

Alabama Default Security Groups and PS SIS User Access Roles

Special Programs Security Group	PS SIS User Access Role	Data Access Students	Security Privilege Overview
Admin Category			
District Admin Special Programs <ul style="list-style-type: none"> District Technology Coordinator Special Programs System Admin 	SPED District Administrator	System-wide	<ul style="list-style-type: none"> On Demand Import (refresh profiles on demand) <i>System-wide</i> privileges Reporting, System Administration, all Student Profiles and Documents, District Profiles, Location Profiles, Staff Profiles, General Ed Student Profiles View/Edit and Status Change Rights <i>Special Education, Section 504, Gifted, RTI, and EL documents</i> Assume Sys Admin (with admin password)
Security Administrators System-wide <ul style="list-style-type: none"> Special Programs System Admin Central Support/Help Desk 	SPED System Administrator	System-wide	<ul style="list-style-type: none"> On Demand Import (refresh profiles on demand) <i>System-wide</i> privileges granted Reporting, System Administration, all Student Profiles and Documents, District Profiles, Location Profiles, Staff Profiles, General Ed Student Profiles View/Edit and Status Change Rights <i>Special Education, Section 504, Gifted, RTI, and EL documents</i> Manage Membership all non-admin security groups Assume Sys Admin (with admin password)
Security Administrator Location-wide <ul style="list-style-type: none"> Lead Teacher Site-based Support Personnel 	SPED School Administrator	Location-wide	<ul style="list-style-type: none"> On Demand Import (refresh profiles on demand) <i>Location-wide</i> privileges granted Reporting, System Administration, all Student Profiles and Documents,

			<p>District Profiles, Location Profiles, Staff Profiles, General Ed Student Profiles</p> <ul style="list-style-type: none"> View/Edit and Status Change Rights to all documents Manage Location Membership all non-admin security groups
Special Education Category			
<p>Special Education District Administrator**</p> <ul style="list-style-type: none"> Special Education Director <p>**See Notes</p>	<p>Special Education District Administrator**</p> <p>**Add PS User Access Role in PS SIS</p>	<p>System-wide</p>	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student Demographics and <i>Special Education Profiles</i>, Documents, and Reports View/Edit and Status Change Rights to <i>Special Education</i> documents
<p>Special Education Building Administrator</p> <ul style="list-style-type: none"> Building Team Leads/Coordinators Psychologist/Psychometrist 	<p>Special Education Administrator</p>	<p>Location-wide</p>	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student Demographics and <i>Special Education Profiles</i>, Documents, and Reports View/Edit and Status Change Rights to <i>Special Education</i> documents
<p>Special Education Teacher</p>	<p>Special Education Teacher</p>	<p>Classes Caseload</p>	<ul style="list-style-type: none"> Special Access to Caseloads/My Classes (includes Student Demographics and <i>Special Education Profiles</i>, Documents and Reports)

			<ul style="list-style-type: none"> View/Edit and Status Change Rights to <i>Special Education</i> documents
Special Education Viewer	Special Education Viewer	Location-wide	<ul style="list-style-type: none"> Special Access to Caseloads/My Classes (includes Student Demographics and <i>Special Education Profiles</i> and Documents) View <i>Special Education</i> documents
Special Education Service Provider** <ul style="list-style-type: none"> Speech Language OT/PT Social Workers **See Notes	Special Education Provider** **Add PS User Access Role in PS SIS	Location-wide	<ul style="list-style-type: none"> Special Access to Caseloads/My Classes Student and <i>Special Education</i> Profiles, Documents and Reports View/Edit* <i>Special Education</i> documents
Gifted & Talented Category			
Gifted & Talented Administrator <ul style="list-style-type: none"> Gifted & Talented District Director/Coordinator 	Gifted Administrator	System-wide	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student and <i>Gifted Profiles</i>, Documents and Reports View/Edit and Status Change Rights to <i>Gifted/Talented</i> documents
Gifted & Talented Building Administrator**	Gifted Building Administrator**	Location-wide	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges

<ul style="list-style-type: none"> Building Team Leads/Coordinators Psychologist/Psychometrist <p>**See Notes</p>	<p>**Add PS User Access Role in PS SIS</p>		<ul style="list-style-type: none"> General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student and <i>Gifted Profiles</i>, Documents and Reports View/Edit and Status Change Rights to <i>Gifted/Talented</i> documents
Gifted & Talented Teacher	Gifted Teacher	Classes Caseload	<ul style="list-style-type: none"> Special Access to Caseloads/My Classes with Edit Privileges Student and <i>Gifted Profiles</i>, Documents and Reports View/Edit and Status Change Rights to <i>Gifted/Talented</i> documents
Gifted & Talented Viewer	Gifted Viewer	Classes	<ul style="list-style-type: none"> Special Access to My Classes (includes Student and <i>Gifted Profiles</i>, Documents and Reports) View <i>Gifted/Talented</i> documents
Section 504 Category			<ul style="list-style-type: none">
<p>Section 504 Administrator</p> <ul style="list-style-type: none"> Director Student Services Director Counseling/Social Workers 	504 Administrator	System-wide	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student, <i>Section 504</i> Profiles, Documents and Reports View/Edit and Status Change Rights to <i>Section 504</i> documents
<p>Section 504 Building Administrator**</p> <ul style="list-style-type: none"> Counselor 504 Liaisons/Coordinators Psychologist/Psychometrist 	<p>504 Building Administrator**</p> <p>**Add PS User Access Role in PS SIS</p>	<p>Location-wide</p> <p>* Copy Section 504 Administrator and modify</p>	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student, <i>Section 504</i> Profiles, Documents and Reports

<ul style="list-style-type: none"> Social Workers/Nurses 		Student Profile privileges to location-wide	<ul style="list-style-type: none"> View/Edit and Status Change Rights to <i>Section 504</i> documents
Section 504 Teacher	504 Teacher	Location-wide Classes Caseload	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges Student, <i>Section 504</i> Profiles, Documents and Reports View/Edit and Status Change Rights to <i>Section 504</i> documents
Section 504 Viewer	504 Viewer	Location-wide Classes	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges Student, <i>Section 504</i> Profiles, Documents and Reports View <i>Section 504</i> documents
English Learner Category			
English Learner Administrator <ul style="list-style-type: none"> Director EL District Coordinators 	ELL Administrators	System-wide	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student, <i>EL Profiles</i>, Documents and Reports View/Edit and Status Change Rights to <i>EL</i> documents
English Learner Building Administrator <ul style="list-style-type: none"> Building Team Leads/Coordinators 	ELL Building Administrators **Add PS User Access Role in PS SIS	Location-wide	<ul style="list-style-type: none"> Special Access Caseloads/Classes with Edit Privileges General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) Student, <i>EL Profiles</i>, Documents and Reports View/Edit and Status Change Rights to <i>EL</i> documents

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English Learner Teacher	ELL Teacher	Location-wide Classes Caseload	<ul style="list-style-type: none"> • Special Access Caseloads/Classes with Edit Privileges • Student, <i>EL Profiles</i>, Documents and Reports • View/Edit and Status Change Rights to <i>EL</i> documents
English Learner Viewer	ELL Viewer	Classes Location-wide	<ul style="list-style-type: none"> • Special Access to Caseloads/My Classes • Student, <i>EL Profiles</i>, Documents and Reports • View <i>EL</i> documents
Response to Intervention Category			
Response to Intervention Administrator <ul style="list-style-type: none"> • District Student Services/Intervention Coordinators 	RTI Administrator	System-wide	<ul style="list-style-type: none"> • Special Access Caseloads/Classes with Edit Privileges • General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) • Student, <i>RTI Profiles</i>, Documents and Reports • View/Edit and Status Change Rights to <i>RTI</i> documents
Response to Intervention Building Administrator <ul style="list-style-type: none"> • Building Team Leads/Coordinators • Psychologist/Psychometrist 	RTI Administrator Manually Assign Supplemental Group	Location-wide	<ul style="list-style-type: none"> • Special Access Caseloads/Classes with Edit Privileges • General Ed Students Import to Student table and On Demand Import (refresh profiles on demand) • Student, <i>RTI Profiles</i>, Documents and Reports • View/Edit and Status Change Rights to <i>RTI</i> documents

Response to Intervention Teacher	RTI Teacher	Location-wide Classes Caseloads	<ul style="list-style-type: none"> • Special Access Caseloads/Classes with Edit Privileges • Student, <i>RTI Profiles</i>, Documents and Reports • View/Edit and Status Change Rights to <i>RTI</i> documents
Response to Intervention Viewer	RTI Viewer	Location-wide Classes	<ul style="list-style-type: none"> • Special Access Caseloads/Classes • Student, <i>RTI Profiles</i>, Documents and Reports • View <i>RTI</i> documents
Building Level Staff (Administration and Instructional)			
Principals/Counselors/Staff	Counselor	Location-wide Caseload	<ul style="list-style-type: none"> • Special Access to Caseload • Student, <i>Special Education, Section 504, Gifted, RTI, and EL Profiles and Documents</i> • View <i>Special Education, Section 504, Gifted, RTI, and EL documents</i>
Classroom Teacher	Teacher	Classes	<ul style="list-style-type: none"> • Special Access to Classes (includes Student, <i>Special Education, Section 504, Gifted, RTI, and EL Profiles and Documents</i>) • View <i>Special Education, Section 504, Gifted, RTI, and EL documents</i>

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Resetting the Admin Password

1. Select Administration > Security > More
2. Select Reset Admin password.
3. Enter the new password (twice).
4. Enter the current password.

Creating a New Security Group by Copying an Alabama Default Security Group

1. Select Administration > Security.
2. Open the default security group you want to make a copy of and select More > New Security Group.
3. Enter the name of the new Security Group (i.e., Special Education Building Administrator).
4. Enter the PS SIS User Access Role (i.e, Special Education Building Administrator)**.
5. In the Properties and Privileges tab, modify any privileges as desired. If you are changing Student Profiles from System-wide to Location-wide, all privileges must match.
6. Click Accept.
7. Select Document Template tab and click the document template name you want to change.
8. Enable or disable document edit rights as desired.

Manually Adding Member to a Security Group

1. Select Administration > Security > Staff Security Groups.
2. Click to select Security Group.
3. Click Members tab.
4. Select Add Members, search for and select as appropriate.



Important Note: Membership is assigned based upon the PS SIS Role assignments in PS SIS the first time the user accesses Special Programs using SSO.

- ✓ If you remove the user from the Security Group manually, the user will be re-assigned the next time the user signs in
- ✓ You can manually *supplement* the PS SIS User Roles by manually adding to *additional* security groups
- ✓ You can manually assign if the user is not assigned to any PS SIS User Roles

Manually Adding Security Group to a Staff Profile

1. Select Search > Staff.
2. Enter search criteria and select the staff profile.
3. Select Security tab.
4. Click Edit Security.
5. Click Security Group (You can select more than one if appropriate)

Adding a Staff Profile for External Sign-on via URL

1. Select Staff and click Add Staff Profile.
2. Enter the ID (used for sign-in credentials) and required fields.
 - ❖ ADMINASSIST (assistant admin)
 - ❖ CORE1 – CORE10 (Core Team Member 1-Core10 as needed to verify migration data)
3. Select the Security tab and click Edit Security.
4. Select Security Administrators System Wide
5. At the top of the screen, in the Login Status field, select Activated (Temporary Password)
6. Select Change to assign a temporary password.
7. Provide credentials to user.



Because Single Sign-on (SSO) is not enable during deployment phase, selected members of your core implementation/migration data review team will need external accounts. To facilitate access to your data during deployment, you will need to create generic accounts using these instructions.

When Single Sign-on is enabled post-production, users will be assigned the appropriate PS SIS User access role in SIS and use SSO to access Special Programs.