

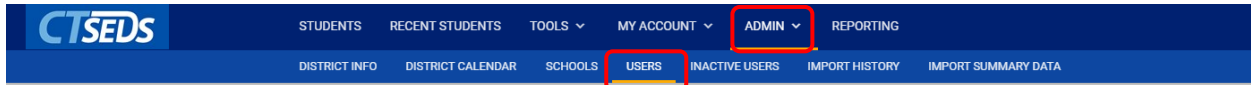
Adding and Inactivating Users



This quick guide will help you add or inactivate users in your local site. If you have a large number of users to add or inactivate, reach out to CT-SEDS Support and you may be able to import the changes.

Adding Users

To add users, Click on Admin in the dark blue menu bar, and then Users in the light blue menu bar.



This will take you to the User search page

Click on the Add New User button to add a new user.

At the top of the Add New User Page, you will need to fill in the person's name, email address, and User Code. For user code, Districts should use the user's first initial, the first three digits of the District Code, and last name. APSEPs should use the user's first initial, AP1, and last name.

Adding and Inactivating Users



Name:	First	Middle	Last	Suffix	*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
User Name (E-Mail Address):	<input type="text"/>				*
User Code:	<input type="text"/>				*
		<input type="button" value="CHECK ALL"/>	<input type="button" value="CHECK NONE"/>		

Using the checkboxes, select the appropriate School System/Agency. Then create the user's initial password. Remember, the user will only use this password once and will be prompted to create a new one upon their first log in to CT-SEDS.

Password:	<input type="text"/>	(See How to choose a good password)
Password (again):	<input type="text"/>	
Title:	<input type="text"/>	

*It is also a good idea to enter the user's title. This may be shown on documents like team lists and attendance sheets.

Then, select the user's User Type from the dropdown menu. Note that your own permissions may not be able to assign all user types that exist in your district.

User Type:	<input type="text" value=""/>	▼ *
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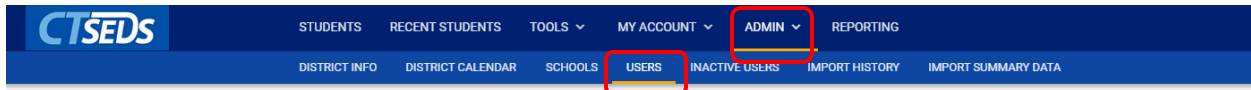
Finally, set the user's school associations by selecting the appropriate schools from the field using the checkboxes. For most users this is essential, or they will not be able to search for or access student information if they are not assigned to the schools where the students they need to work with are assigned.

When you have completed all required fields you can use the buttons at the bottom of the page to add the user and take any next steps.

<input type="button" value="ADD USER TO DATABASE"/>
<input type="button" value="ADD USER TO DATABASE, THEN EDIT USER DETAILS"/>
<input type="button" value="ADD USER TO DATABASE, THEN ADD ANOTHER"/>

Inactivating Users

To inactivate users, Click on Admin in the dark blue menu bar, and then Users in the light blue menu bar.



This will take you to the User search page

School: All Schools ▼ *

User Type(s): *
(check none to match all)

CSDE System Administrator Administrator (no R/S)

State General User Aggregate Administrator/Certifier

Aggregate Provider Special Ed Teacher

Aggregate Student Team Leader Student Team Leader

OSEP Aggregate Data Manager Provider

OSEP Aggregate District Administrator School Personnel

District IT Administrator State Compliance Monitor

Administrator/Certifier

User Last Name: Exact Match

User First Name: Exact Match

Title: Exact Match

User ID: Exact Match

Sort List By: User's Last Name ▼ *

Use the available criteria to search for the user(s) you want to inactivate. After clicking View User(s) you will have a roster of users similar to the image below.

Inactivate	CS	Cal	Name	User ID	School(s)	Students	Title	User Type	E-mail Address	Last Login
<input type="checkbox"/>			Rolando Curtis	Train30	CTPSCH1	0, 0	Team Leader	Student Team Leader	Trainer30@test.com	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Pat Davidson	Train31	CTPSCH1	4, 3	Team Leader	Student Team Leader	Trainer31@test.com	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Rose Davis	Train32	CTPSCH1	4, 4	Team Leader	Student Team Leader	Trainer32@test.com	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Santiago Dent	Train34	CTPSCH1	1, 2	Team Leader	Student Team Leader	Trainer34@test.com	
<input type="checkbox"/>	<input type="checkbox"/>		Meghan Dixon	Train35	CTPSCH1	0, 1	Team Leader	Student Team Leader	Trainer35@test.com	
<input type="checkbox"/>			Nancy Duncan	Train37	CTPSCH1	0, 0	Team Leader	Student Team Leader	Trainer37@test.com	
<input type="checkbox"/>			Oleta Flam	Train39	CTPSCH1	0, 0	Team Leader	Student Team Leader	Trainer39@test.com	

Select the user(s) you want to inactivate by using the checkboxes in the Inactivate column. When finished, click Inactivate Selected Users at the bottom of the page.