PowerSchool

Special Programs Suggested System Administration Related Security Groups

District Administrator of Special Education

This could be your **Special Education Director**

PS SIS Security Role: SPED District Administrator (System Wide Security Level)
- System-wide access to students
- Full access to all functionality and document templates
- Can assume System Admin role

Security Administrator System-Wide

This could be your **District Technology Coordinator**

PS SIS Security Role: SPED System Administrator (System Wide Security Level)
- System-wide access to students
- Full access to all functionality and document templates
- System-wide ability to manage membership in security groups
- Can assume System Admin role

Security Administrator Location-Wide

This could be your **Lead Teacher**

PS SIS Security Role: SPED School Administrator (Location Wide Security Level)
- Location-wide access to students
- Full access to all functionality and document templates
- Location-wide ability to manage membership in security groups

Special Education Building Administrator

This could be your **Team Coordinator**

PS SIS Security Role: Special Education Administrator (Location Wide Security Level)
- Location-wide access to students
- Ability to manage Staff Caseloads
- Can import General Ed Students into Student table
- Can create, edit, change status, and print all Special Education documents

Quick Start Guide

Resetting the Admin Password

1. Select Administration > Security > More
2. Select Reset Admin password
3. Enter the new password twice
4. Enter the current password

Creating a New Security Group by Copying an Existing Group

1. Select Administration > Security
2. Open the security group you wish to copy
3. Select More > New Security Group
4. Enter the name of the new group
5. Enter the PS SIS User Access Role
6. In the Properties and Privileges tab, modify privileges as desired
7. Click Accept
8. Select the Document Template tab and click the template name you wish to change
9. Enable or disable document edit rights as desired

Manually Adding Member to Security Group

1. Select Administration > Security > Staff Security Groups
2. Click Security Groups
3. Click the Members tab
4. Select Add Members then search for and select members

Section 504 Administrator

PS SIS Security Role: 504 Administrator (System Wide Security Level)
- System-wide access to students
- Ability to manage Staff Caseloads
- Can import General Ed Students into Student table
- Can create, edit, change status, and print all 504 documents

English Language Learner Administrator

PS SIS Security Role: ELL Administrator (System Wide Security Level)
- System-wide access to students
- Ability to manage Staff Caseloads
- Can import General Ed Students into Student table
- Can create, edit, change status, and print all ELL documents

Gifted and Talented Administrator

PS SIS Security Role: Gifted Administrator (System Wide Security Level)
- System-wide access to students
- Ability to manage Staff Caseloads
- Can import General Ed Students into Student table
- Can create, edit, change status, and print all GT documents

Response to Intervention Administrator

PS SIS Security Role: RTI Administrator (System Wide Security Level)
- System-wide access to students
- Ability to manage Staff Caseloads
- Can import General Ed Students into Student table
- Can create, edit, change status, and print all RTI documents

Classroom Teacher

PS SIS Security Role: [*Insert Special Programs Module*] Teacher (Classes; Caseload Security Levels)
- Modules can include: Special Education, Section 504, ELL, Gifted and Talented, and Response to Intervention
- Access to My Classes and My Students
- Can create and edit all relevant, module-specific documents

Special Programs Viewer

PS SIS Security Role: [*Insert Special Programs Module*] Viewer (Location Wide Security Level)
- Modules can include: Special Education, Section 504, ELL, Gifted and Talented, and Response to Intervention
- Location-wide access to students
- Can view and print all relevant, module-specific documents

Manually Adding Security Group to a Staff Profile

1. Select Search > Staff
2. Enter search criteria and select the staff profile
3. Select the Security tab
4. Click Edit Security
5. Click Security Group, selecting more than one if applicable

Adding a Staff Profile for External Sign-On via URL

1. Select Staff and click Add Staff Profile
2. Enter the ID used for sign-in credentials and required fields
3. Select the Security tab and click Edit Security
4. Select the Security Administrators System Wide
5. In the Login Status Field, select Activated (Temporary Password)
6. Select Change to assign a temporary password
7. Provide credentials to user

Important Note for Users of Single Sign-On:

Membership is assigned based upon the PS SIS Role assignments the *first time* a user accesses Special Programs using SSO.

To learn more, contact Support via
PowerSchool Community's Case Portal.

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