

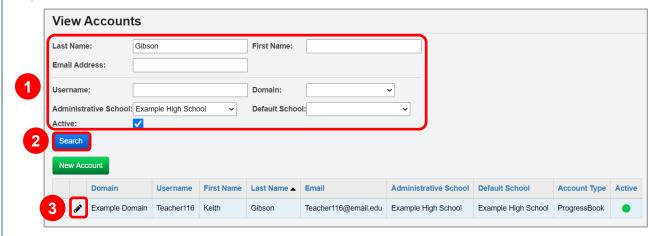
## SpecialServices Assigning Roles

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 SpecialServices role.
- Click Search.
- In the results grid that displays, in the row of the appropriate account, click .



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.

**Note:** The 4 preset SpecialServices roles do not offer building-level security. For information on granting building-level security to accounts, see the Configuring Building-Level Security instructional sheet.

- In the Role drop-down list, select the desired SpecialServices role. (For a complete list of preset SpecialServices roles, see the SpecialServices Roles instructional sheet.)
- Click Add Role.



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

\*see reverse side for more information

## Assigning a Role to Multiple Accounts

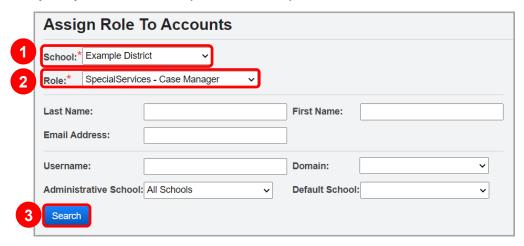
Navigation: StudentInformation > Management > Security > Assign Role to Accounts

1 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.

**Note:** The 4 preset SpecialServices roles do not offer building-level security. For information on granting building-level security privileges to accounts, see the Configuring Building-Level Security instructional sheet.

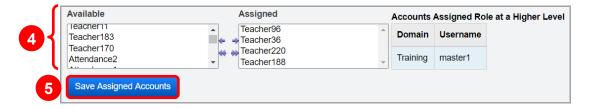
- In the **Role** drop-down list, select the desired SpecialServices role. (For a complete list of preset SpecialServices roles, see the *SpecialServices Roles* instructional sheet.)
- 3 Click Search.

**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.