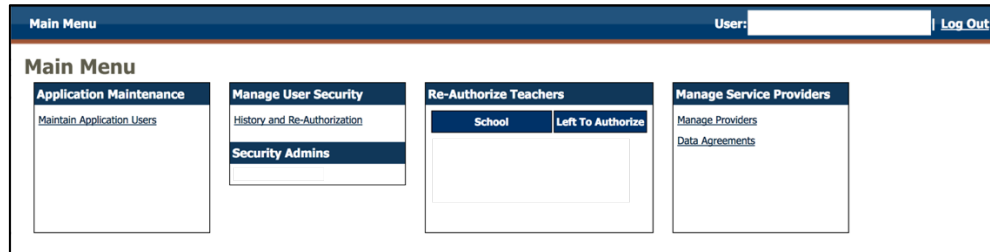


Assigning/Modifying Staff SLDS, eTranscript, or Choice Ready User Permissions

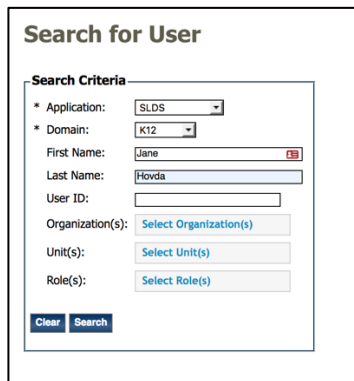
Using your k12.nd.us (Office 365) user name and password, log into the SLDS security application at the following url: <https://edportal.nd.gov/slds/login.aspx>

Assigning initial permissions for new users

1. Select "Maintain Application Users" within the Application Maintenance area.



2. Change Application drop down to corresponding application (records is Choice Ready)
3. Enter in First Name and Last Name of user
4. Select Search

A screenshot of the "Search for User" form. The form is titled "Search for User" and contains a "Search Criteria" section. The criteria include: "Application" (SLDS), "Domain" (K12), "First Name" (Jane), "Last Name" (Moyda), "User ID" (empty), "Organization(s)" (Select Organization(s)), "Unit(s)" (Select Unit(s)), and "Role(s)" (Select Role(s)). At the bottom of the form are "Clear" and "Search" buttons.

5. User will display in Search Results.
6. In Action column: Select Add User
7. Select appropriate permission level in the Add Role window. (options will vary with application selected)
8. Select Add Role(s)
9. Verify your District is displaying correctly in the Select District drop down.
10. Select Continue.
11. When assigning District Admin permissions, select the Add button.
12. When assigning School Admin, School Instructor, eTran Counselor, or Choice Ready permissions within the Select Assignment(s) drop down select the School or Schools required.
13. Select the Add button.

Modifying permissions for an existing user

1. Maintain Application Users
2. Search for User
3. Select Search
4. In the Action column select Edit User
5. In the Edit Application User screen, in the Action column select Delete to remove existing permissions
6. Return to Step 6 above and complete modifying permission for user.

Deleting permissions for an existing user

1. Maintain Application Users
2. Search for User
3. Select Search
4. In the Action column select Edit User
5. In the Edit Application User screen, in the Action column select Delete to remove existing permissions

**Assigning the role of District Security Admin needs to be completed through the EduTech Help Desk.

***** Role level permissions:**

District Admin – view all students at all schools within the district

School Admin – view only students at that particular school or schools

Do not assign if individual has District Admin permissions

School Instructor – view only students enrolled in instructor's courses in PowerSchool.

eTran Counselor - view only students at that particular school or schools

Choice Ready – view only students at that particular school or schools

Any questions or issues with the process, please contact the Help Desk.