

Assigning Roles

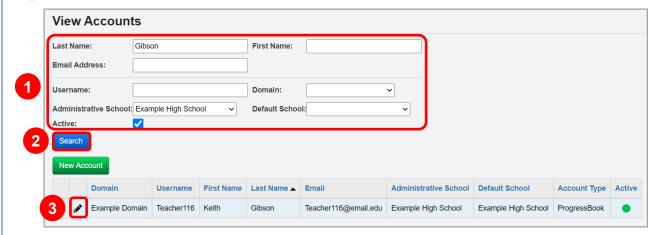
Only users with appropriate security access in StudentInformation can assign roles.

All roles are assigned in StudentInformation.

Assigning a Role to an Individual Account

Navigation: StudentInformation > Management > Security > View Accounts

- On the StudentInformation **View Accounts** screen, enter information in any of the search fields to find the account that you want to assign a DataMap role.
- Click Search.
- $oxed{3}$ In the results grid that displays, in the row of the appropriate account, click \mathscr{E} .



The user record screen **Account** tab displays.

- At the bottom of the screen, on the **Roles** subtab, in the **School** drop-down list, select the district or school to which the role grants access.
- In the **Role** drop-down list, select the desired DataMap role. (For a complete list of DataMap roles, see the *Job Functions & Roles* instructional sheet.)
- 6 Click Add Role.



The role now displays in the grid and is assigned to the account.

Note: To remove a role from an account, in the row of the role you want to remove, click lacktriangle.

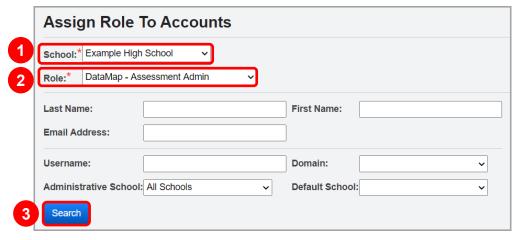
*see reverse side for more information

Assigning a Role to Multiple Accounts

Navigation: StudentInformation > Management > Security > Assign Role to Accounts

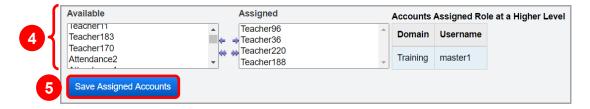
- On the StudentInformation **Assign Role to Accounts** screen, in the **School** drop-down list, select the district or school to which the role grants access.
- In the **Role** drop-down list, select the desired DataMap role. (For a complete list of DataMap roles, see the *Job Functions & Roles* instructional sheet.)
- 3 Click Search.

Note: You can search for specific accounts by entering account information in the search fields. Use * as a wildcard before, after, or in between keywords to narrow your search results. This search is not case sensitive.



In the dual listbox that displays, a list of available accounts displays in the **Available** listbox, and a list of accounts that have already been assigned the selected role displays in the **Assigned** listbox.

- In the **Available** listbox, select the accounts that you want to assign the selected role, and then click to move them to the **Assigned** listbox. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move accounts between the 2 listboxes.)
- 5 Click Save Assigned Accounts.



The dual listbox closes, the role is assigned to the selected accounts, and a success message displays.