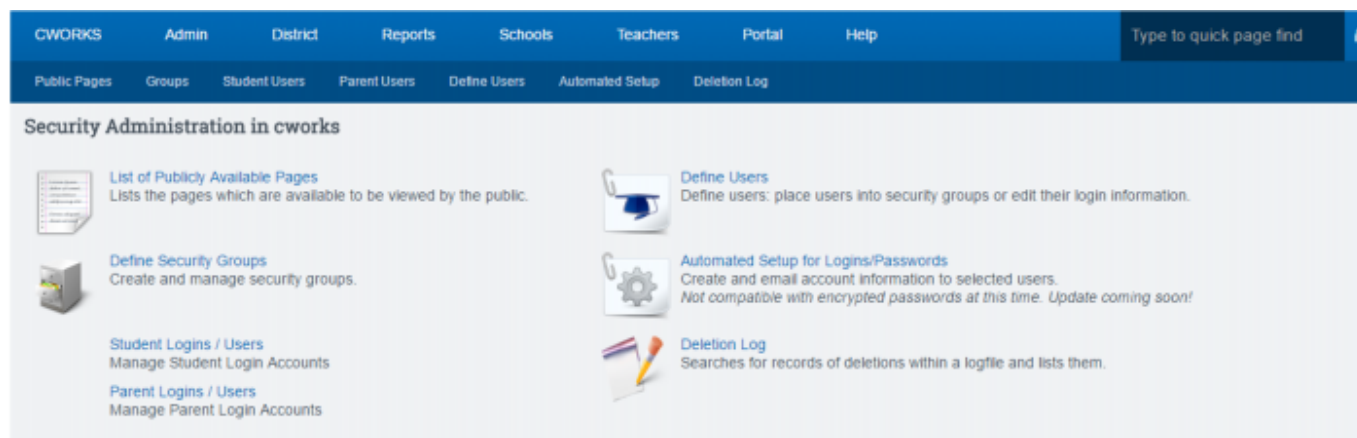


Security Settings

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

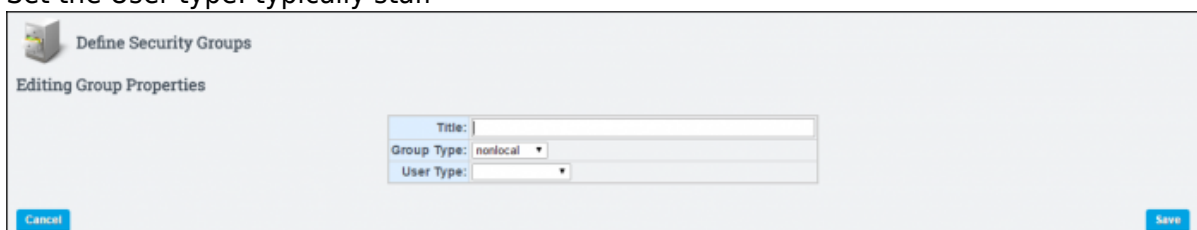
B: Define Security Groups

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.

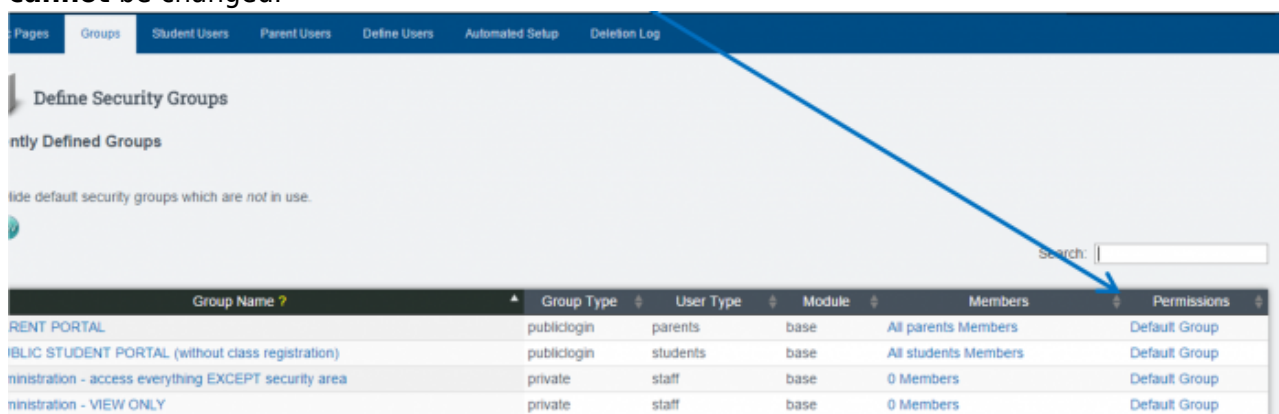
A “default” security group is created by School Pathways, Schools cannot change these groups. You can only enroll members. *If a group is not set to your needs, you can create your own group by doing the following:*

- **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



- **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.



Group Name ?	Group Type	User Type	Module	Members	Permissions
ADMINISTRATION - access everything EXCEPT security area	publiclogin	parents	base	All parents Members	Default Group
ADMINISTRATION - VIEW ONLY	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.

Show Only Selected Elements

Set	Element Title	Description	Permission Details
<input type="checkbox"/>	/about.php		Details
<input type="checkbox"/>	/admin/address_sync.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/attpopup.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

[Back](#) [Set](#)

- 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**

Admin Reports Schools Teachers Portal Help Type to quick page find

Public Pages **Groups** Student Users Parent Users Define Users Automated Setup Deletion Log

Define Security Groups

Currently Defined Groups

☐ Hide default security groups which are not in use.

Search:

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

[Add New Group](#) [Done](#)

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.

Membership of Group: **Emergency Card**

Only Members of Type **staff** allowed!

ALL Current Group Members
Selections made on records with a Green status bubble will remove Members from this Group!

Search:

Set ?	Name	Login	Staff Job Title
	staff - Kelton, Blake	bkelton	504 Coordinator

Showing 1 to 1 of 1 entries

[Cancel](#)

Possible Group Members
Selections made on records with a Red status bubble will add Members to this Group!

Search:

Set ?	Name	Login	Staff Job Title
	Adale, Joe	jadmin	Counselor
	Alphin, Katherine	kalphin	Tutor
	Ashton, Taryn	tashton	History Teacher
	Atkins, Thomas	tatkins	Science Teacher
	Barbato, Alexandria	alexandria	Governor

[Save Changes](#)

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) [View Permissions] [Set Groups]

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.

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