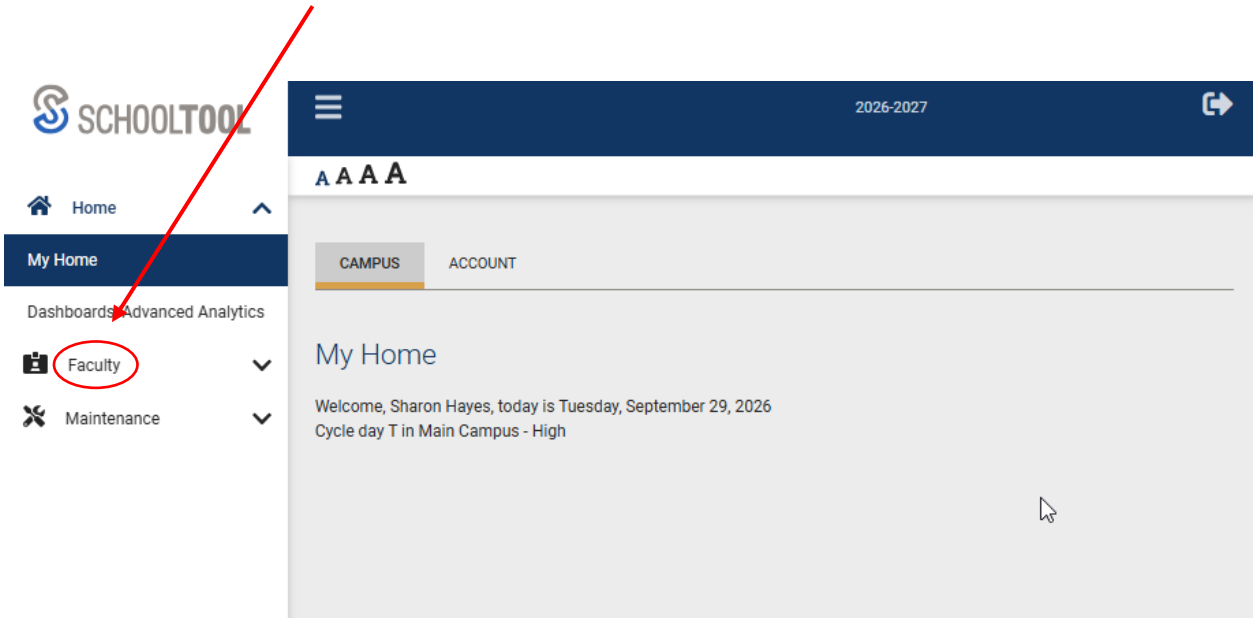
Account Creation

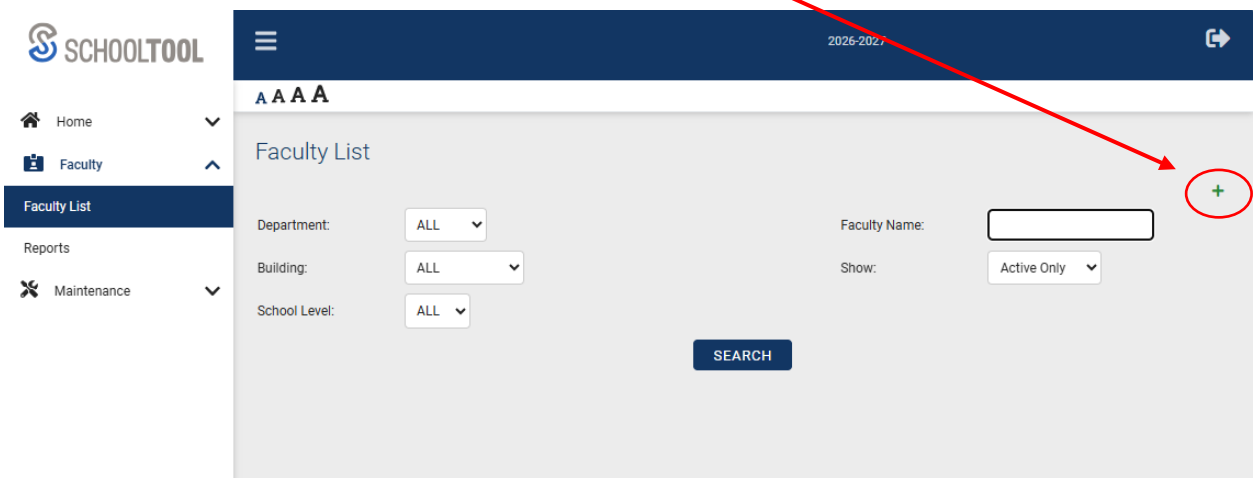
1. Log into your district's site using the link found here

   BRIGHT Access & Account Setup - Student Data Services BOCES

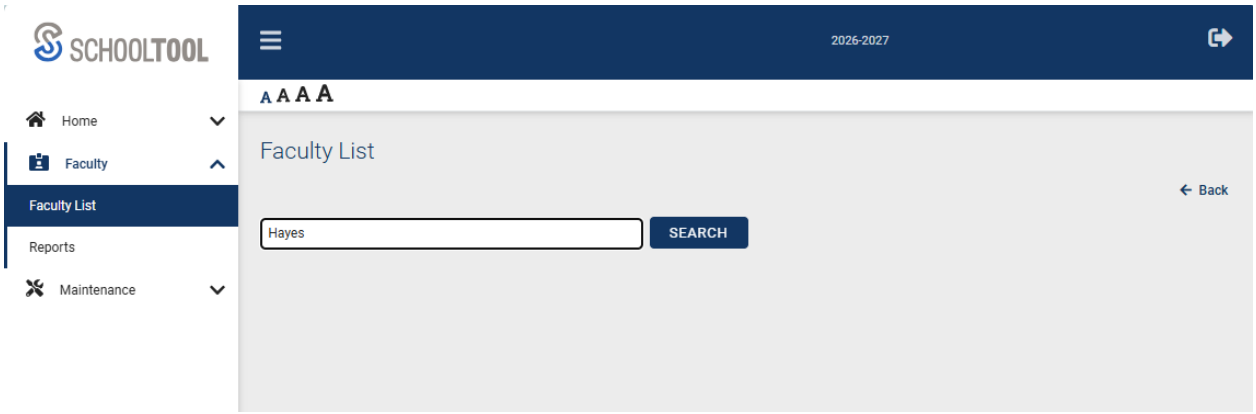
2. Click on "Faculty" to begin the account creation process.



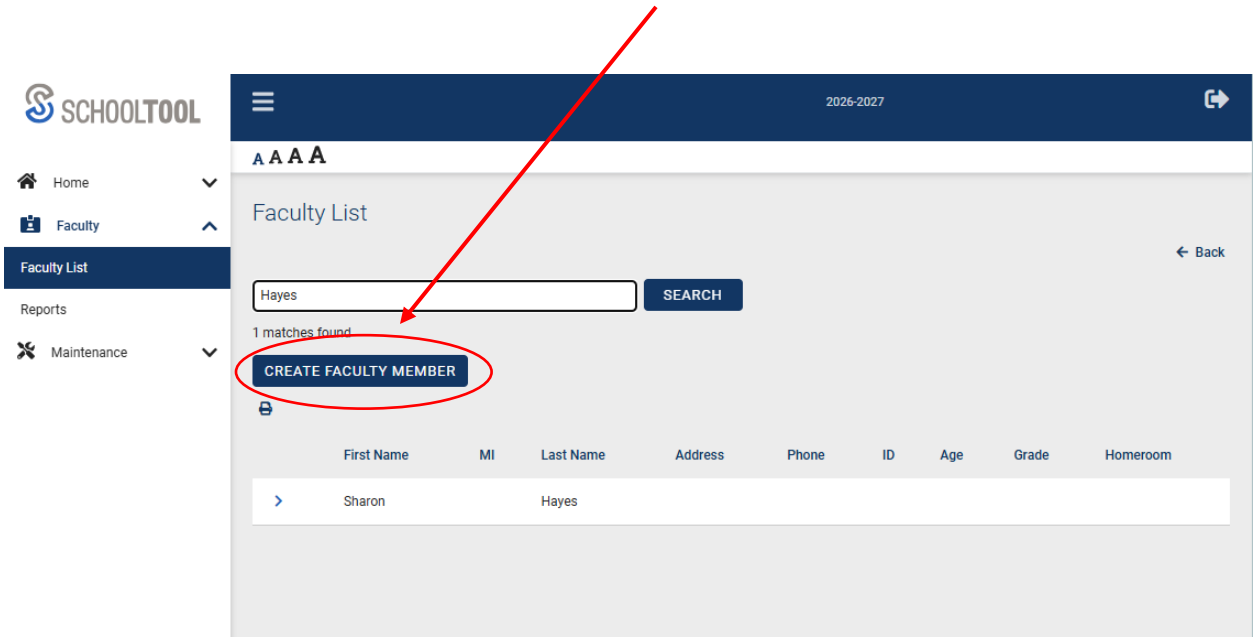
3. Click on the plus sign, “+”, found on the upper right of the page, to add an account



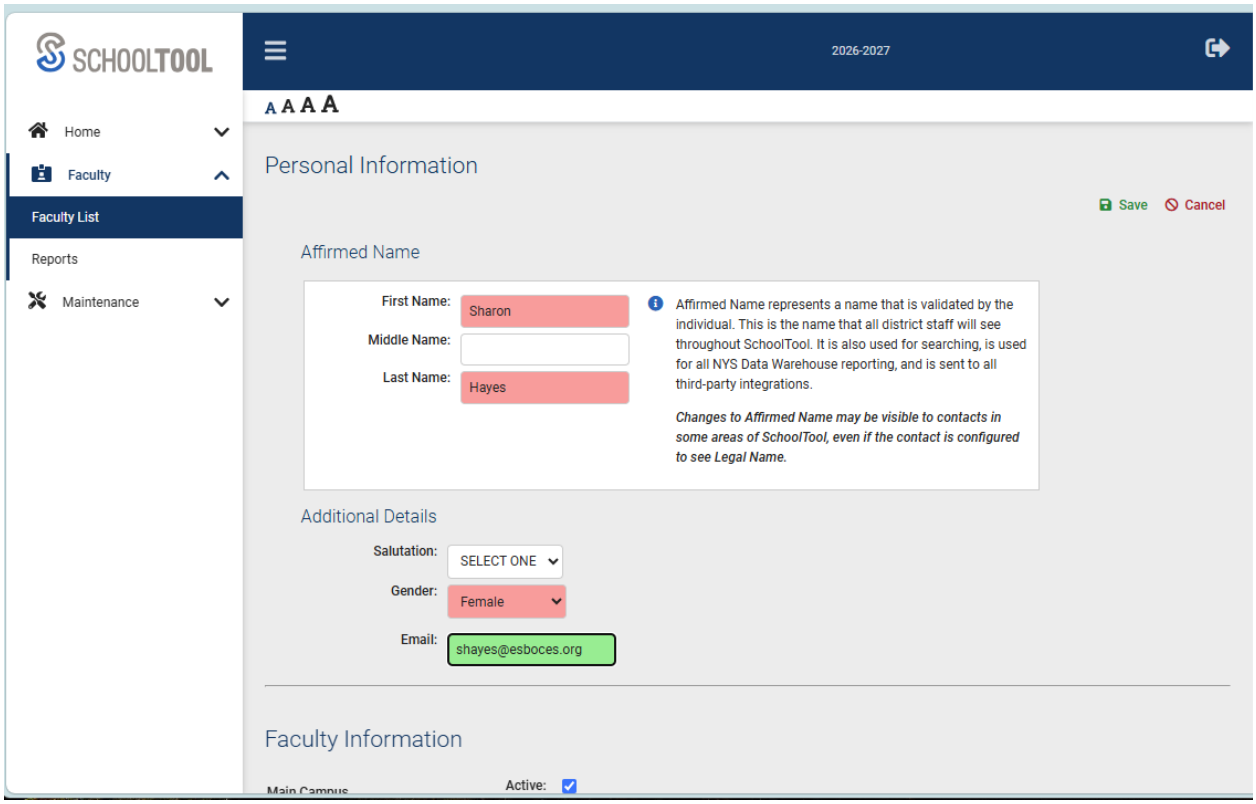
4. Enter a few letters of the individual’s last name and click “search”. This ensures you are not creating an account that already exists.



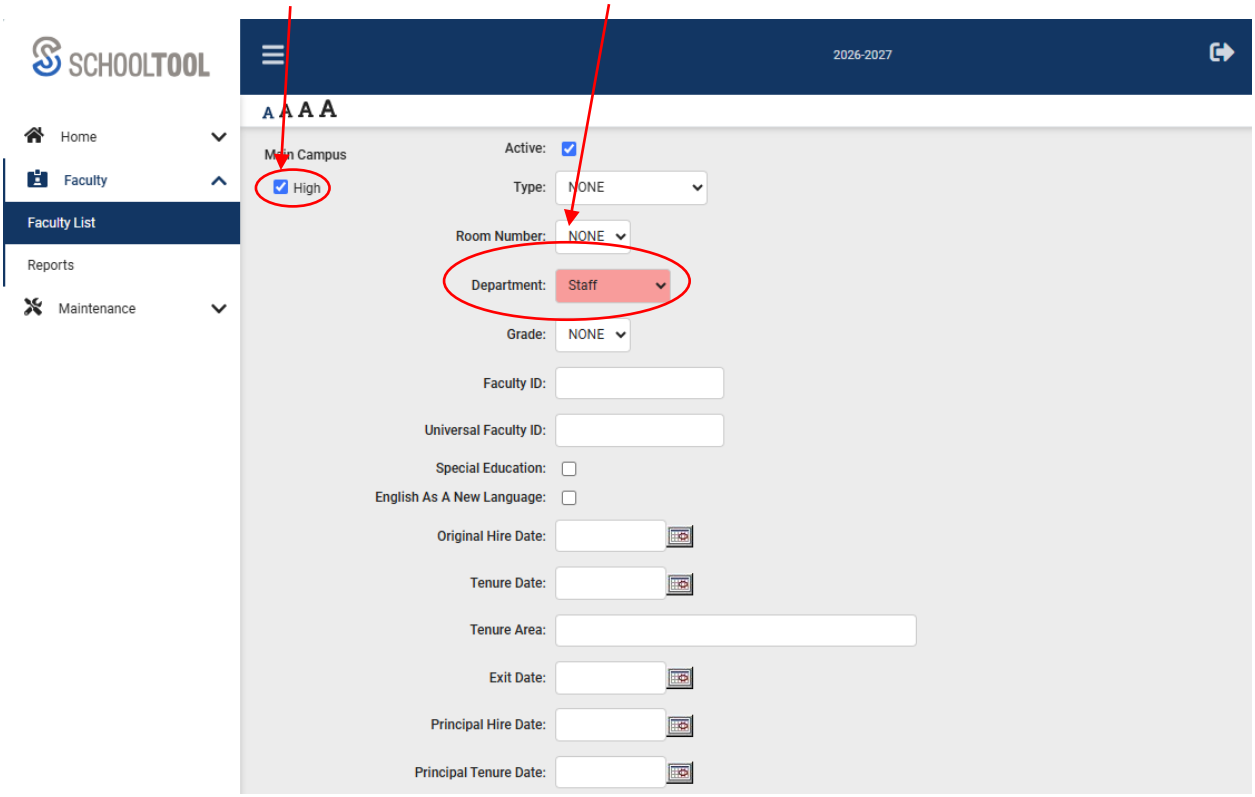
5. To create a new account, click “CREATE FACULTY MEMBER”.



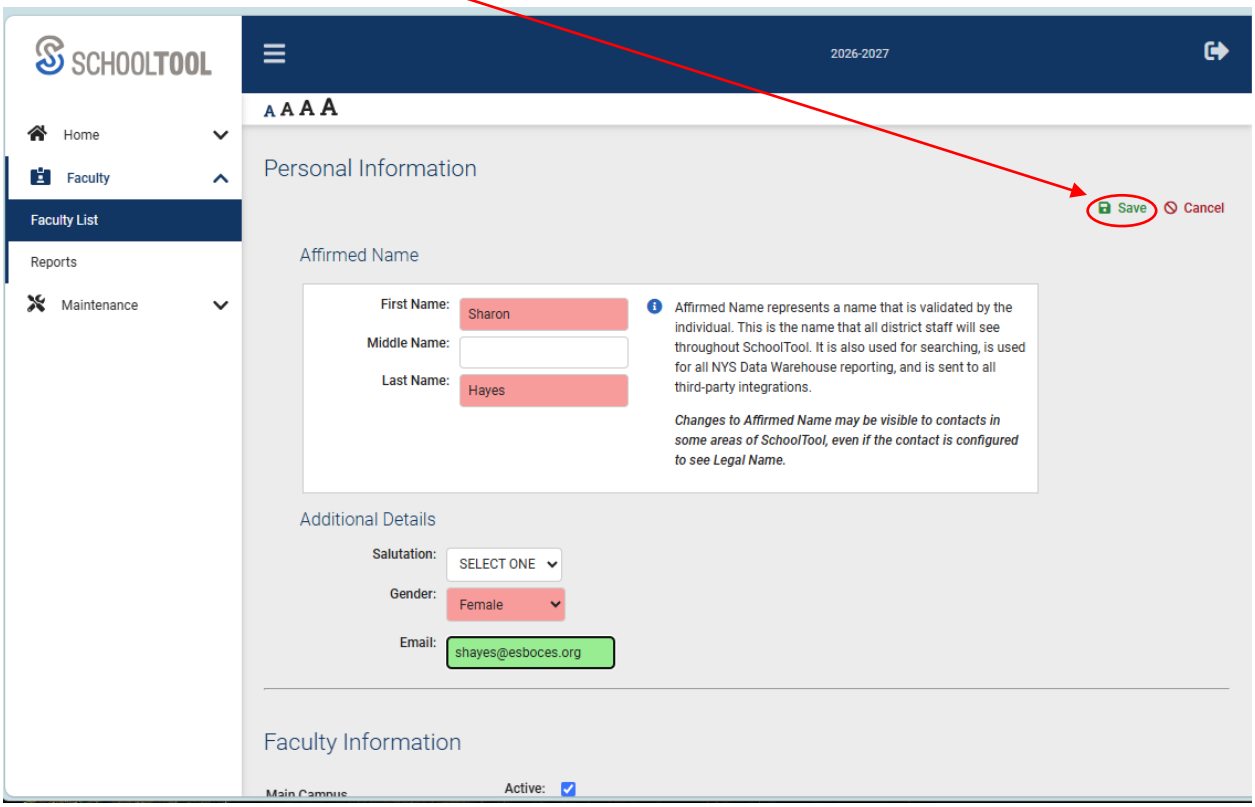
6. Account creation - all red fields are required and must be completed. The **email address** is necessary and is used for account verification.



7. Check off “High” and select “Staff” for department.

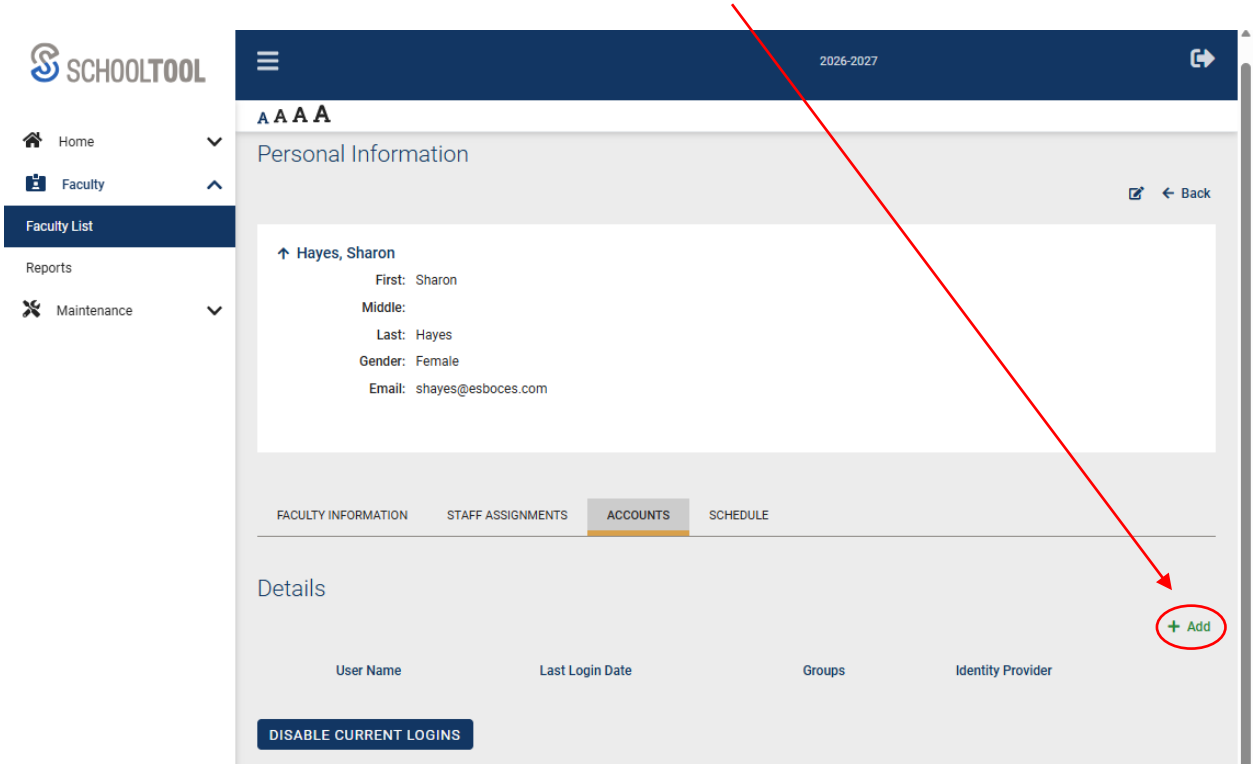


8. Click “**Save**” at the top of the page when done.

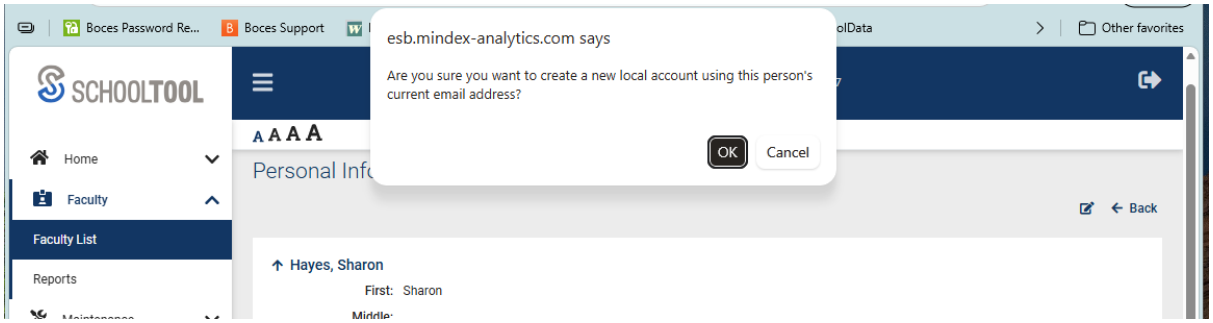


Once the account is created, you need to give permission in order for them to access data.

9. Click on “Accounts”, then click on “**+ Add**”



10. Confirm you want to continue by clicking “OK”.



Group Assignments

For a user to be able to see data in dashboards the AA_BARS and AA_User are required group assignments.

Note: accounts that have do not have the group AA_BARS assigned, will have access to the site, but will not have access to data.

Group Assignments by Role

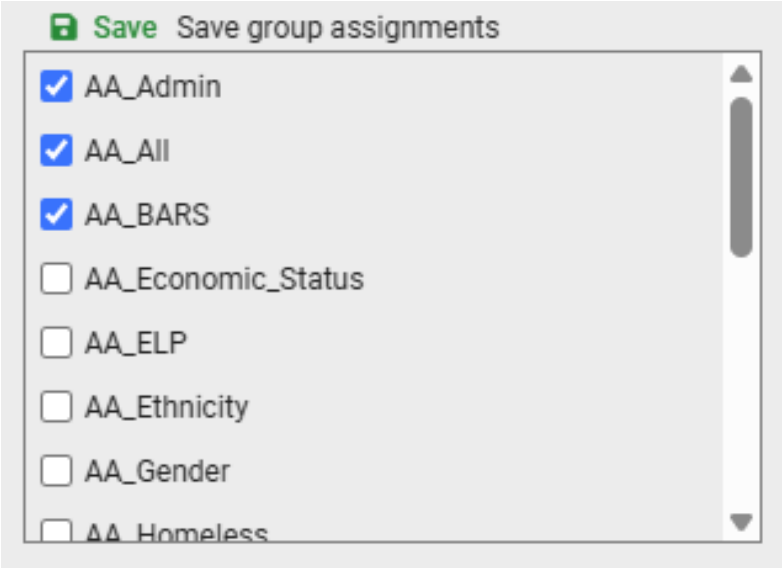
Teachers: AA_BARS, AA_User, AA_All

Principals and Building leaders: AA_BARS, AA_User, AA_User_Full_Building, AA_All

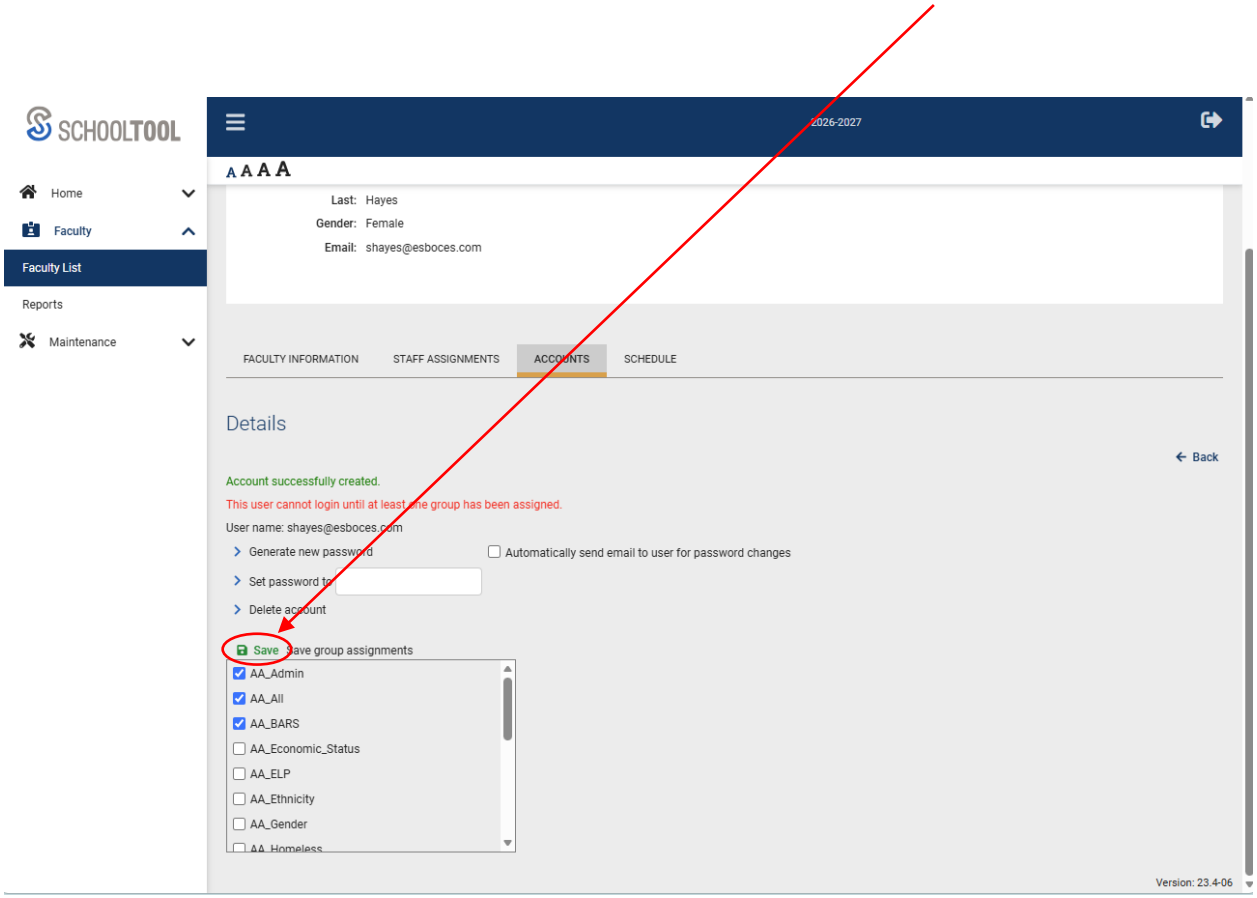
Superintendents and District leaders: AA_BARS, AA_User, AA_User_Full_District, AA_All

DDC's or other who will configure accounts: AA_Admin, AA_BARS, AA_User, AA_All, AA_User_Full_District

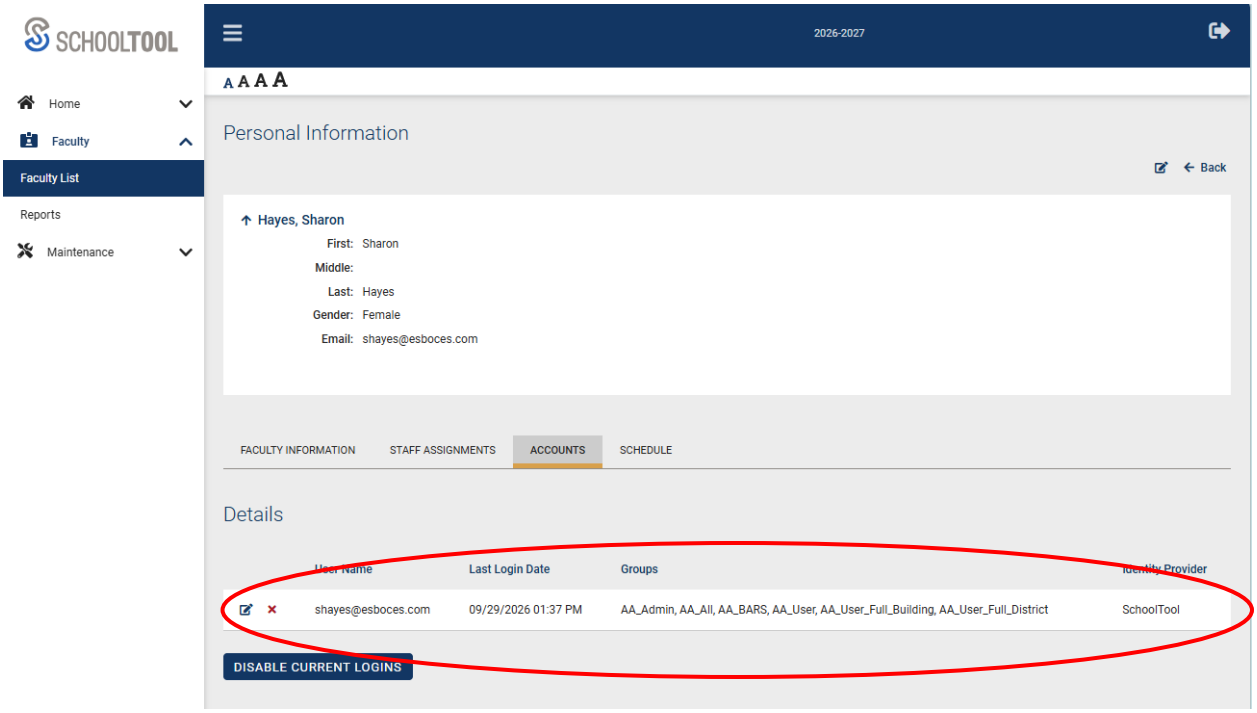
Select AA_All to cover AA_Race, AA_Gender, AA_Economic_Status, AA_Special_Education



11. When done selecting group assignments, click on “**Save**”



12. The group assignments will show up to the right of the account username (i.e. email address)



The user can now create their password through the reset password process. Once they log in and attempt to access the dashboards, this will start a process to enable them to access the data. They should be able to access data within 15 minutes. If there are any issues with this process, please contact BRIGHThelp@esboces.org.