1 Security Settings Administration>Settings>Securities Definitions: A. List of publicly Available Pages – shows a complete list of pages parents and students can access through the portal or REG-Online. B. Staff Information – Takes you to a list of staff members. Same as Administration>Staff List C. Define Security Groups - List of default security groups and the ability to make customized security groups. See page 2 of this manual. D. Student Logins/Users - Creates a list of students and passwords using various sort functions. Printable list. [See "Viewing Students/Parents Logins" manual for this section] E. Parent Logins/Users – Creates a list of parents in system with various sort functions, the students that are linked to them, and their password. Printable list. [See "Viewing Students/Parents Logins" manual for this section] F. Define Users – shows individual users, their username, password and permission groups set. See page 4 of this manual. G. Automated Setup for Logins/Passwords – Allows you to create an email message and send out usernames and passwords to users. [See "Automated Setup for Logins/Passwords" manual for this section] H. Deletion Log – Searches for records that were deleted per username, IP address, page, and any other information available. 2 Detailed explanation of Areas C and F. C. Define Security Groups Security groups are labeled with a common name that tries to define the user type. For example, the user group "Attendance Administrator" would be for any person at the school who needs to access the areas of the SIS that have to do with attendance. There might be one or several people who are "members" or belong to this group. The group is already set with all the permissions required. As another example, for the group "Teachers – Classroom Instructors," all required settings that a teacher would need to perform their basic duties are included in this group. All classroom teachers would need to be added to this group as "members" so they can do their job without interruption. A "default" security group is created by School Pathways. Schools cannot change these groups. You can only enroll members. If a group is not set to your needs, you can create your own group by clicking on Step 1: ADD NEW GROUP. a. Add a title for the group b. Set the Group Type: most should be set to private so only school employees can use. c. Set the User Type: typically staff See more specific details on the SIS page itself. Step 2: Once your group is titled, you can set the permission groups for the group. Find your group in the alphabetical listing and click on "Set Permissions." In this page view, the pages are listed in the right-hand column. In some instances, a definition of the page is page is in the left column. 3 a. Clicking on the page element will often take you to the actual page so you can see what the page refers to. b. The icon will take you to a list of users currently have permissions to use the page. c. Check the pages you want to include in this group and click SET. Step 3: Choose Members Choose a member on the left and SAVE CHANGES to move to the right. When members are on the right side of the page, they are IN the group. If you want to remove them from the group, check their name on the left and then click SAVE CHANGES. 4 F. Define Users Users must be added to the system and linked to their registration record. Student and parent records will automatically link to a user name but staff members must be manually linked. Current staff accounts that are linked will show in the Define Users area. If you need to view the unlinked accounts or disabled accounts, change the settings at the top left of the page and click UPDATE. In the above view, a. clicking on the staff member's name takes you to their staff record. b. clicking on the Set Details link shows the current username and password. If the username and password are not shown, you can click to EDIT LINKED TO button and choose a staff member to link the login to. Access can also be set to expire or you can enter a disable date in this area to expire the staff member's access to the SIS. c. clicking on jump logs you out and logs you in as the user. d. clicking on (Set Groups) allows you to add a user as a member to a group.