



Manage Users - SEC0010

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Security Administration > Manage Users

This page is used to create, edit, and delete users. You can assign various roles to each user, which include permissions to various components of ASCENDER. Each user can be assigned one or more roles, pay frequencies, campuses, and warehouses.

After creating users and performing other functions, you must exit any applications to which you are logged on to refresh the security permissions.

All ASCENDER users created in Security Administration are automatically granted permission to view all dashboard elements. However, the content within the dashboard element is driven by your user profile (**Profile Name**) in Security Administration with the exception of ASCENDER News, which is available to all users. The LEA News may be limited to certain users based on the LEA's preferences when adding the news entry in District Administration.

For additional information about dashboard, review the **ASCENDER Homepage & Quick View Dashboard** section in the [Business](#) or [Student Overview](#) guides.

Retrieve a record:

Retrieve an existing user.

To perform a search for all users, under **Search Criteria**, click **Find**.

To perform a search for an existing user, enter the following information under **Search Criteria**:

Last Name	Type the last name of the user. The field can be a maximum of 30 characters.	
First Name	Type the first name of the user. The field can be a maximum of 30 characters.	
User ID	Type the ID of the user. The field can be a maximum of 29 characters. The first character must be a letter.	
Show Deleted Users	Select to include deleted users in the search.	
Find	Click to perform the search. If a record exists, the data is displayed under Results . Deleted users are highlighted in red.	
Advanced Filters	Click to apply additional filters to the search criteria. The Advanced Filters window is displayed.	
	Roles	Click to expand the list of existing roles. Select a role(s) to refine the search for users assigned to the selected role(s).
	Permissions	Click to expand the list of permissions. Select a permission(s) to refine the search for users assigned to the selected permission(s).
	Campuses	Click to expand the list of permissions. Select a campus to refine the search for users assigned to the selected campus(es).
	Selected Filters	Click to expand the list of filters. For each filter, click Remove Filter to remove the filter from the results.
After you select the desired filters, click Close to close the Advanced Filters window.		
Click Find to refresh the results to include your advanced filter search criteria.		

☐ Under **Results**, select the desired user(s) for which you want to make changes.

- If you select multiple names, the **Edit User** button is disabled.
 - If you select an administrative user, a pop-up window is displayed indicating that the administrative user's properties cannot be changed.
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Assign/unassign frequencies:

☐ Click either the **Assign Frequencies** or **Unassign Frequencies** buttons to assign/unassign pay frequencies for the selected user(s).

- If assigning frequencies, the Assign Frequencies pop-up window is displayed with a list of established pay frequencies that you can choose to assign to the user. If unassigning frequencies, the Unassign Frequencies pop-up window is displayed with a list of pay frequencies that are already assigned to the user.
 - Select the frequencies to assign/unassign.
 - Click **OK** to accept the changes.
 - Click **Cancel** to close the pop-up window without accepting the changes.
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Assign/unassign warehouses:

☐ Click either the **Assign Warehouses** or **Unassign Warehouses** buttons to assign/unassign warehouses.

- If assigning warehouses, the Assign Warehouses pop-up window is displayed with a list of established warehouses that you can choose to assign to the user. If unassigning warehouses, the Unassign Warehouses pop-up window is displayed with a list of warehouses that are already assigned to the user.
 - Select the warehouses to assign/unassign.
 - Click **OK** to accept the changes.
 - Click **Cancel** to close the pop-up window without accepting the changes.
-

Assign/unassign roles:

☐ Click either the **Assign Roles** or **Unassign Roles** buttons to assign/unassign roles.

- If assigning roles, the Assign Roles pop-up window is displayed with a list of established roles and campuses that you can choose to assign to the user. If unassigning roles, the Unassign Roles pop-up window is displayed with a list of roles that are already assigned to the user.
- Select the roles and campuses to assign/unassign.
- Click **OK** to accept the changes.
- Click **Cancel** to close the pop-up window without accepting the changes.

Create a new user:

- ☐ Click **New User** to create a new user. The [Create User](#) page is displayed.
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Restore a user:

- ☐ Click **Restore Users** to restore a user profile that has previously been deleted.
 - Deleted users are only displayed in the **Results** list if **Show Deleted Users** is selected.
 - A deleted user must be selected to enable the **Restore Users** button.
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Edit a user:

- ☐ Click **Edit User** to edit a user. The [Edit User](#) page is displayed.
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Delete a user:

To completely delete a user from Security Administration, complete the following steps in the order in which they are listed:

- ☐ District Administration > Workflow
 - Alternative Approver: Click **Clear Row**.
 - Approval Rules: Delete the rules for the *Purchasing Requisition* workflow type.
 - Approval Path: Delete the user from the *Purchasing Requisition* approval path.
 - First Approver: Delete the user from being a first approver.
- ☐ District Administration > Maintenance > User Profiles
 - Delete the user's profile.
- ☐ Security Administration > Manage Users
 - Under **Search Criteria**, click **Find** to perform a search for all users. Or, to perform a search for a specific user, enter data in one or more of the search fields.
 - Select **Show Deleted Users** to include deleted users in your search. Deleted users are highlighted in red.
 - Click **Find**. A list of users matching your search criteria is displayed.
 - Select the user to be deleted.
 - Click **Delete User**. A pop-up window prompts you to confirm that you want to delete the user.
 - Click **OK** to delete the user.

A message indicating that the user was deleted successfully is displayed at the bottom of the page.

Note: Administrative users cannot be deleted. If an administrative user is selected, a message is displayed indicating that the administrative user's properties cannot be changed.