



PowerSchool Special Programs

Security- Production Ready Tasks



Reset Password

ADMIN Account and Password

The “admin” account is the security administrator account which provides access to district administrative functions through the database URL.

- You must be logged in as the security administrator (admin) to change the password
 - **Administration > Security > More > Reset ADMIN Password**



To Assign PS SIS User Access Role -Security

1. Click to select and open a Security Group
2. Enter the PS SIS User Access Role (maps membership from PS SIS Role upon initial sign-in)

Edit Properties/Privileges

Security Group Name: Classroom Teacher (Security Group Default)

Category: **Building Staff (Securit** ▾

PS SIS User Access Role: (optional)
(Must precisely match user access role name in PS SIS)

Messaging ID: (optional)
(Allows messages to be sent to all group members. This ID must be prefixed with 'X:')

Allow system-wide security administrators to manage membership of this group.

Allow location-wide security administrators to manage membership of this group.

Accept

Add System-Wide to view staff profiles

- EL teacher
- G/T teacher
- RTI teacher
- 504 teacher
- SPED teacher

Administration>Security> (select security group)>Edit Properties and Privileges>Staff Profile and Privileges> SYSTEM WIDE

Adding a Staff Profile for External Sign-on via URL *****Temporary*****

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

To Modify Document Template Security

1. Select Document Templates tab
2. Click the magnifying icon to select the document template
3. Modify the View/Edit Rights



Staff Security Groups > 1 Gifted and Talented Administrator (Security Group Default) Utilities
 Properties/Privileges Members Document Templates Security Configuration

Select Profile Type: **Students** Select Template/Category: **Gifted Education Plan**

Gifted and Talented Administrator (Security Group Default) - Template Rights for 'Gifted Education Plan'

2 (Edit)

Document-Wide Rights	Document-Wide View/Edit Rights							Status Change Rights			Print	Review Acknowledge	Attach Files		Attach to Final	Edit Public Banks	Final
	View	View Final Only	Create	Edit Draft	Edit Review	Edit Final	Translate	Delete	Set Draft	Set Review			Set Final	Files by Others			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These rights can alternatively be assigned for individual sections

User must also have editing right for current document status

Section Name	View	Edit Draft	Edit Review	Edit Final	Translate
Gifted Education Plan	X	X	X		



Document-Wide vs Section-Wide View/Edit Rights

Related Service Provider (Customer Configured) - Template Rights for 'Individualized Education Program'

Document-Wide View/Edit Rights

1 (Edit)

	View	View Final Only	Create	Edit Draft	Edit Review	Edit Final	Translate	Delete
Document-Wide Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These rights can alternatively be assigned for individual sections

Section-Wide View/Edit Rights

2 (Edit)

Section Name	View	Edit Draft	Edit Review	Edit Final	Translate
Student Profile (Cover Page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Profile (Continued)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Document Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Progress Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3

Status Change Rights

Set Draft	Set Review	Set Final	Review	Submit to DocuSign	Attach Files by Others	Attach Files to Final Documents	Edit Public Statement Banks	Force Finalize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User must also have editing right for current document status

- Document –Wide rights filter down to all sections
- If you wish to change a section right, click on the Section-Wide Edit Rights.

Suggestion: Add Edit Final section rights where documents have:

- Signatures
- Document Delivery – “office use only”
- Progress Reports

*Suggested:

Special Education Teacher
Special Education Administrator

CRITICAL Production ready tasks:

1. Change Admin Password
2. Assign PS SIS User Access Roles
3. Add "System-Wide" to view staff profiles (for teachers)
4. Do you need a CORE team to help you with data validation? If yes, set-up external sign on

***RISK: you will delay Go Live if these tasks are not completed ASAP.

**** Benefit: By completing these tasks, you will be on track for Go Live and you will receive your migration date.

Thank
you