Create School User

To create a school type user are those employee that are **NOT** assigned to school number 001 or 09% (from Employee District Data).

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.

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 SCHOOL.

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 school type user and General User will be the role set as default, this role is assigned once the user is created and this role cannot be removed.

This tab will display the roles that belong to the school type user. The General User role will be set to default. This role is assigned once the user is created and this role 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 School 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 role, user has the Administrator role".

Another example, if you select the role Grade Assignment and the user is not a Counselor, this is the error message that the user will get:

- "User _____ Can't be assigned Grade Assignment role, user is not a Counselor".

Click ok and the role will be unchecked.

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.

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

School tab: The School tab will display all the schools that belong to your district, so the user can assign the schools that the school type user will have access.
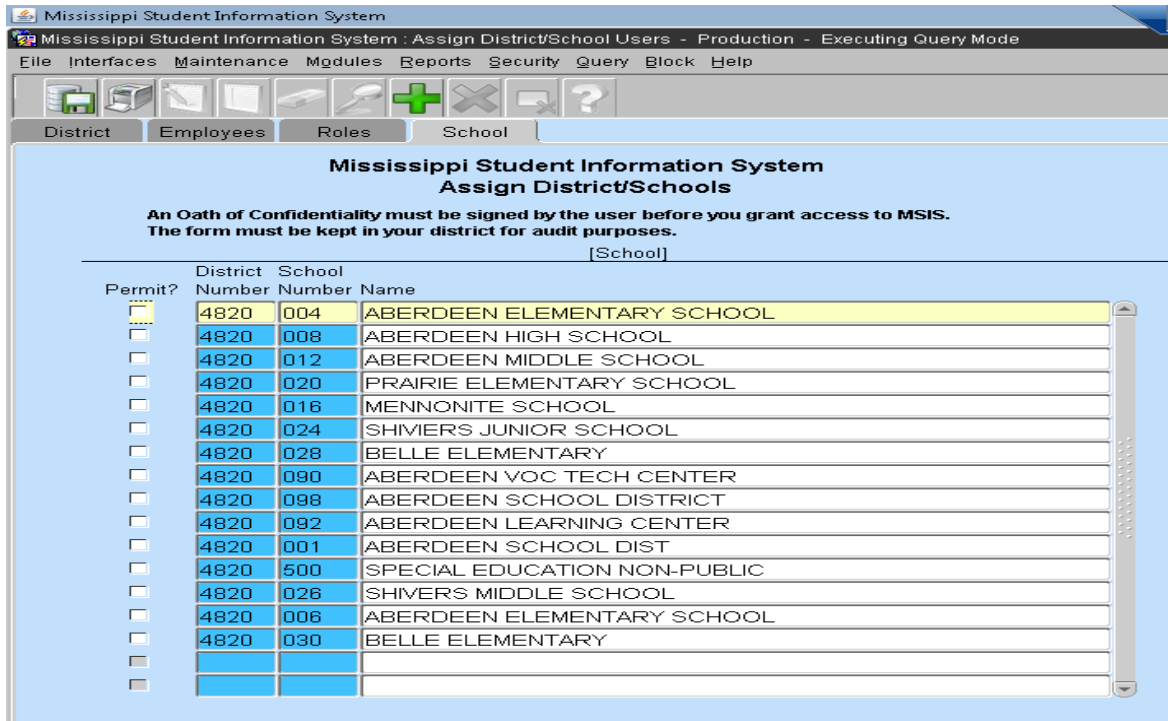
For this type of user, in the School tab the user can assign all the school except the school number 001, if the user that is currently log in in the application attempts to select the school 001 for a school type user, the system won't allow you to select this school number because it belongs to a district type user.

Select all the schools that the school type user will need access to.

Once the application detects a change in the tab the save button will be enable in order to allow the user save the changes and the button is pressed a save message will show up and the save button will be disable.

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.