

Security Settings

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

Admin>>Settings>> Security>Security

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. Define Security Groups** - List of default security groups and the ability to make customized security groups. (See the Define Security Groups section below)
- C. Student Logins/Users** - Creates a list of students and passwords using various sort functions. See [this page](#) for more information.
- D. Parent Logins/Users** - Creates a list of parents in system with various sort functions, the students that are linked to them, and their password. See [this page](#) for more information.
- E. Define Users** – shows individual users, their username, password and permission groups set. See the Define Users section below
- F. Automated Setup for Logins/Passwords** – Allows you to create an email message and send out usernames and passwords to users. See [this page](#) for more information
- G. Deletion Log** – Searches for records that were deleted per username, IP address, page, and any other information available.

Detailed explanations of Areas B and E

B: Define Security Groups

Security groups are labeled with a common name that describes a user type. For example, the user group "Attendance Administrator" would be the 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 "members" or belong to the same group. The group is already set with all the permissions required. As another example, for the group "Teachers-Classroom Instructors," all required permissions 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 doing the following:*

- **Step 1. ADD NEW PERMISSION GROUP**

- Click **Add New Group** button.
- Add a new title for the group
- Set the Group Type: most should be set to private so only school employees can use it
- Set the User type: typically staff



Define Security Groups

Editing Group Properties

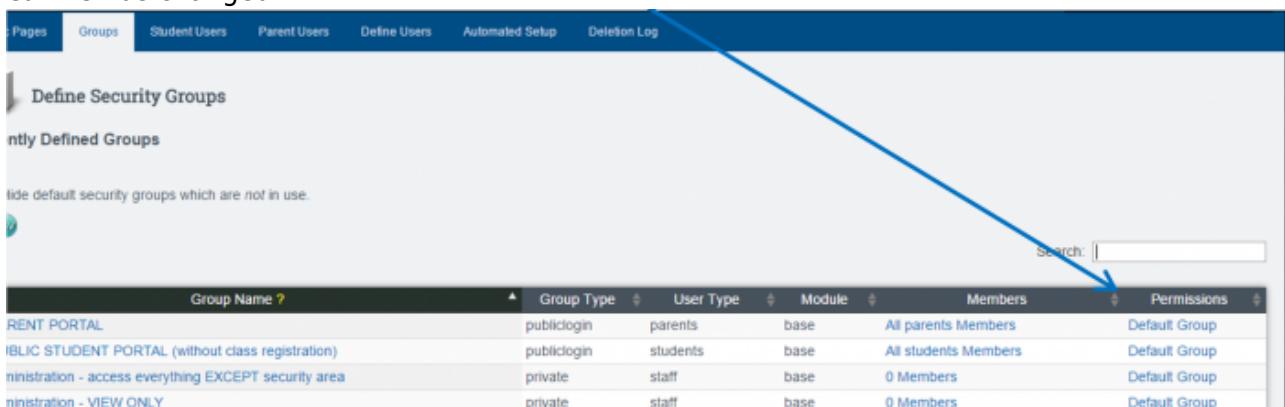
Title:

Group Type: nonlocal

User Type:

Cancel Save

- **Step 2. Set the permissions for the group.** Find your group in the alphabetical listing and click on "Set Permissions". The permission groups with "Default Group" in the permissions column **cannot** be changed.



Define Security Groups

Currently Defined Groups

Hide default security groups which are not in use.

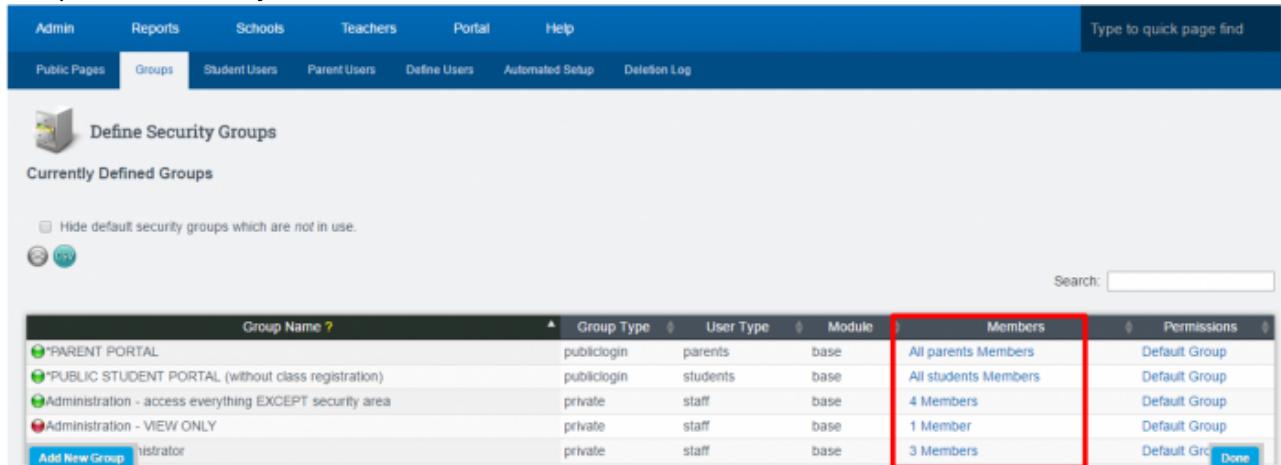
Group Name	Group Type	User Type	Module	Members	Permissions
RENT PORTAL	publiclogin	parents	base	All parents Members	Default Group
IBLIC STUDENT PORTAL (without class registration)	publiclogin	students	base	All students Members	Default Group
Administration - access everything EXCEPT security area	private	staff	base	0 Members	Default Group
Administration - VIEW ONLY	private	staff	base	0 Members	Default Group

In this page view, the Element Titles are listed in the left column. In some instances, a definition of the page is in the right column.

- Click the **Details** link to view a list of users who currently have permissions to access the page.
- Check the boxes on the left if you want to include the page in this group and click **SET**. You are taken back to the main list of Permission Groups.

Sel ▲		Element Title	Description	Permission Details
<input type="checkbox"/>	/about.php			Details
<input type="checkbox"/>	/admin/address_synch.php			Details
<input type="checkbox"/>	/admin/advancement.php		Batch graduation lets you advance an entire enrolled class to the next gradelevel with the click of a button.	Details
<input type="checkbox"/>	/admin/attendance/altpopup.php		Attendance Popup Widget (used in e.g. Attendance Anomalies Report)	Details
<input type="checkbox"/>	/admin/attendance/authcode.php		Ability to allow teachers to make changes to printed attendance forms.	Details
<input type="checkbox"/>	/admin/attendance/claim_future.php			Details
<input type="checkbox"/>	/admin/attendance/claim_override.php			Details
<input type="checkbox"/>	/admin/attendance/claim.php		Ability to claim attendance.	Details

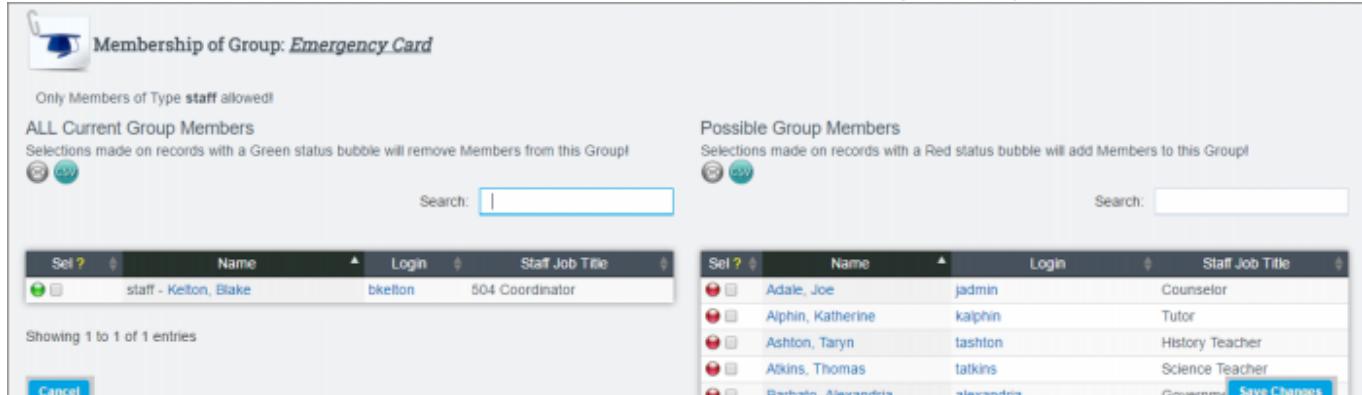
- Step 3. Choose Members. Parents and Students are auto-enrolled into their groups for access to the portal- Even if you do not use it. But to add staff members, click on the word **Members**



The screenshot shows the 'Define Security Groups' page. At the top, there are tabs for Admin, Reports, Schools, Teachers, Portal, and Help. Below the tabs, there are links for Public Pages, Groups, Student Users, Parent Users, Define Users, Automated Setup, and Deletion Log. A search bar is on the right. The main area is titled 'Currently Defined Groups' and shows a table with columns: Group Name, Group Type, User Type, Module, Members, and Permissions. The 'Members' column for the 'All parents Members' group is highlighted with a red box. The table data includes:

Group Name	Group Type	User Type	Module	Members	Permissions
PARENT PORTAL	publiclogin	parents	base	All parents Members	Default Group
PUBLIC STUDENT PORTAL (without class registration)	publiclogin	students	base	All students Members	Default Group
Administration - access everything EXCEPT security area	private	staff	base	4 Members	Default Group
Administration - VIEW ONLY	private	staff	base	1 Member	Default Group
Administrator	private	staff	base	3 Members	Default Group

Choose a member on the right and SAVE CHANGES to move to the left. When members are on the left 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. Columns can be sorted by clicking on the column title.



The screenshot shows the 'Membership of Group: Emergency Card' page. It has sections for 'All Current Group Members' and 'Possible Group Members'. The 'Possible Group Members' section is highlighted with a red box. The table data includes:

Set	Name	Login	Staff Job Title
<input type="checkbox"/>	staff - Kelton, Blake	bkelton	504 Coordinator

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Cancel' and 'Save Changes' buttons.

Set	Name	Login	Staff Job Title
<input type="checkbox"/>	Adale, Joe	jadmin	Counselor
<input type="checkbox"/>	Alphin, Katherine	kalphin	Tutor
<input type="checkbox"/>	Ashton, Taryn	tashton	History Teacher
<input type="checkbox"/>	Atkins, Thomas	tatkins	Science Teacher
<input type="checkbox"/>	Barbato, Alexandria	alexandria	Government

C: Define Users

Users must be added to the system and linked to their registration record. Student and parent records will automatically link to the 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**.

Show User Accounts of Type?
(Select more boxes, get more results)
 Staff Accounts
 Pubhouseholds Accounts
 Parents Accounts
 Students Accounts
 Unlinked Accounts

Account Options?
 Only Active Accounts
 Only Disabled Accounts
 Both Active & Disabled Accounts
 Only Human Accounts
 Only Non-Human Accounts
 Both Human & Non-Human Accounts

Filter Accounts by Search?
Login Name or User Name

Search:

Login Id	Login Name	Jump to User	Last Login	Group List / Set Permissions
1486	leann staff - Reeves, LeAnn	Jump	09/14/2016	[View Permissions] [Set Groups] Root Administrator (cworks) BrainHoney Domain Administrator (cworks) BrainHoney Domain UserCoordinator (cworks)

Add New User Update Done

In the above view,

- Clicking on the login name link shows the current username and password. If the username and password are not shown, you can click the **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.
- Clicking on the staff member's name takes you to their staff record.
- Clicking on jump logs you in as the user.
- Clicking on **(Set Groups)** allows you to add an individual user as a member to a group.

From:

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Last update: **2016/11/09 21:00**