admin, admin essential, logins and security

Security Settings

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 are "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.

Pages Groups Student Users Parent Users Define Users	Automated Setup Dele	ion Log		
Define Security Groups ntly Defined Groups Ide default security groups which are not in use.				Search:
Group Name ?	 Group Type 	e 🕴 User Type 🔶	Module Members	s 🗧 🗧 Permissions 🛊
RENT PORTAL	publiclogin	parents b	ase All parents Members	Default Group
BLIC STUDENT PORTAL (without class registration)	publiclogin	students b	ase All students Members	Default Group
ninistration - access everything EXCEPT security area	private	staff b	ase 0 Members	Default Group
ninistration - VIEW ONLY	private	staff b	ase 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.

0			
Sel *	Element Title	Description 0	Permission Details
0	/about.php		Details
0	/admin/address_synch.php		Details
8	/admin/advancement.php	Batch graduation lets you advance an entire enrolled class to the next gradelevel with the click of a button.	Details
0	/admin/attendance/attpopup.php	Attendance Popup Widget (used in e.g. Attendance Anomalies Report)	Details
8	/admin/attendance/authcode.php	Ability to allow teachers to make changes to printed attendance forms.	Details
0	/admin/attendance/claim_future.php		Details
•	/admin/attendance/claim_override.php		Details
Back	dmin/attendance/claim.php	Ability to claim attendance.	Deta 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				
Defir	ne Secu	rity Groups								
Currently Defi	ined Grou	ups								
Hide defau	It security (groups which are	not in use.							
0										
									Sea	rch:
		Group N	ame ?		Group	р Туре ≬	User Type	0 Module	Members	Permissions
O *PARENT PO	RTAL				publicio	gin pa	rents	base	All parents Members	Default Group
●*PUBLIC STU	DENT PO	RTAL (without clas	ss registration)		publicio	gin sti	idents	base	All students Members	Default Group
⊖Administration	n - access	everything EXCEP	PT security area		private	sta	m	base	4 Members	Default Group
⊖Administration	n - VIEW O	NLY			private	sta	m	base	1 Member	Default Group
Add New Group	histrator				private	sta	m	base	3 Members	Default Gro 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!	Possible Group Members Selections made on records with a Re	d status bubble will add Mem Sean	ibers to this Group!
Sel ? 🔶 Name 🔺 Login 🔅 Staff Job Title 🔅	Sel ? 🕴 Name 🄺	Login	🕴 Staff Job Title 🕴
e staff - Kelton, Blake bkelton 504 Coordinator	😝 🔲 Adale, Joe	jadmin	Counselor
	😝 🗉 Alphin, Katherine	kalphin	Tutor
Showing 1 to 1 of 1 entries	😝 📄 Ashton, Taryn	tashton	History Teacher
	😝 💷 Atkins, Thomas	tatkins	Science Teacher
Cancel	Barbato Alexandria	alexandria	Governme 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**.

Last update: 2017/09/21 products:admin:security:index https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:security:index&rev=1506006459 15:07

Public Pages G	roups Student Users	Parent Users Define Users Autor	naled Selup	Deletion Log	
Show User Acc (Select more boo Staff Account Pubhouseho Parents Acc Unlinked Acc Update	ounts of Type? res, get more results) its Accounts ounts counts counts	Account Op Only Act Only Dis Both Ac Only Hu Only Hu Only Hu Only Hu	tions? ive Accounts abled Account tive & Disable man Accounts n-Human Acc iman & Non-H	its d Accounts s ounts tuman Accounts	Filter Accounts by Search? Login Name or User Name
0					Search:
Login Id 🔺	Login Name	🕴 Jump to User 🕴	Last Login 1	? \$	Group List / Set Permissions
1486 lear staf	nn 1f - Reeves, LeAnn	Jump	09/14/2016	[View Permissions] [Set Groups] Root Administrator (cworks) BrainHoney Domain Administrato BrainHoney Domain UserCoordin	or (cworks) nator (cworks)
Add New User	Update			[View Permissions] [Set Groups]	Doore

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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