



# SpecialServices Configuring Building-Level Security

**Only users with the appropriate security privileges in StudentInformation can configure building-level security. All building-level security is configured in StudentInformation.**

You can grant security privileges to one or more accounts for the following SpecialServices features and permissions:

- **All Student Access** resource permission for the **Documents** feature
- **All Student Access** resource permission for the **Student Search** feature
- **Case Management** feature (including the **Self Assign Case Manager** and **Self Assign Service Provider** resource permissions)

**Note:** For more information on these features and resource permissions, see the *Resource Permissions Overview instructional sheet*.

All accounts to which you want to grant building-level security privileges should be assigned both a district-level role and at least one building-level role. You need to create these roles, as the 4 preset SpecialServices roles do not offer building-level security privileges.

## Creating & Assigning a District-Level Role

**1** Complete the steps for creating an additional SpecialServices role as detailed in the *Creating Additional Roles* instructional sheet, ensuring the following:

- In the **Administrative School** drop-down list, select the ITC or district that should have access to edit the role.
- In the **Role Name** field, enter a role name that indicates that the role is a district-level role.
- In the dual listbox, move the applicable district from the **Available** listbox to the **Assigned** listbox.

**Security - Role**

Administrative School: Example District

Role Name\*: Example Role (district level)

Available: [Empty Listbox]

Assigned: Example District

Buttons: Save, Save and New

- After saving the role, on the **Edit Resource Permissions for [role name]** screen **SpecialServices** tab, set all resource permissions that the role should have at the district level to  or .
- Set all resource permissions for which you want to grant building-level security privileges to .

**2** Assign this role to one or more accounts by completing the steps detailed in the *Assigning Roles* instructional sheet.

*\*see reverse side for more information*

## Creating & Assigning a Building-Level Role

1 Complete the steps for creating an additional SpecialServices role as detailed in the *Creating Additional Roles* instructional sheet, ensuring the following:

- In the **Administrative School** drop-down list, select the district that should have access to edit the role.
- In the **Role Name** field, enter a role name that indicates that the role is a building-level role.
- In the dual listbox, move the applicable building(s) from the **Available** listbox to the **Assigned** listbox.

**Security - Role**

Administrative School: Example District

Role Name\*: Example Role (building level)

Available: Example Middle School

Assigned: Example Elementary School, Example High School

Buttons: Save, Save and New

- After saving the role, on the **Edit Resource Permissions for [role name]** screen **SpecialServices** tab, set all resource permissions that the role should have at the building level to  or .

**Note:** When creating building-level roles, you can either create 1 role that enables all resource permissions for which you want to grant building-level privileges, or you can create individual roles for each resource permission for which you want to grant building-level privileges. Creating individual roles for each resource permission allows for greater flexibility in how building-level privileges can be assigned to accounts.

- Set all resource permissions for which district-level privileges have been granted to  .

2 Assign this role to one or more accounts by completing the steps detailed in the *Assigning Roles* instructional sheet.