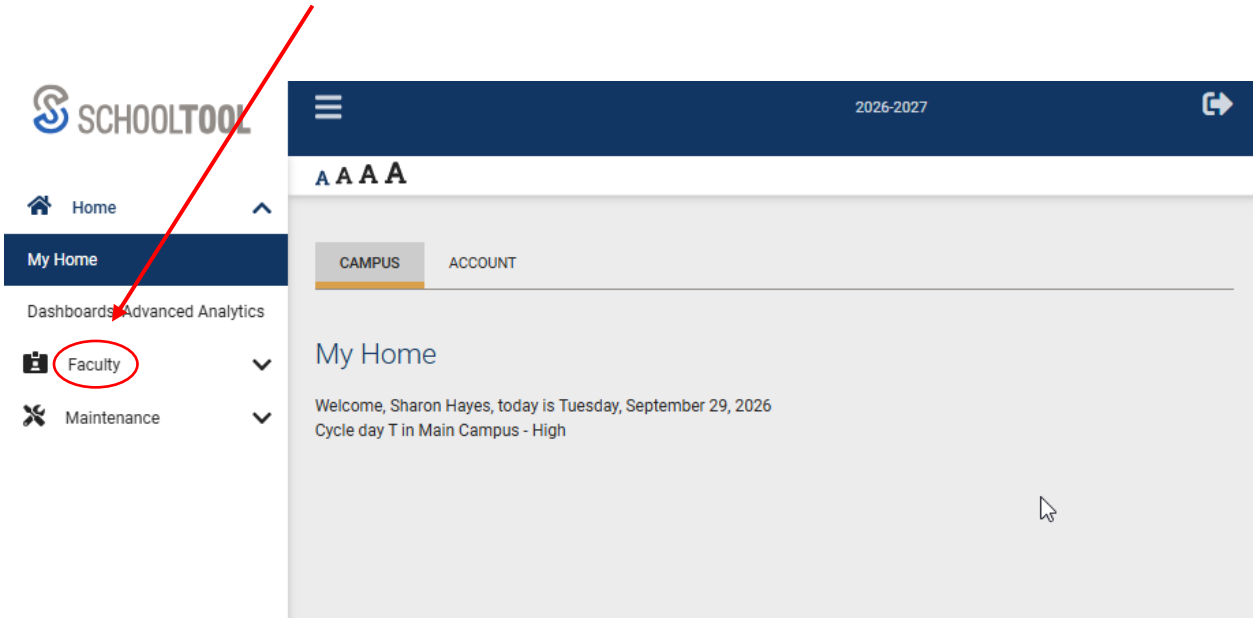
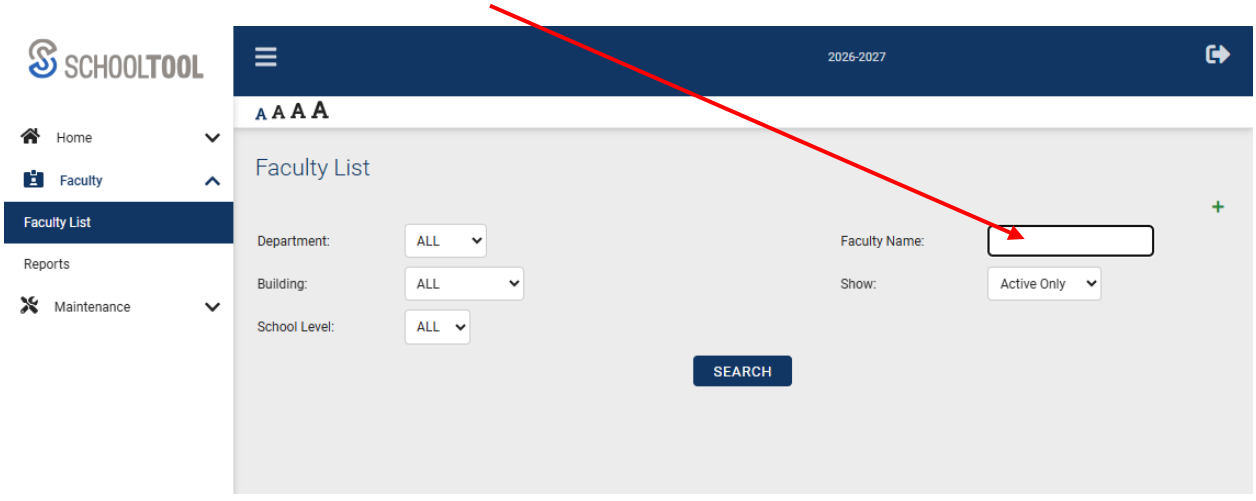
Creating BRIGHT Account Access for SchoolTool Districts

1. Log into your district's site SchoolTool site

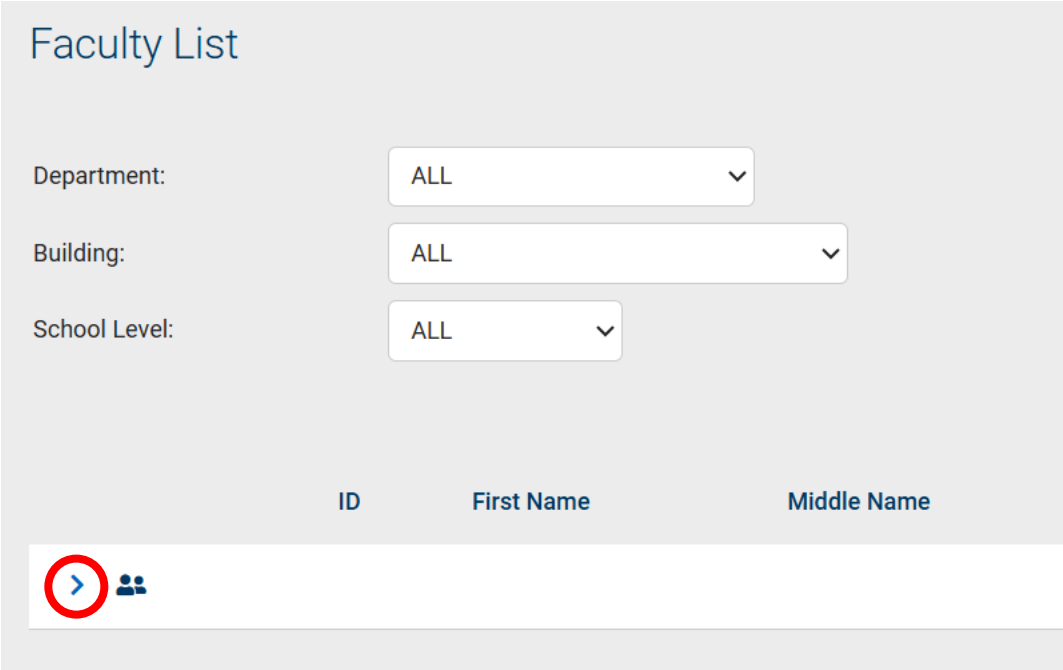
2. Click on "Faculty" to begin the BRIGHT account access process.



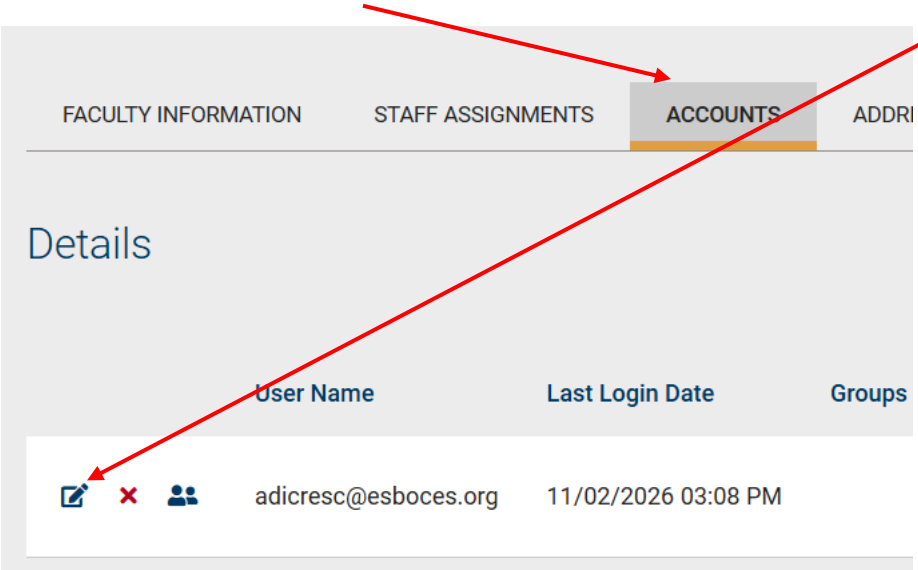
3. Search for the faculty member you are looking to give BRIGHT access to.



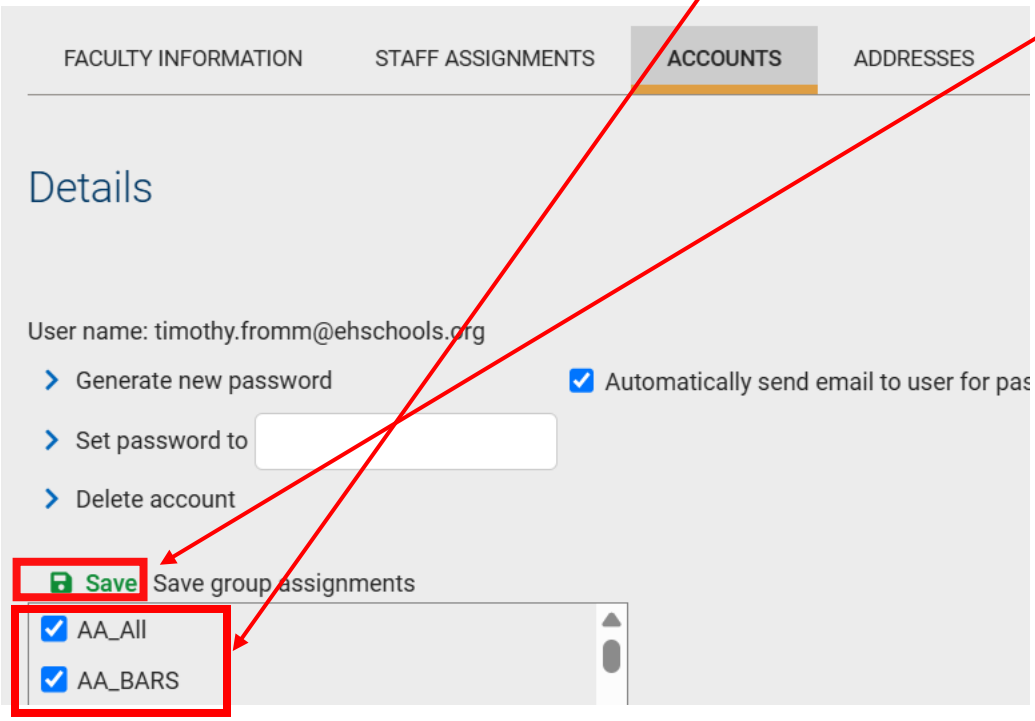
4. Click on the blue arrow next to the faculty member to bring up their account details.



5. Click on the “accounts” sub-tab and then click the edit button for the user.



6. Check the two security boxes for “AA_All” **and** “AA_BARS” and then click “**Save**” to update the user’s security groups and allow access to BRIGHT via SchoolTool.



7. The new security group assignments will now display to the right of the account username - (i.e. email address)

