

ACT NOW School User Role Matrix

Role Activities: Users in ACT Now have access to activities based on their assigned user role. The roles and permission outlined below help determine which roles are needed at each organization.

Organizations

Permission	School Test Coordinator	School Administrator (Principal)	Test Event Staff (Room Supervisors & Proctors)
View Organization (school)	Yes	Yes	No
Respond to Invitation to Participate (select dates and verify school information)	Yes	No	No
View Participation Reports	Yes	No	No

Students

Permission	School Test Coordinator	School Administrator (Principal)	Test Event Staff (Room Supervisors & Proctors)
Student Registration Files	Yes	No	No
Manage Student Registration	Yes	No	No
View Student Registration Reports	Yes	No	No
Transfer Student Registrations (within your school)	Yes	No	No
View Student Registration	Yes	Yes	No

Test Center Manager (TCM) and Test Events

Permission	School Test Coordinator	School Administrator (Principal)	Test Event Staff (Room Supervisors & Proctors)
Launch Test Center Manager (TCM)	Yes	No	Yes
View Test Event Reports	Yes	No	No
View Test Events	Yes	No	Yes

Users

Permission	School Test Coordinator	School Administrator (Principal)	Test Event Staff (Room Supervisors & Proctors)
Invite Users – file upload or individually	Yes	No	No
Manage User Information	Yes	No	No
View Users	Yes	Yes	No

Test Staff Roles with Permission to Assign Additional Roles

Role	School Test Coordinator	School Administrator (Principal)	Test Event Staff (Room Supervisors & Proctors)
School Test Coordinator can assign →	No	Yes	Yes
District Test Coordinator can assign →	Yes	Yes	Yes