Create District User

Employees tab: This tab show all the employees in your district.

The employees tab has the following features.

- Use the magnifying glass to display one or all of the fields to performing a search for an employee, if you want to search by SSN you need to use the % symbol alone with the last 4 numbers of the SSN.
- When there is a user displayed in the User block the button Add User ID is disable and the buttons Delete User ID and Unlock/Expire User ID are enable.
- When there is no user displayed in the User block the button Add User ID is enable and the buttons Delete User ID and Unlock/Expire User ID are disable.

You can create a district type user only if the major school number is 001 or 09% on the General/Schedule Employee Data>District Info tab.

In order to create a user, enter the employee's login name and press the Add User ID Button. **"PLEASE DO NOT USE SPECIAL CHARACTERS IN THE LOGIN NAME"** Messages that may display:

- If Login name already exist an alert will display "User _____ account already exists". The login name will be removed.
- If Login name does not exist an alert will display "User _____ account is added".

The login name is created and the field User ID will have the word **DISTRICT**.

NOTE: If you are assigning **DISTRICT PERSONNEL** role and your superintendent does not want the person to **see salaries**, please send an email to mdeapps@mdek12.org and list the employee(s) with NO SALARIES.

The next step is to add the role(s).

Roles tab: The roles tab will show up once a user is created (also this will apply if the user already exists).
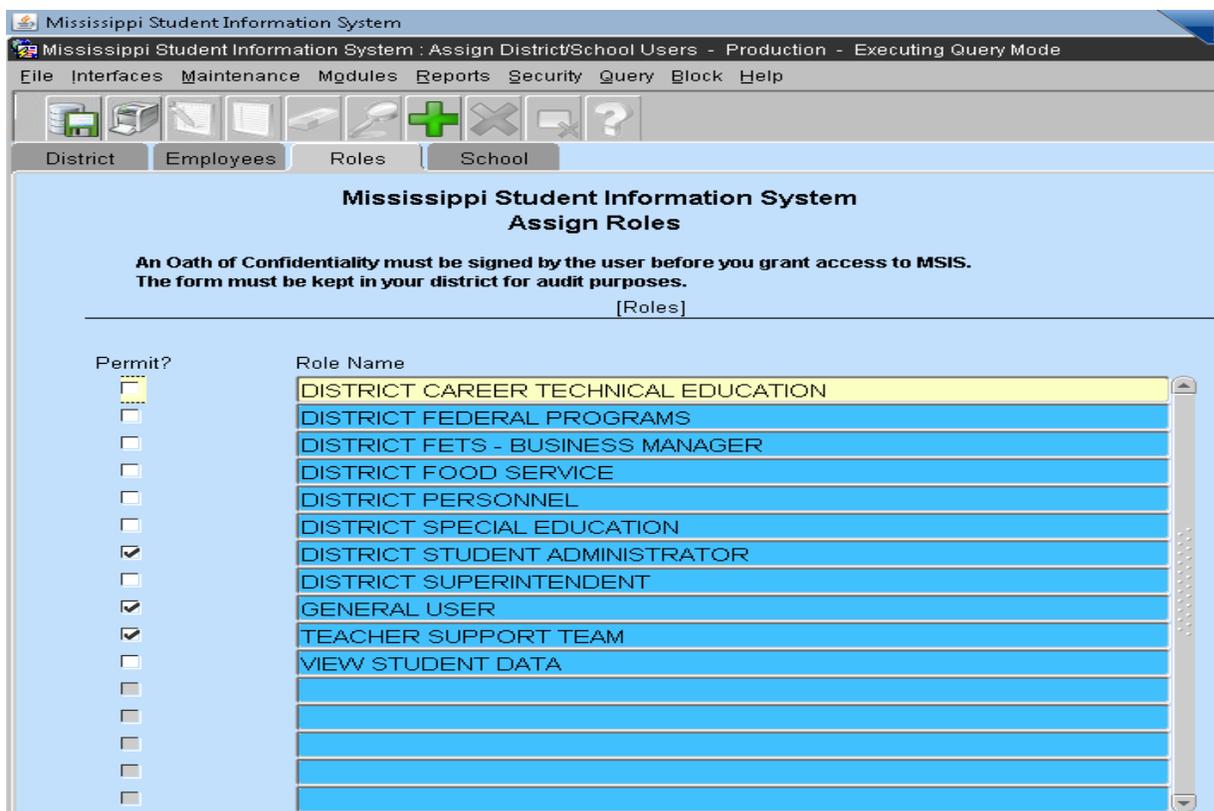
This tab will display the roles that belong to the district type user. The General User role will be set to default. This role is assigned once the user is created and cannot be removed.

In this tab you can select the roles to be accessed, in some case there are restriction for the following roles.

For example, if you select the role District Student Administrator you cannot select View Student Data, instead this is the error message that the user will get:
- "User _____ Can't be assigned Administrator role, user has the View role" or "User _____ Can't be assigned View Student Data role, user has the Administrator role".

Another example, if you select the role District Special Education you cannot select Teacher Support Team, instead this is the error message that the user will get:
- "User _____ Can't be assigned Special Education role, user has the Support role" or "User _____ Can't be assigned Support role, user has the Special Education role".

   Click ok and the role will be unchecked.

   To change the role you must remove the one and add the other.

Once you have selected at least one role to be assign (or all the roles that the user can access) the save button becomes enable so that you can save the changes. Message that will display:
- "User _____ changes in role assigments are saved".

Click ok and the role(s) will be added.

After saving the changes the save button will be disable.

NOTE: the save button will be enable only when there are changes to save in the Roles tab.

This saving message is also display if the user did not use the save button to save the changes in the roles tab and exit the screen.

The next step is to add the school(s) number.

School tab: The School tab will display all the school assigned in you district.
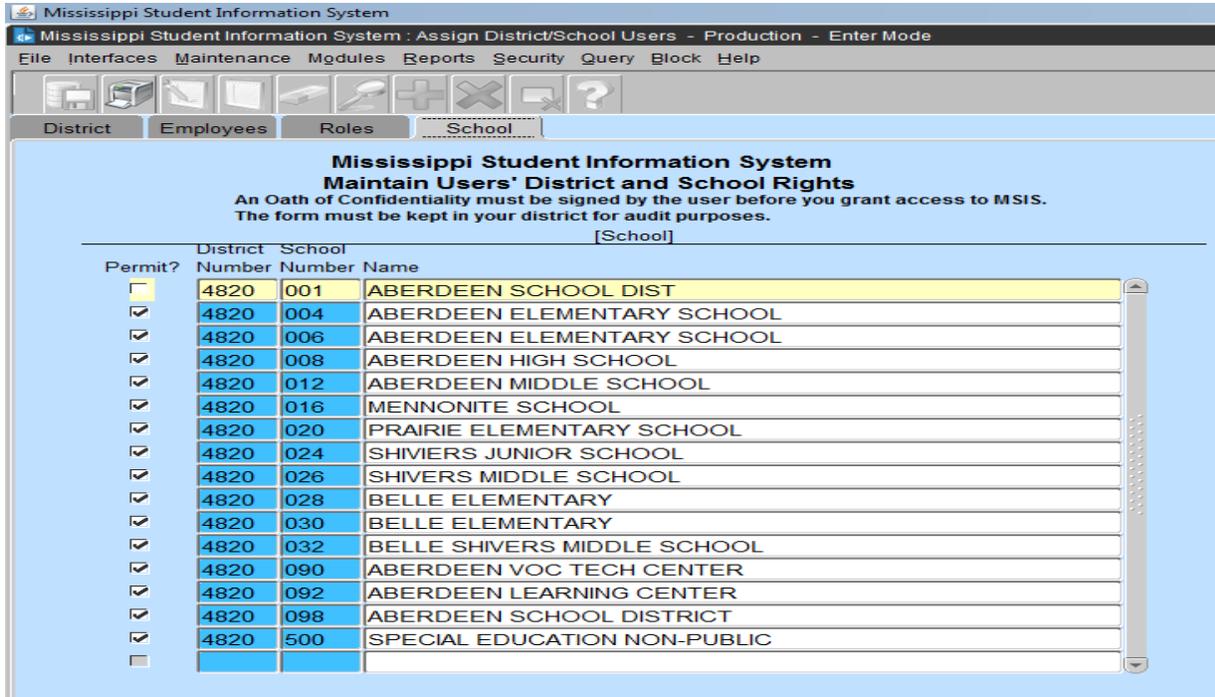
In this tab there is **NO** modification to the schools that are checked and they **CAN NOT** be unchecked. School 001 will be unchecked.

NOTE: All users are automatically set with a system generated temporary password. You will need to email mdeapps@mdek12.org for the password if you don't know it. The system will say that the user password has expired and for them to enter the old password the system generated temporary password and then enter a new password. The format should be 7 alpha characters and 1 numeric character for example "aaaaaaa2". Or they may change their password by selecting the options Security/Change User Password from the menu