

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

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

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

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

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

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

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

\*\*\*Transfer Notification Group

## 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.

## 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)



**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
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### 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.