

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:

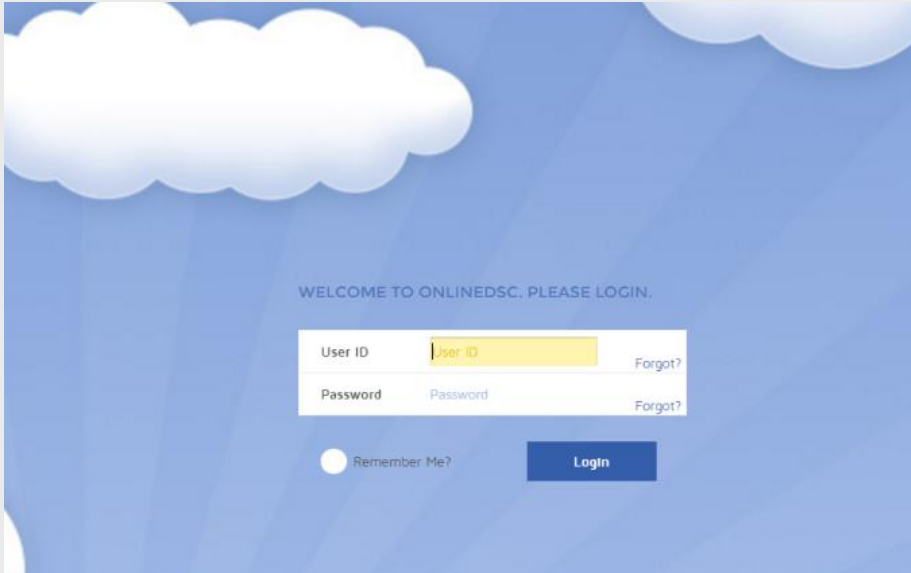
1. The user's first and last name.
2. A unique user id.
3. A password.
4. The user's email address.

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.

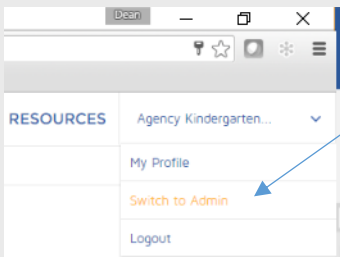
Only individuals with administrative privileges may add, maintain, or remove user accounts. The remainder of this document includes step by step instructions for adding new users, for maintaining existing users, and for removing users no longer employed by the district or charter school.

Add a new user

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

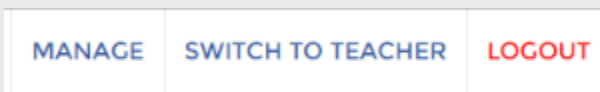


2. If your user account has both teacher and administrative access you must navigate to the administrative functions to add a new user account. If you only have administrative access you will automatically land on the administrators home page.



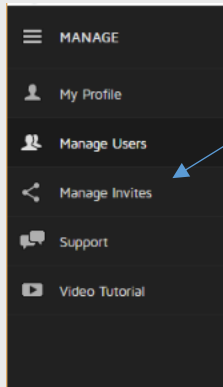
Users with both administrative and teacher access automatically land on the teacher home page. To navigate to the administrator's home page using your mouse hover over your user name in the upper-right hand corner of the screen and click the menu link *Switch to Admin*.

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.



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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.

A screenshot of a web form titled 'SEND INVITE'. The form has several input fields: 'E-mail' with the value 'DCaldwell@redesetgrow.com', 'Parent Level' with a dropdown menu showing 'Enter a valid e-mail above then select a parent entity level', 'Assign To' with a dropdown menu showing 'Customer', 'First Name' with the value 'Parish', 'Last Name' with the value 'District', and 'Add personal message' with the value 'Site'. The 'Assign To' dropdown is highlighted in yellow.

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*

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

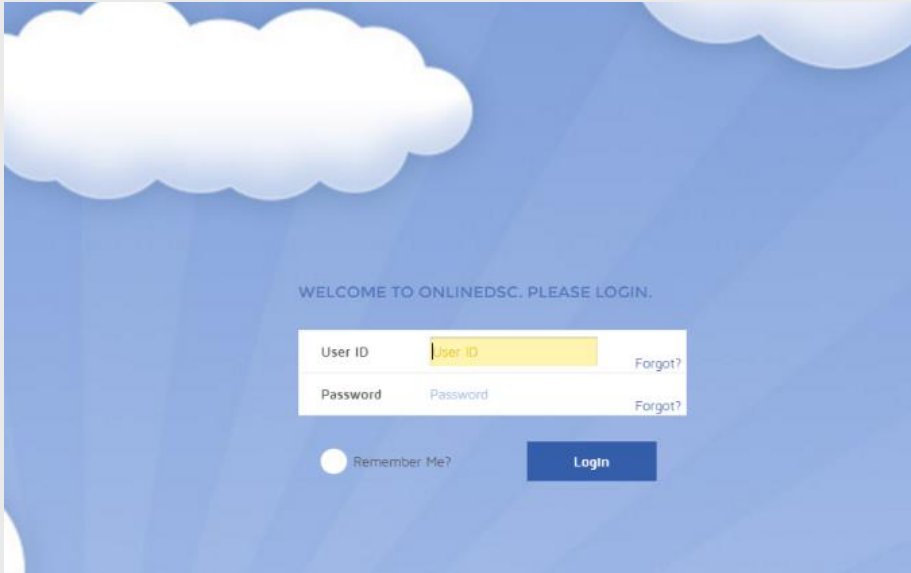
A screenshot of the 'SEND INVITE' form. The 'Parent Level' dropdown is set to 'Site'. The 'Assign To' dropdown is expanded, showing a list of options: 'Area 51', 'New Classroom/Specialist', 'aclassroom5', 'Betsy's class 1', 'class 1', 'class 1.5', 'Esther', and 'Esther's class'. The 'Area 51' option is highlighted in yellow.

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.

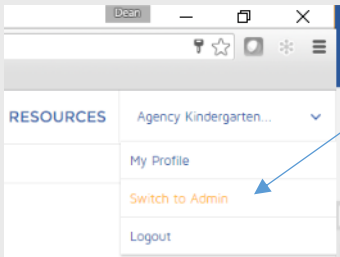
8. Complete the remaining information by entering the user's first name and last name in the appropriate fields.
9. When finished click the Send Invitation button. An email will be sent to the address listed in the email address field with instructions for completing there user account registration.

Move an existing user

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

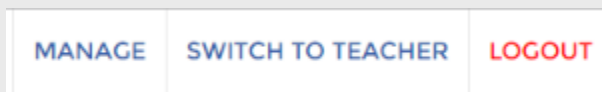


2. If your user account has both teacher and administrative access you must navigate to the administrative functions to manage a user account. If you only have administrative access you will automatically land on the administrators home page.



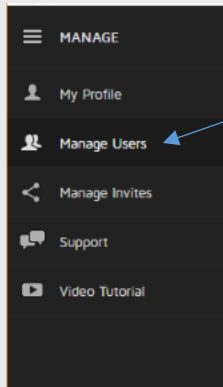
Users with both administrative and teacher access automatically land on the teacher home page. To navigate to the administrator's home page using your mouse hover over your user name in the upper-right hand corner of the screen and click the menu link *Switch to Admin*.

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.

A search interface for users. At the top, there's a section titled 'USERS'. Below it is a search box containing 'Evarela@redesetgrow.com' and a magnifying glass icon. Underneath the search box is a label 'Entity Name'. Below that is a table with three columns: 'User ID', 'Name', and 'Email'. The table contains one row with the following data: 'stubborn1', 'Esther Cabronita', and 'evarela@redesetgrow.com'. The row is highlighted in yellow.

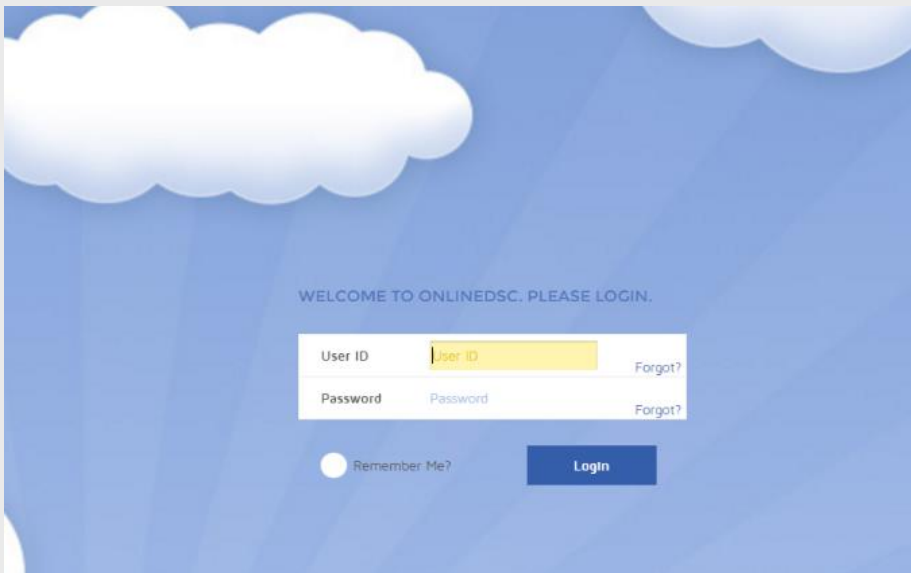
7. The selected user's information appears in the Edit User list box.

A form for editing a user. It is titled 'EDIT USER'. The first section contains three fields: 'User ID' with the value 'stubborn1', 'Suspended' with an unchecked radio button, and 'View Only' with an unchecked radio button. Below these fields are two buttons: 'Save' (blue) and 'Cancel' (red). The second section is titled 'ASSOCIATIONS' and contains one field: 'Assigned To' with the value 'R5G Test Account' and an unchecked radio button. Below this field is a 'Remove' button (red). The third section is titled 'ASSIGN' and contains two fields: 'Parent Level' with the value 'Select a parent entity level' and 'Assign To'. Below these fields is an 'Assign' button (blue).

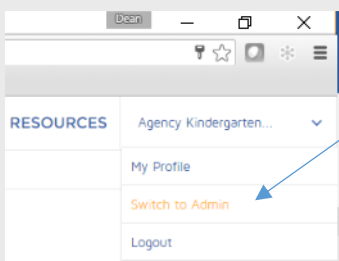
8. To assign the user to a new classroom at the same site or at a different site, select the appropriate Parent Level in the list box. Next in the *Assign to* list box select the new entity (Classroom, Site, etc.) where the user will be assigned.
9. Click the **Assign** button.
10. The user is now assigned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

Removing an existing user

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

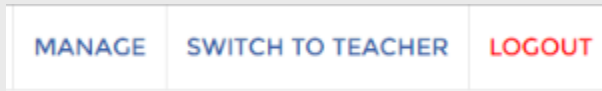


2. If your user account has both teacher and administrative access you must navigate to the administrative functions to remove a user account. If you only have administrative access you will automatically land on the administrators home page.



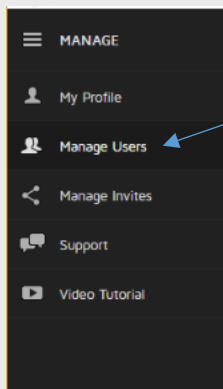
Users with both administrative and teacher access automatically land on the teacher home page. To navigate to the administrator's home page using your mouse hover over your user name in the upper-right hand corner of the screen and click the menu link *Switch to Admin*.

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



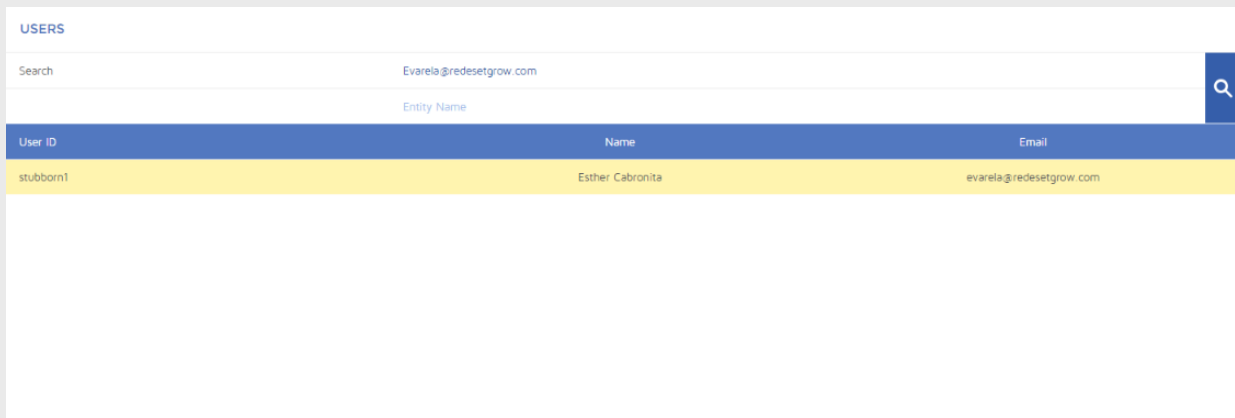
4. A list of users currently associated with your District or Charter School will be displayed on the Manage home page.

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.



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

The screenshot shows a web form titled "EDIT USER". It contains several sections: "EDIT USER" with fields for "User ID" (value: stubborn1), "Suspended" (radio button), and "View Only" (radio button), followed by "Save" and "Cancel" buttons. Below is the "ASSOCIATIONS" section with an "Assigned To" field containing a radio button and the text "RSG Test Account", and a "Remove" button. The "ASSIGN" section includes a "Parent Level" dropdown menu with the text "Select a parent entity level" and an "Assign To" field, followed by an "Assign" button.

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 entities 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.