Managing Users

Instructions for adding, managing, and removing user accounts

Managing user accounts

All users who access the Online application for entering and reporting DSC results must have a valid and unique user account. User accounts determine the data each user has access to and the functionality each user has once inside the application. Each user account is comprised of 4 pieces of information:

1. The user's first and last name.
2. A unique user id.
3. A password.
4. The user's email address.

We will never contact the user at the email address entered unless requested to do so, this is used solely for verification purposes when using the Forgot user id or Forgot password functions. All password information is encrypted in the database. If a user forgets their password the user must use the Forgot password feature on the login page or have their password reset by the license administrator for their district or charter school.
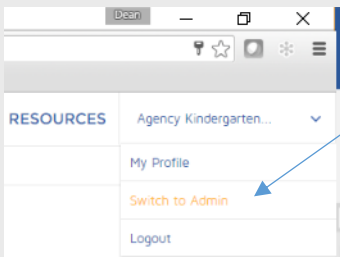
Only individuals with administrative privileges may add, maintain, or remove user accounts. The remainder of this document includes step by step instructions for adding new users, for maintaining existing users, and for removing users no longer employed by the district or charter school.

Add a new user

1. As adminstrator enter your user id and password information in the *Login box* on K.OnlineDSC.net and click the **Login** button..
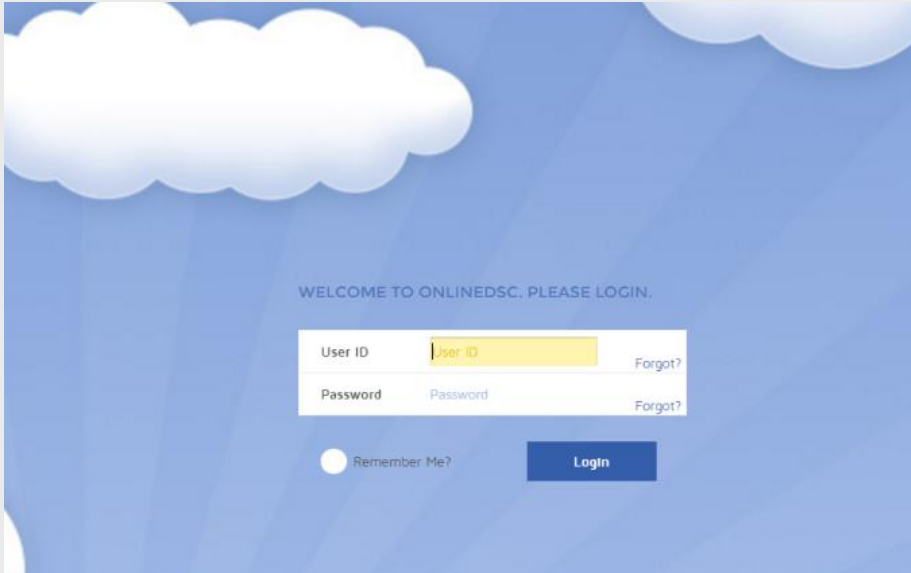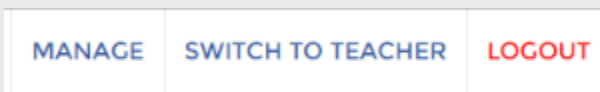

2. If your user account has both teacher and administrative access you must navigate to the administrative functions to add a new user account. If you only have administrative access you will automatically land on the administrators home page.
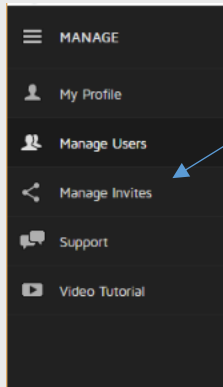

Users with both administrative and teacher access automatically land on the teacher home page. To navigate to the administrator's home page using your mouse hover over your user name in the upper-right hand corner of the screen and click the menu link *Switch to Admin.*

3. Click the **Manage** button found at the top of the page to access Manage user functions.

4. A list of users currently associated with your District or Charter School will be displayed on the Manage home page.

5. Using the menu bar found on the left-hand side of the page click the *Manage Invites* menu link.

Click the *Manage Invites* menu link.

6. Next complete the Send Invite section by entering the new users email address in the space provided and selecting the Parent level of the entity you are assigning the user to.

For example, a teacher's parent level will be Site; a site administrator's parent level is District. If the new user is a teacher with a new classroom scroll the *Assign To* list box until you locate the site where the new user is located. If the user will have a new classroom click the selection box next to New Classroom/Specialist under the Site where the teacher is located.

7. If there are too many sites to display you will see the message "*Too many Site entries returned. Please use the Site list box above the "Assign To" list to refine results."* Click the


drop-down arrow in the Site list box to select the site where the teacher is located. Next click the selection box next to "New Classroom/Specilist" to assign the user to a new classroom at the selected site.
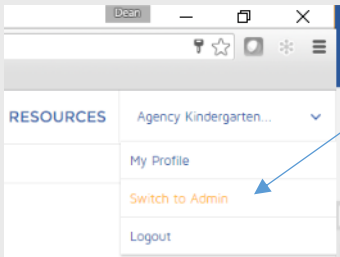
8. Complete the remaining information by entering the user's first name and last name in the appropriate fields.

9. When finished click the Send Invitation button. An email will be sent to the address listed in the email address field with instructions for completing there user account registration.

Move an existing user

1. As adminstrator enter your user id and password information in the *Login box* on K.OnlineDSC.net and click the **Login** button..
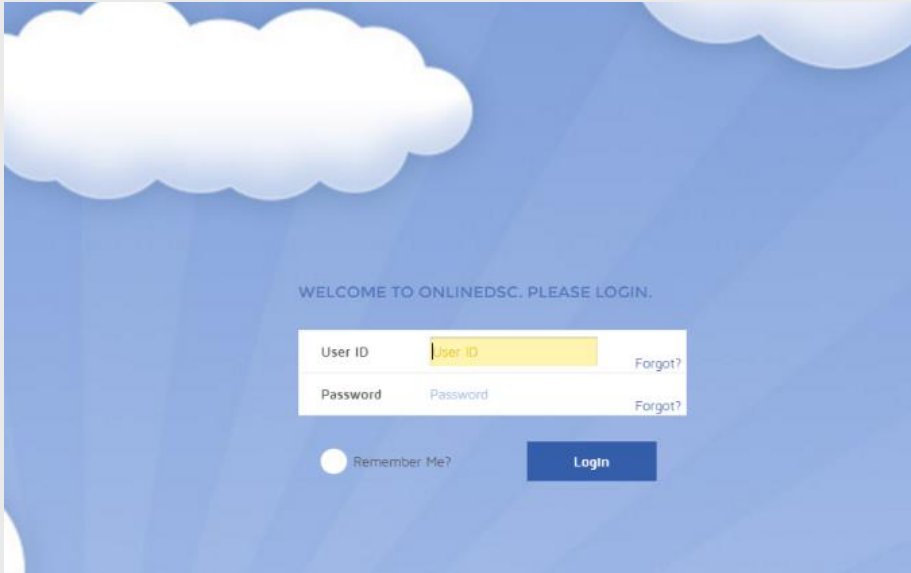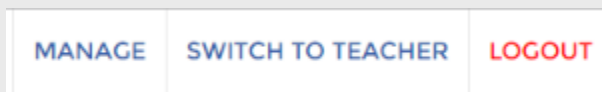

2. If your user account has both teacher and administrative access you must navigate to the administrative functions to manage a user account. If you only have administrative access you will automatically land on the administrators home page.
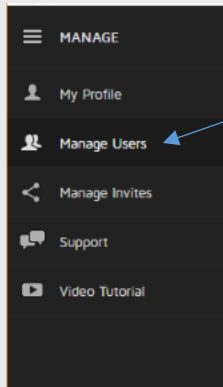

Users with both administrative and teacher access automatically land on the teacher home page. To navigate to the administrator's home page using your mouse hover over your user name in the upper-right hand corner of the screen and click the menu link *Switch to Admin*.

3. Click the **Manage** button found at the top of the page to access Manage user functions.

4. A list of users currently associated with your District or Charter School will be displayed on the Manage home page.

5. Using the menu bar found on the left-hand side of the page click the *Manage Users* menu link.

Click the *Manage Users* menu link.

6. Locate the user you wish to move by entering the user's email, first name, last name or user id in the Search box. You may also enter the Entity Name (site name, etc.) where the user is located to see a list of all users at that location. Click the **Search** icon to locate the user's account. If a match is found the user's account is displayed in the list box below. Click the correct user account in the list box to show the user's account information.

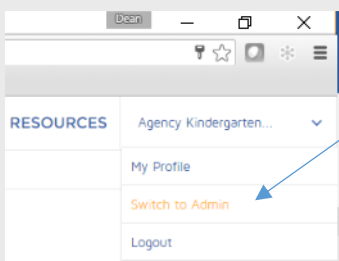**7.** The selected user's information appears in the Edit User list box.

8. To assign the user to a new classroom at the same site or at a different site, select the appropriate Parent Level in the list box. Next in the *Assign to* list box select the new entity (Classroom, Site, etc.) where the user will be assigned.

9. Click the **Assign** button.

10. The user is now assigned to the old entity and the new entity.

Removing an existing user

1. As adminstrator enter your user id and password information in the *Login box* on K.OnlineDSC.net and click the **Login** button..
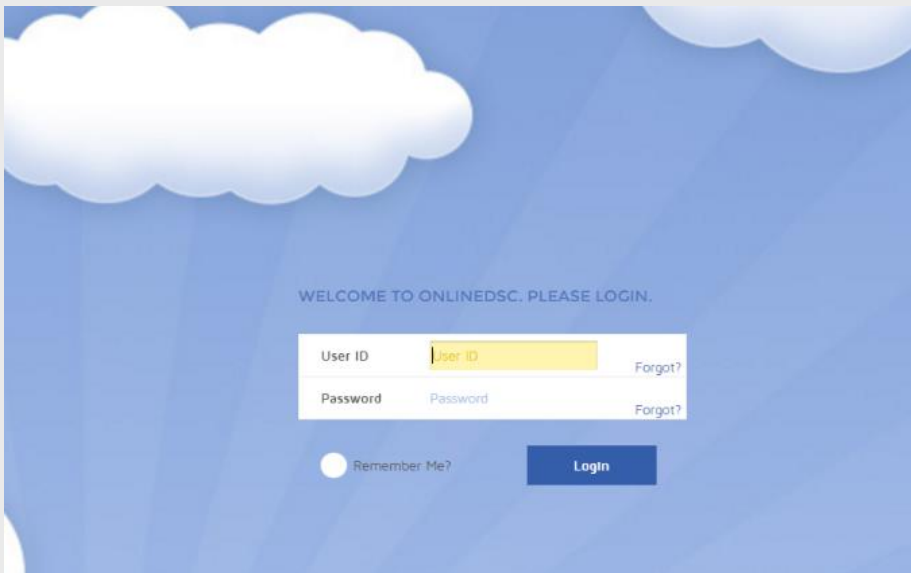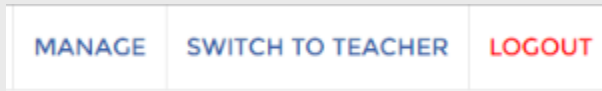

2. If your user account has both teacher and administrative access you must navigate to the administrative functions to remove a user account. If you only have administrative access you will automatically land on the administrators home page.
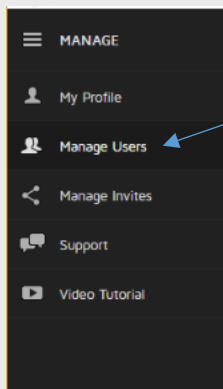

Users with both administrative and teacher access automatically land on the teacher home page. To navigate to the administrator's home page using your mouse hover over your user name in the upper-right hand corner of the screen and click the menu link *Switch to Admin*.

3. Click the **Manage** button found at the top of the page to access Manage user functions.

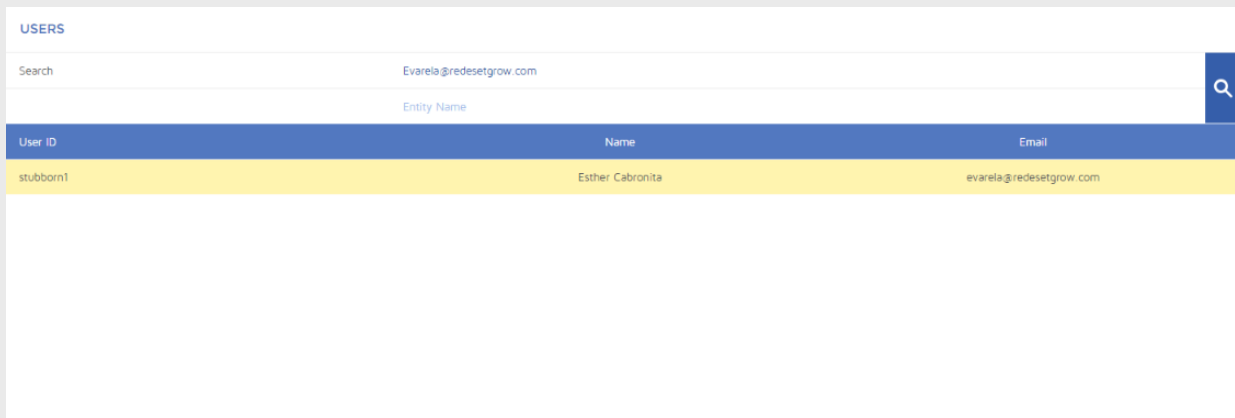| MANAGE	SWITCH TO TEACHER	LOGOUT

4. A list of users currently associated with your District or Charter School will be displayed on the Manage home page.

5. Using the menu bar found on the left-hand side of the page click the *Manage Users* menu link.

Click the *Manage Users* menu link.

6. Locate the user you wish to remove by entering the user's email, first name, last name or user id in the Search box. You may also enter the Entity Name (site name, etc.) where the user is located to see a list of all users at that location. Click the **Search** icon to locate the user's account. If a match is found the user's account is displayed in the list box below. Click the correct user account in the list box to show the user's account information.

USERS

| Search | Evarela@redesetgrow.com | |
| | Entity Name | |

User ID	Name	Email
stubborn1	Esther Cabronita	evarela@redesetgrow.com

7. The selected user's information appears in the Edit User list box.

EDIT USER

User ID	stubborn1
Suspended	◯
View Only	◯

[Save] [Cancel]

ASSOCATIONS

Assigned To	◯ RSG Test Account

[Remove]

ASSIGN

Parent Level	Select a parent entity level
Assign To	

[Assign]

Select each entity to remove by clicking the selection box next to the entity name.

8. A listing of all entities the selected user is associated with is displayed in the Associations list box.

9. To remove the user from one or more enitities click the selection box to the left of each entity the user is to be removed from.

10. When finished click the **Remove** button.

11. The user is now removed from each of the selected entities.