**Updating and Maintaining Contact Information in NEO Staff Webinar Q&A**

This is still not “uploadable” data yes?

Correct. It is not in place yet.

I don't have the "staff" selection on my menu bar. How do I get that?

You need to complete a NEO access request form from your superintendent, <https://mainedoe.co1.qualtrics.com/jfe/form/SV_e4gqUaxPobq0oYd> .

When can we start entering 20-21 staff data?

20-21 Staff data entry opened on July 1st, 2020. All staff additions and amendments need to be completed by October 31st, 2020.

Would it be appropriate to list a point of contact for position that needs to be filled (like if we have vacancies, that are being hired for, but no one in place yet) or is it just better to leave them blank?

Yes, if the position is a district role as listed on the staff certification report. Please be aware however that as soon as the position for that role is permanently filled this will need to be updated.