



*You must have the appropriate security privileges in StudentInformation to create additional SpecialServices roles. All additional roles are created in StudentInformation.*

You can create any number of additional SpecialServices roles (i.e., supplemental to the 4 preset SpecialServices roles) with unique resource permissions to fit the needs of your district. For example, you can create additional roles for accounts to which you want to grant building-level security privileges.

**Note:** For more information on granting building-level security privileges to accounts, see the *Configuring Building-Level Security instructional sheet*.

**Navigation:** StudentInformation > Management > Security > View Roles

- 1 On the StudentInformation **View Roles** screen, click **Add New Role**.

The **Security - Role** screen displays.

- 2 On the **Security - Role** screen, in the **Administrative School** drop-down list, select the ITC, district, or building that should have access to edit this role.
- 3 Enter a **Role Name** in the field.
- 4 In the **Available** listbox, select the building(s) and/or district(s) to which the role should have access, 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 selections between the 2 listboxes.)
- 5 Click **Save**.

*\*see reverse side for more information*

A success message displays, and the screen title updates to **Security - Role [role name]**.

- 6 On the **Security - Role [role name]** screen, click **Edit Resource Permissions**.

**Security - Role: Example Role**

Administrative School: Example District

Role Name\*: Example Role

Available: Example Elementary School

Assigned: Example High School, Example Middle School

Buttons: Save, Edit Sitemap Access, **Edit Resource Permissions** (6), Return To View Roles Page

The **Edit Permissions for [role name]** screen **Reports** tab displays.

- 7 Click the **SpecialServices** tab.
- 8 Modify the resource permissions for the role as desired.

**Note:** For more information about resource permissions, see the Resource Permissions Overview instructional sheet.

**Note:** Only the following features and resource permissions can be enabled at the building level:

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

- 9 Click **Save Permissions**.

**Edit Permissions for Example Role**

Reports, Notifications, **SpecialServices** (7)

**SpecialServices**

- Admin
- Case Management: Allow: [checked] x
- Self Assign Case Manager: Allow: [checked] x
- Self Assign Service Provider: Allow: [checked] x

**Documents**

- All Student Access: Allow: [checked] x
- Completed: View: [checked] x, Delete: [checked] x
- Open: View: [checked] x, Create: [checked] x, Update: [checked] x, Delete: [checked] x, Complete: [checked] x

**Student Search**

- All Student Access: Allow: [checked] x

Buttons: Save Permissions (9)

You can now assign this SpecialServices role to any account that has access to the selected building(s) and/or district(s).