



Security Quick Reference

- The StudentInformation Security system is used to define access to the various features in the StudentInformation system.
- When a new user is created, they start with no access to StudentInformation. They are able to log into the system but no items are available in the sitemap.
- Roles are used or created to define access to specific nodes or branches of the site map.
 - Users are given access to StudentInformation by being granted one or more role/school combinations. The role defines the access while the school defines where that access is given.
 - These role/school combinations can be assigned directly to the user account or can be applied to the user account through their membership in one or more groups with direct or inherited role/school assignments.

Follow these steps to set up and use the StudentInformation Security functionality. **See Security End User Documentation for detail.**

- Determine Type of Security** – Determine whether you will use Centralized or Decentralized (or a combination) Security.

Centralized – All security administration is done at the district level by a centralized and usually small number of people.

Decentralized – Moves the security administration to the building level.

Combination – Some of the security administration takes place at the district level (centralized) while certain other tasks take place at the building level (decentralized).

- Determine Type of Staff Members and Access** – Determine what types of staff members you have and the type of access you want them to have in StudentInformation.

- Convert DSL Users to DASL** – Convert existing DSL Users to DASL Users; Pay special attention to the Administrative School and the Default School.

Navigation: StudentInformation – Management – Security – DSL to DASL

- Review and Create Roles** – Review the existing pre-defined Roles and create new Roles as needed.

Navigation: StudentInformation – Management – Security – View Users – User Roles tab

OR

Navigation: StudentInformation – Management – Security – View Roles – Add New Role button or click edit (pencil)

- Review Role Access** – Review the Sitemap Access for the existing pre-defined Roles and your new Roles.

Navigation: StudentInformation – Management – Security – Display Role Access

- Review and Create Groups** – Create Groups as needed for your StudentInformation Users. Examples of Groups might be teachers, administrators, secretary, etc.

Navigation: StudentInformation – Management – Security – View Groups – Add New Group button

- Assign Role/School Combinations to Groups** – Assign the Role and the School combination to each Group to specify what screens and functions that Group has access to. A group is a collection of users and other groups. Groups can be used for collection purposes, assignment of job functions, and/or assignment of security access.

Navigation: StudentInformation – Management – Security – View Groups – Click edit (pencil) – Group Roles tab

- Create New StudentInformation Users** – Create new StudentInformation Users.

Navigation: StudentInformation – Management – Security – View Users – Add New User button

- Assign Role/School Combinations to Users** (optional) – Assign the Role and the School combination to individual Users as needed to specify what screens and functions that User has access to.

Navigation: StudentInformation – Management – Security – View Users – Click edit (pencil) – User Roles tab

- Put Users into Groups** – Put each User into their appropriate Group(s); A User can belong to more than one Group.

Navigation: StudentInformation – Management – Security – View Users – Click edit (pencil) – User Groups tab

- Review and Create Staff Members** – Staff Members will be brought over from SIS; Review and create new Staff Members as needed. The View/Edit Staff Member Schools defines what assignments this staff member has for the various school and school years.

Navigation: StudentInformation – Management – Security – View Staff Members – Add New Staff Member button

- Create Staff Impersonations for Users** – Create Staff Impersonations for each User as needed for security purposes. Staff impersonation is the ability in StudentInformation for a user to be able to do tasks as if they were the staff member that they are impersonating. Users can also impersonate all staff members in the school if so specified. Administrative staff uses this option most frequently. **IMPORTANT!** As of DASL v10.2.0, Staff Member Impersonations are now copied from year to year as part of the School Year Initialization process. Once Staff Member Impersonations are entered for a user, they will be carried on to following years as part of School Year Initialization.

Navigation: StudentInformation – Management – Security – View Users – Click edit (pencil) – Staff Member Impersonations tab

- Associate Staff Members to Users** – Associate a single Staff Member to a specific StudentInformation User for security purposes. Each district should create one staff member record for each member of his or her staff. Most schools and districts will also provide each of their staff members with a user account to access StudentInformation. The intent of the View/Edit Staff Member Associations page is to associate a User account with a Staff Member. Once such an association is created, the user account will have access to perform any task as that staff member that they have been given access to on the site map.

Navigation: StudentInformation – Management – Security – View Staff Member Associations – Filter button – click magnifying glass