

User Management Overview

Schoolnet users are assigned roles, which are associated with operations that determine what the users can see and do in Schoolnet. As a system operator, or other user granted user management operations, you can edit roles to add or remove operations, assign roles to user accounts, and create custom roles to assign to a subset of users. As a system operator, you can also manage which roles have visibility to specific modules.

For additional details, refer to the following quick reference cards:

- *User Permissions Concerning Assessments*
- *Security Options for Tests and Items*
- *User Permissions Concerning Reporting*
- *User Permissions Concerning Instructional Materials*

Considerations for User Permissions

Access to features and data is controlled by a combination of factors including:

- Assignment to user roles and the operations assigned to those roles
- For teachers, class and student assignments in the SIS
- Institution (school or district)
- Module access (granted by role in System > General Settings)
- For reports, what user roles the report was published to
- Site configurations including: whether or not educators can see previous year students, if users can see report banks for other schools, etc.

System operators with questions should reach out to schoolnetpd@pearson.com. We'd be happy to walk you through your settings with you!

How to View Roles and Operations

To understand what rights users have on your site, view the operations assigned to each user role.

To view your site's current roles and operations:

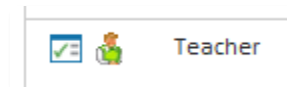
1. Click the gear icon and select **User Management**
2. To view all of the roles and their associated operations, click **Roles**

System roles, which cannot be deleted, appear first, followed by any custom roles created on your site. Next to each role are the currently assigned operations.

Modify Operations for an Existing Role

All system roles have default operations that can be changed. To modify the operations for an existing system role or custom role:

1. Click the gear icon and select **User Management**
2. On the User Management page, click **Roles**
3. To the left of the role you want to modify, click the rectangular Edit Role icon



4. Highlight an operation and use the appropriate arrow to move it to the available or included column as needed
5. Click **Save**

User Management Overview

How to Create a Custom Role

When you want to give a subset of users in a system role additional permissions, create a custom role. For example, if only some users with the Leadership role should be able to publish reports, create a custom role called "Report Managers," add the operation "Manage reports" to it, and then assign the new role to the appropriate users.

To create a custom role:

1. Click the gear icon and select **User Management**
2. On the User Management page, click **Roles**
3. On the Roles page, click the **+** sign in the first column heading
4. On the Add Role page, enter a name for your new custom role
5. Enter a description
6. Under Operation Template, select the needed operation(s) from the Available list
7. Click the right arrow to add the operation(s) to the Included list
8. Click **Save** to save your changes

How to View and Assign Users to a Role (Non-Directory Integration Clients)

Users who log in directly to Schoolnet and not through a different portal can view and modify role assignments in Schoolnet.

The default role controls which version of the My Schoolnet page appears. Otherwise, for users who have multiple system roles, it doesn't matter which one is the default.

To view a user's assigned roles and their associated operations:

1. Click the gear icon and select **User Management**
2. On the User Management page under Find a User, enter filter information to locate the user

3. Choose a school from the Institution menu, or select **Include all child institutions in search** to search across all schools
4. Click **Search**
5. To view a user's assigned roles, click the user's name
6. On the User Detail page, under Permissions, view the user's default institution, default role, all assigned roles, and their associated operations

Note: To include archived users in your search, use the search function on the Manage Users page.

To assign a role to a user account:

1. Locate a user as described above
2. In the Actions column, click **Edit User**
3. On the Edit User page, scroll down to Institutions and Roles and in the All Roles menu, choose the appropriate institution
4. From the Available Roles list, select the role to assign to the user
5. Click the right arrow to add the role to the Member Roles list
6. Click **Save** to save your changes

How to Assign Users to a Schoolnet Role in PowerSchool

If your users access Schoolnet from PowerSchool using single-sign on (SSO), you will need to create your custom roles in PowerSchool as well as Schoolnet. Assign users to custom roles in PowerSchool so when they access Schoolnet, their user account will be associated with the appropriate custom roles.

To add a Schoolnet custom role to PowerSchool:

1. From the PowerSchool navigation menu, click **System**

User Management Overview

2. On the System Administrator page, scroll down to the list of functions and click **Roles Administration**
3. On the Roles Administration page, click **Schoolnet**
4. On the Schoolnet Roles page, click **New**
5. On the Edit Schoolnet Role page, enter the exact name of the custom role you created in Schoolnet
6. In the Description field, add a description of the custom role's operations
7. Keep the default selection **Enabled**
8. To add the Schoolnet custom role to PowerSchool, click **Submit**

To assign a user to the Schoolnet custom role in PowerSchool:

1. Click the PowerSchool icon to return to the start page
2. On the PowerSchool start page, select the Staff tab
3. Enter the user's name
4. Click the search icon
5. From the navigation menu, click **Security Settings**
6. On the Security Settings page, scroll down to Schoolnet Security and click **Manage Roles**
7. Select your custom role from the list of Schoolnet roles and click **Add**

How to Modify Module Visibility

Some areas in Schoolnet may only be accessible to certain roles. For example, if you are setting up some users to review roster requests, they will need access to the user management link. As a system operator, to change visibility to a module for a user role:

1. Under the gear icon, select **System**

2. On the System Operation page under General Settings, click **Module Access**
3. On the System: General Settings page under Module Access, find the row for the appropriate tab and click the edit icon in the first column
4. Under Permissions in the Available Roles column, select the appropriate role
5. Click the right arrow to add the row to the Read Roles list
6. Click **Save** to save your changes

How to Reset a User's Password

Only reset a password for a user who signs in directly to Schoolnet. If the user accesses Schoolnet from another system, do not reset the user's password in Schoolnet.

To look up a user and reset their password:

1. Under the gear icon, select **User Management**
2. Under FIND A USER, enter a user's first name, last name, or username
3. Select **Include all child institutions in search**
4. Click **Search**
5. In the search results, find the appropriate user and in the Actions menu, click **Reset User's Password**
6. Click **Ok** to confirm resetting the password