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SchoolSpring User Types

You need to set up job locations prior to setting up User Accounts

To get to the User Account Tools, click on the icon or the User Accounts text link on the System Management Page. This is where you can add, edit, and delete users or change their access permissions.

Add a User

To add a user, click on the icon on the left-hand side of the User Accounts screen.

Note: When you create a New User, the system automatically sends an email to that user with their username and password.

User Details

There are five types of users/access permissions that can be assigned.

1)System Admin –

Has access to all aspects of the SchoolSpring hiring system for your account.. They can create, edit and delete users, locations, job postings, evaluation and interview rounds, as well as manually enter job applications. The System Admin can create job postings for the district at any location within the district. They can also create candidate searches and invite prospective candidates to apply.

Note: At least one user must be assigned the role of System Admin for an employer

2)System User –

System Users can view all aspects of the job postings in the entire district, but can only make changes to job postings to which they have been assigned as the Job Owner or the Job Contact.

3)Location Admin –

A location Admin has all the same abilities as the System Admin, but ONLY for the location to which they are assigned (not the entire employer account).

4)Location User –

Location Users can only view the job postings for the location(s) to which they are assigned. They can be assigned to multiple locations.

Note: Location Users cannot edit or change any job postings unless they have been designated as the Job Owner or Job Contact for that job posting.

5) **Guest** –

This role is for users whom you want to only view jobs, review applicants and interview schedules for a specific job posting. This allows you to assign an outside user to evaluation selection committees and provide access to the information necessary to evaluate candidates for explicitly specified positions.

Note: Guest users cannot access any other information on the site.

Please create ONLY ONE User Account per user. If their status or role changes, (e.g. from Location User to Guest User) edit their original User Account. Do Not Create a second account for them as this can create potential system problems.



0 Kudos

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