

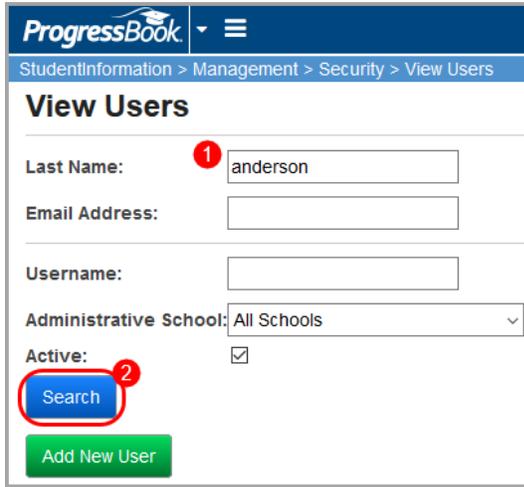
Assigning Roles

Only users with appropriate security access in StudentInformation can assign user roles, which are assigned in StudentInformation.

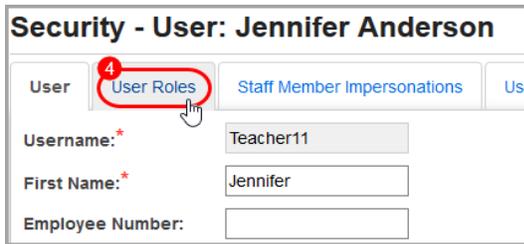
Assigning Roles to an Individual User

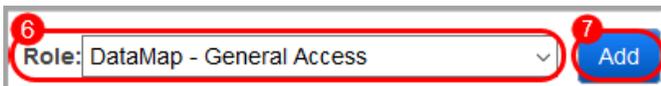
Log in to StudentInformation and navigate to **StudentInformation > Management > Security > View Users**.

- 1 On the **View Users** screen, enter information in any of the search fields to find the user to whom you want to assign roles.
- 2 Click **Search**.
- 3 In the search results grid, click  to edit the record of the desired user.
- 4 On the **Security - User** screen, click the **User Roles** tab.
- 5 On the **User Roles** tab, in the **School** drop-down list, select the ITC, district, or school level at which the DataMap role is to be assigned to the user.
- 6 In the **Role** drop-down list, select the role you want to assign the user. (For a complete list of roles, refer to the Job Functions and User Roles for DataMap Access QRC.)
- 7 Click **Add**.



		SATraining1	Teacher11	Jennifer	Anderson	Teacher11@SATraining1.edu
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School	Role
 SATraining1 Middle School	SATraining1 Default Role
 SATraining1 Middle School	SATraining1 Mobile Role
 All Buildings	DataMap - General Access
 SATraining1 High School	SATraining1 Default Role
 SATraining1 High School	SATraining1 Mobile Role

On the **User Roles** tab, the new role you assigned the user displays in the grid.

Assigning Roles to Multiple Users

Log in to StudentInformation and navigate to **StudentInformation > Management > Security > Assign Role to Users**.

- 1 On the **Assign Role to Users** screen, in the **School** drop-down list, select the ITC, district, or school level at which you want to assign roles for multiple users.

- 2 In the **Role** drop-down list, select the role you want to assign to multiple users.

- 3 Click **Search**.

Note: You can search for specific users by entering any of their information in the search fields.

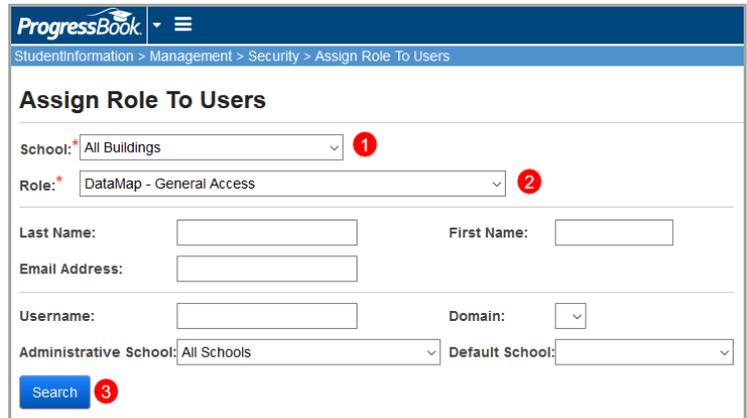
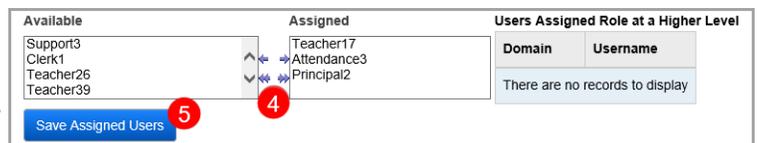
A list of available users and a list of users that have already been assigned that role display in the dual listbox below.

- 4 Select the available users you wish to assign to the selected role and click **→**. To select all of the available users, click **⇒**.

Note: To de-select a user, select their name, then click **←**. To de-select all users, click **⇐**.

- 5 Click **Save Assigned Users**.

A message displays indicating that the users have been assigned.

Users Assigned Role at a Higher Level	
Domain	Username
There are no records to display	

The users were successfully assigned to the role