


# Administrative Users (Campus)

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# Administrative Users (Campus)

***Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users***

This tab allows you to set up employees as campus administrative users who can view or edit instructor TeacherPortal data at their campus.

## Set up users:

Any existing TeacherPortal administrative users are listed.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- Multi-campus administrators who were set up on the district Administrative Users tab are listed too, but only if they have been granted access to the campus to which you are logged on.

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| **Search By Name** | To locate a specific user, begin typing the user's last name. As you begin typing, a drop-down list displays users whose name matches the characters you have typed. The drop-down list also displays the user ID. Select the user. |

❑ Click **+Add** to add an administrative user.

The fields below the grid are enabled.

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| **Name** | For existing records, the employee's full name is displayed. |
| **User Name** | Type the employee's user name.<br>The user name must meet the following criteria:<br><br>Unique in the district.<br>6-8 alphanumeric characters<br><br>It is not case-sensitive.<br>For security reasons, the user name is only displayed below the grid so that only one user name is visible at a time. |

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| **Staff ID** | Type the employee's social security number or employee number, depending on the district's setting for **Student Applications Staff ID** on Registration > Maintenance > District Profile > District Maintenance > Control Info.<br><br>If the employee number is used at the district, you can click ⋮ to select a principal/counselor or instructor.<br><br>The administrative user must have a record in the campus principal/counselor table, the campus instructor table, or the employee demographic table (employee or non-employee). The user's information is verified against the data in one of the tables.<br><br>**NOTE:** A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating an instructor login.<br><br>The **Status** field is displayed in place of the **Staff ID** field (below the grid) once the record is saved, and it is set to *Reset* by default. Click the **Change Status** button to change the status. The options are as follows:<br><br>*Inactive* - Prevent a user from logging on to TeacherPortal.<br><br>*Reset* - Reset a user's account allowing him to register using the **New User** link on the TeacherPortal Login page. |
| **Type of User** | Select the access level the user will have in TeacherPortal.<br>• *Read Only* - Allow inquiry-only access to all accounts. The user can view data for any instructor in order to verify information.<br><br>• *Maintenance* - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any instructor at a campus.<br><br>• *Discipline Only* - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. **IMPORTANT:** The **Allow Discipline Referrals** field must be selected for the campus on Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible to the user when she logs on to TeacherPortal.<br>**NOTE:** If you modify this field for a multi-campus administrator, the change will also be reflected on the district Administrative Users tab for the campus to which you are logged on. |
| **Run Group Report** | Select to allow the user to run group reports in TeacherPortal. |

❑ Click **Save**.

You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

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| **Date Grades Updated** | The date on which the user last updated grades in TeacherPortal is displayed. |
| **Password Expires** | The date on which the user's password will expire is displayed. It is calculated using the district password expiration option and the date on which the user's password was created or reset. |

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| **Password Last Changed** | The date on which the user last updated his password is displayed. |

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| | Edit a record.<br>Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes. |
| | Delete a row.<br>1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).<br>A row can only be deleted if the user has no attendance, grade, or assignment records in the following tables: sr_att_post, sr_crs_grd, and sr_crs_assgn. If you delete a row for a multi-campus administrator, the district Administrative User page will also reflect that the user no longer has access to the campus. |


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