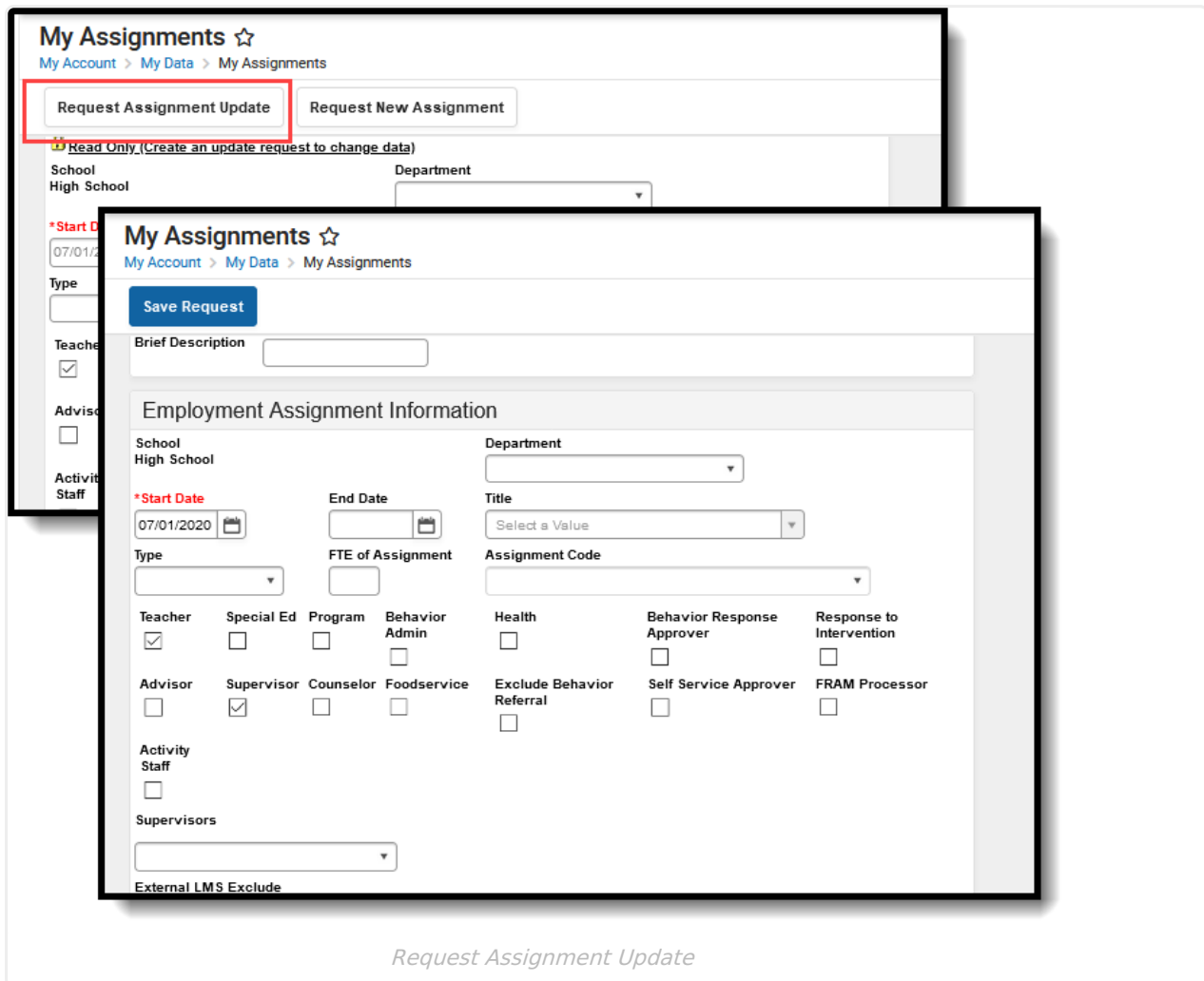
Available options when requesting an update or when requesting a new assignment vary by state.

A user can request an update to an existing district assignment record or request a new assignment record. A request to an existing assignment record can be done if the assignment record is selected from the Assignment tree.

If the school and/or district has set the District Employment for District Assignment System Preferences, validations may appear if a staff person attempts to create a request for a District Assignment without having a District Employment record.

## Request an Assignment Update

1. Select the **Request Assignment Update** icon. A new **District Assignment - Update Record Request** editor will appear.
2. Enter a **Brief Description** for this modification.
3. Enter the modified employment assignment information.
4. Click the **Save Request** icon when finished. An entry will be added to the My Requests tab, indicating a pending request is in existence. A designated approver will review the changes and accept or deny as necessary. A record of the change will also be visible in the Process Inbox.



*Request Assignment Update*

## Request a New Assignment

Select an existing Employment Assignment record. The **Request New Assignment** and **Request New Assignment Update** icons will appear.

1. Select the **Request New Assignment** icon. A new **Employment Assignment Information** editor will appear.
2. Enter a **Brief Description** for this new assignment.
3. Enter the desired employment assignment information.
4. Click the **Save Request** icon when finished.

An entry will be added to the [My Request](#) tab, noting changes were requested on a particular date. A designated approver will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the [Process Inbox](#). The user may select this link and the [My Requests](#) tab will display.

### My Assignments ☆

Census > My Data > My Assignments

Request Assignment Update
Request New Assignment

#### Assignments

- High School
  - Teacher - (09/03/2008-)
- Middle School
  - (12/02/2019-)

#### Employment Assign

Read Only (Create an update)

School  
Jefferson Middle

\*Start Date: 12/02/2019

Type: [dropdown]

#### Assignments

- High School
  - Teacher - (09/03/2008-)
- Middle School
  - (12/02/2019-)

#### District Assignment - New Record Request

Brief Description: [input]

#### Employment Assignment Information

\*School: Harrison High [dropdown] Department: [dropdown]

\*Start Date: [calendar icon] End Date: [calendar icon] Title: [dropdown]

Type: [dropdown] FTE of Assignment: [input] Assignment Code: [dropdown]

Teacher	Special Ed	Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Request New Assignment