



MyEducationBC

Security Management

April 2022 v6.4

Version History

Version	Date	Description
1.0	May 2014	Initial Document
2.0	Jul 2014	Major revisions throughout
3.0	Nov 2014	Merge of document with Parent Portal document; update of to all sections
4.0	Jan 2017	All roles reviewed, based in part on district input via tickets submitted.
4.1	Jul 2017	Addition of three new roles: At Risk Add-On – District, At Risk Add-On –School, At Risk Results – Read Only; Changed documentation to reflect “Schedule Builder” as Add On role only.
4.2	Aug 2017	Addition of a new Add-On role: Password Recovery – School.
4.3	Sep 2017	Correction of Typo in Add-On role: Password Recovery – School.
4.4	Jan 2018	Edited Student Services roles to reflect Simplified IEP changes.
5.0	Mar 2018	Full document review and re-write, user creation information relocated to new document
5.1	Apr 2018	Addition of Password Recovery at the District level to sec. 1.5.2.3; addition of the new Add-On role: Password Recovery – District.
5.2	May 2019	Updated 2.27 Registrar Role Added hyperlinks to Table of Contents
5.3	Aug 2019	Added VTRA Security Tag note to section 1.4 Added VTRA Add-On Security Roles to sections 2.54 and 2.55
5.4	Sep 2019	Added VTRA School and VTRA School (Read Only) Security Roles to sections 2.56 and 2.57; renamed VTRA and VTRA (Read Only) Security Soles to VTRA District and VTRA District (Read Only) in sections 2.54 and 2.55.
5.5	Nov 2019	Added Add-on Roles for Forms and Workflows
5.6	Dec 2019	Added report publishing privilege in School Administrator, District Support L1, Report Developer, Clerk SIS Admin
5.7	Apr 2020	Mass Assign Security Role, clarified the BC Student Permission roles
5.8	May 2020	Added Add-on Roles for Publishing functionality Amended Clerical and Administrator Roles – no transfer permissions
5.9	Dec 2020	Added the online payment functionality to security roles and TOC creation
6.0	Jan 2021	Added Online Registration roles
6.1	May 2021	Added AIP Add-on security role
6.2	Jun 2021	Added AIP Add-On School security role Added clarification on privilege's needed for base role before assigning the AIP Add-On School role Added READ only access to Staff table for AIP Add-On School role Added notes regarding security role assignments and responsibility of users
6.3	Mar 2022	Appendix 3: Staff School Assignments Report Update User Filters
6.4	Apr 2022	Added District Staff – Primary School Association Add On Role. Added notes on L1 District user role on how get the access for the Staff primary school on the District via staff detail screen Section 1.5 and 1.6 Removed Create, Update, Delete, Mass Update and Global access for the roles with either school or staff view but not District view

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1.0 Security in MyEducation BC

This document defines the security model in MyEducation BC. It is focused on access to data and permissions to view or edit it, as well as account management. This information is intended for district personnel who are responsible for security in MyEducation BC. User creation is covered in a separate document.

The document is divided into two main sections: [Section 1](#) focuses on the functionality of the security components of MyEducation BC and [Section 2](#) details the provincial level baseline security roles as they exist currently. If baseline security roles are created or updated, this document will be revised to reflect the changes.

Security roles can be created and managed at both the Provincial (Enterprise) level and the District level. Users can be created at either the district or school level but user account management, i.e. what security roles are required for the user to perform their work, takes place only at the district level.

Districts and schools have many types of users with different access needs to data and functionality. A very important part of setting users up is to ensure that they can access all of the information necessary to perform their jobs, while restricting access to other data and functional areas of the application.

Training is an essential component of all district and school processes. It is imperative to emphasize the importance of and the responsibility involved in having access to information and the ability to make changes to access.

1.1 Roles

Permissions and access to MyEducation BC are controlled by security roles. Security roles 'stack' on top of each other, with the highest level of security in the combined roles being applied. A user can have as many roles as necessary.

Example: A user has *School Administrator* and *Student Services – School* roles assigned. With this combination, they will have full write access to all areas that a *School Administrator* has access to as well as all areas that a *Student Services – School* user has access to.

A district can also limit a user's role to a specific school or groups of schools.

Example: If a user teaches a class in a district's middle school and is a vice principal at the high school, the *Teacher* role in the middle school is scoped only to the middle school and provides access only to those students in the teacher's class. The *School Administrator* role gives full access to all data for all students, including Student Services information, but only in the high school.

Roles also determine which views (District, School, Staff etc.) a user can access.

All roles available in a district can be found at: **District View > Admin > Security > Roles**

There are three areas of information for each security role:

[Details:](#) Information on the composition of each role

[Security Tags:](#) Provides the ability to restrict access to individual fields on a screen

[Users:](#) A list of all users within the District with that role

Pages

District

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Extracurriculars

Global

Tools

Admin

Roles

Users

Security

Roles

Details

Security Tags

Users

Security Tags

Data Dictionary

Logs

Options

Reports

Help

Search on Name

a-z

1:1701 Designations

0 of 73 selected

All Records

<input type="checkbox"/>	Name	Org1View	Org2View	SkiView	StfView	BldView	HthView	SpecialEduView	SpecialEdu SchoolView
<input type="checkbox"/>	1701 Designations	N	N	N	N	N	N	N	N
<input type="checkbox"/>	At Risk Add-On - District	N	Y	Y	N	N	N	N	N
<input type="checkbox"/>	At Risk Add-On - School	N	N	Y	N	N	N	N	N
<input type="checkbox"/>	At Risk Results - Read Only	N	N	Y	N	N	N	N	N
<input type="checkbox"/>	BC Student Permission (District) - School Admin	N	N	N	N	N	N	N	N
<input type="checkbox"/>	BC Student Permission (District) -Student Contacts	N	N	N	N	N	N	N	N
<input type="checkbox"/>	BC Student Permission (School) - School Admin	N	N	N	N	N	N	N	N
<input type="checkbox"/>	BC Student Permission (School) -Student Contacts	N	N	N	N	N	N	N	N
<input type="checkbox"/>	Clerical - Auxiliary/On-Call	N	N	Y	N	N	N	N	N
<input type="checkbox"/>	Clerical - Career Programs	N	N	Y	N	N	N	N	N

Do not assign or stack roles that will give a user more access than intended.

Check the functionality of a role by going to District View > Admin > Security > Roles > Details. You can also refer to the *Security Role Matrix* document, posted in the L1 Information Station - this document lists the access provided with every Enterprise role.

District processes are essential in determining and enforcing who can perform certain tasks. A clerical user, for example, may have functionality available to them with their role, or with stacked roles, that are beyond their need or authority for the work they perform. This is up to each district to decide the appropriate role or combination of roles.

1.2 Role Details

[Section 2](#) of this document explains in real world language the tasks that each Enterprise level baseline role is designed to accomplish. A District may identify a need to customize a baseline security role or create new ones to meet their specific requirements and, in MyEducation BC, districts have the ability to do this. However, it is very important to understand and manage the potential impacts of maintaining a unique District set of user roles before moving away from the baseline roles.

Standardized baseline roles are vital to the ongoing operation of MyEducation BC. When a security role is updated at the Enterprise level to reflect new or revised functionality, the changes are automatically applied to all users with the given role assigned. District customized or created roles are NOT updated with Enterprise changes.

It is recommended that, wherever possible, users are assigned to Baseline Security Roles to ensure up to date security access and functionality. Troubleshooting District customized roles may require a catalogue service request to the provincial team.

Role details can be found at: **District View > Admin > Security > Roles > Details**

Roles :: Clerical - School Admin Assistant

Options Reports Help

Security Roles Details Security Tags Users

General Navigation

Name: Clerical - School Admin Assistant

Enterprise view	<input type="checkbox"/>	School view	<input checked="" type="checkbox"/>	Special education view	<input type="checkbox"/>
District view	<input type="checkbox"/>	Staff view	<input checked="" type="checkbox"/>	Special Education School view	<input type="checkbox"/>
		Health view	<input type="checkbox"/>	Student view	<input type="checkbox"/>
		Build view	<input type="checkbox"/>	Personnel view	<input type="checkbox"/>
		Elementary view	<input type="checkbox"/>	Family view	<input type="checkbox"/>

Security Access

Category	System Table	C	R	U	D	G	M	Other
Assessment	Exam Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment	Exam Entry Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment	Exam Result	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Override blackout date-range
Assessment	Exam Season	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment	Exam Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment	Exam Timetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment	Learning Standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set course alignments in Staff view
Assessment	Reporting Standard Assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- **Customize:** Appears only on Baseline Enterprise roles. Allows Districts to modify a baseline role to meet their needs. When used, ALL users who are assigned to the baseline role will automatically be moved to the newly created role. If the customized role is removed, users will be returned to the Baseline role by using the *Revert* button, see section [1.4.2](#) for details.
- **General & Navigation Tabs:** The *General* tab shows the Data Dictionary Tables that the role provides access to. Data Dictionary Tables are the areas in the system where specific data resides; data is accessed from these tables from different screens in the application. The *Navigation* tab controls which Top Tabs, Side Tabs, and Leaves are accessible.
- **General - View Selector:** Defines which Views the role provides access to.
- **General - Security Access:** Adjusts the permissions for the tables that the role has access to, by defining which of the following privileges apply:

Privilege	Users with this role can...
C - Create	Create new records in this Data Dictionary table. (<i>Options > Add</i>)
R - Read	View information in this Data Dictionary table. This privilege determines if information is visible.
U - Update	Update existing records in this Data Dictionary table. This privilege determines if the Save button appears on pages.
D - Delete	Delete records in this Data Dictionary table. (<i>Options > Delete</i>)
G - Global access	Gives user access to an unfiltered list of records for any table in the MyEducation BC database that they have privileges for.
M - Mass Update	Update several records on a list. (<i>Options > Mass Update</i>)
Other	<p>Some roles need to perform tasks that require extra privileges. The Other column displays additional access and privileges users have with the data in some areas. Select a checkbox to give the role access to the specific data or action. Deselect a checkbox to restrict access to the data or action.</p> <p><u>Example:</u> a Schedule Builder needs to be able to <i>Allow course maximum override</i> enrollment restrictions.</p> <p>Example: The Student Attendance and Student Class Attendance system tables have edit privilege levels They range from level 1 through level 5; level 5 has the most editing privileges. The system administrator has all edit privilege levels enabled by default, and can edit the privilege levels of other user roles.</p>

Student Attendance	[all] [none]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Edit privilege level 5 <input type="checkbox"/> Edit privilege level 4 <input type="checkbox"/> Edit privilege level 3 <input type="checkbox"/> Edit privilege level 2 <input type="checkbox"/> Edit privilege level 1 <input type="checkbox"/> Override Cycle Locking
Student Case	[all] [none]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Case Child	[all] [none]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Case Person	[all] [none]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Class Attendance	[all] [none]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Edit privilege level 5 <input type="checkbox"/> Edit privilege level 4 <input type="checkbox"/> Edit privilege level 3 <input type="checkbox"/> Edit privilege level 2 <input type="checkbox"/> Edit privilege level 1

Roles :: Clerical - School Admin Assistant

Users: Options, Reports, Help

Security: Cancel, Customize

Roles

- Details
- Security Tags
- Users

Security Tags

Data Dictionary

Logs

Navigation

View: School

Show inaccessible: ☐

Show leaves: ☐

Type	Name	Required Privileges
Tab	School	
Side-tab	Setup	
Side-tab	Guided Tasks	

- **Navigation – Selector:** View toggles which view will be displayed by default – Only views assigned to the role will be selectable. *Show inaccessible* will display the tabs which have not been granted to the role. *Show leaves* will display the leaves for the side-tabs.
- **Navigation – Permissions:** This automatically displays the areas the role has access to. Additional areas can be viewed by toggling the options above. When creating or customizing roles, districts can Add or Remove access to different areas.

Column	Description
Type	Displays whether the item is a <i>Top Tab</i> , <i>Side-tab</i> , or <i>Leaf</i>
Name	Displays label of item
Required Privileges	The minimum Data Dictionary access required to enable the tab. This is granted on the General sub-tab for the role.
Analysis	Displays reasons why the tab may not be available. <i>Missing privilege</i> notes that Data Dictionary access has not been granted. <i>Parent Excluded</i> notes that the higher level Tab or Side-tab has not been added
Available Action	When viewing an editable role, districts can add or remove access to the tabs

1.3 Security Tags

Security tags are a very powerful tool to restrict access to specified fields throughout the application. Great caution should be used when adding tags to existing security roles. Tags have the ability to remove view access to fields throughout the application. The data is not touched, but access is removed.

Example: A security tag was added to a customized *Clerical SIS Admin* role which listed the *Person - Usual First Name* and *Usual Last Name* as *No access*. ALL users with this role would no longer be able to view ANY usual names in the application. Removing this tag would restore the users' view to normal.

Using Security tags is a multi-step process:

1. Tags are created
2. Fields are assigned to the tag
3. Tags are assigned to roles.

Each tag is for a specific table.

1.3.1 Creating a Tag

District View > Admin > Security > Security Tags > Options > Add

1. Name the tag
2. Choose the table – This specifies which data dictionary table the field exists in. These tables provide access to the information system wide, not just by functional area. Only one table can be added to a tag, but a single security role can have more than one tag.

1.3.2 Assign Fields

District View > Admin > Security > Security Tags > Fields > Options > Add

Choose all the fields applicable for the tag. This list is populated by the list of fields in the Data Dictionary Table selected in the previous step. This list is editable later.

The field set columns of *Enabled*, *ListEdit*, *Update*, *Require* and *Read-Only* are flags set on the fields at the Enterprise level, and cannot be adjusted. These are displayed for informational purposes only.

1.3.3 Assigning Tags to Roles

Tags have three Access Types which are determined when assigning to a role.

Access Type	Description
No access	Removes all the fields in the Security tag from the Security Role
Read-only	Forces Read-only access to the fields
Full Access	Provides regular access only to the fields listed (Normal security permissions apply). This removes access to all other fields not included in the list

There are two methods of assigning tags to roles:

1.3.3.1 By Role

District View > Admin > Security > Roles > Security Tags

This lists all the Security Tags assigned to a particular role.

Options > Add provides a list of Security Tags which match the permissions given to the role. Multiple tags may be added, with the highest level of permission being applied.

Roles :: Clear

Access type: No access

1:aaa - test o... | Person 0 of 1

Search on Name

<input type="checkbox"/>	Name	Table > Name
<input type="checkbox"/>	aaa - test of people	Person
<input type="checkbox"/>	AAA - Test Of Student Fields	Student
<input type="checkbox"/>	Contacts	Contact
<input type="checkbox"/>	Contacts2	Student Contact

1.3.3.2 By Tag

District View > Admin > Security > Security Tags > Roles

This shows a list of all the *Roles* to which the Security Tag is assigned.

Options > Add provides a list of Roles which match the fields in the Security Tag

Security Tags :: Restrict

Access type: No access

Options

Name

<input type="checkbox"/>	Name
<input type="checkbox"/>	Clerical - School Admin Assistant - Inde
<input type="checkbox"/>	Clerical - School Admin Assistant - Read
<input type="checkbox"/>	Health View Add-On (Read Only) - Inde
<input type="checkbox"/>	School Administrator - Ind - Security Tag

1.3.3.3 Modifying Access Type

After assigning the Access Type to either a Tag or a Role it can be adjusted by using the **Options > Modify List** function.

1.3.4 Testing and Deploying Security Tags

Security Tags are very powerful and should be deployed with caution. It is strongly recommended, when creating tags, that a test security role and user account is created in SDTest. Make changes to the tags, logging off and back into the test account after every change verifying the results. Applying tags to existing user records may cause unintended consequences as some items may be removed from a user's interface.

Note: Reports are **not** affected by security tags.

1.4 Role Customization, Creation and Editing

Baseline Roles in MyEducation BC are not editable by districts. However, they can be customized and, when this is done, ALL users who are assigned to the baseline role will automatically be moved to the customized role. If the customized role is removed, users can be returned to the Baseline role by using the Revert button.

In addition, districts have the ability to create new roles unique to their needs. The modification of roles should be done by users with the highest level of permissions in the district, e.g. users with the District Support (Help Desk/Level 1) role, because a user can only create a role with permissions equal to or less than their own role. Only the areas for which a user has permissions can be added, modified or customized.

Example: A school user cannot create an account with District level access.

Important: Security roles often require security tags to be applied by the Ministry of Education. Baseline and customized roles will automatically inherit these tags, but newly created roles will not. If a user creates a brand new role in MyEducation BC, they must submit a service request to have the relevant security tag(s) added (e.g.: VTRA).

When customizing or creating unique security roles, it is recommended that districts create a user in SDTest with the roles assigned to confirm that they are working as expected. As changes are being made, either to a user's roles or to the role itself, log out of the test account and login again to ensure the changes are being reflected.

1.4.1 Stand Alone vs Add-On Roles

Roles are defined as either Stand Alone or Add-on. This is a reflection of the different security permissions granted to a role.

A Stand Alone role can be the only role assigned to a user; it provides sufficient privileges to login and access the application. However, if a user is given only an Add-on role they may encounter an error message on login, or may not be able to navigate anywhere within the application.

Add-On roles can quickly and easily provide additional permissions to a user's existing security roles. They can be a useful tool to increase user access by incremental amounts.

Example: A teacher is now in charge of monitoring detention. Her user account currently has only the *Teacher* role assigned, which does not provide access to the Conduct module. However, as the detention monitor, she needs to be able to mark detention participation and to enter notes. Assigning the *Detention Room Monitor Add-on* role gives access only to the additional portions of Conduct required to perform the new duties.

[Section 2](#) indicates the role type, Stand Alone or Add On, for each of the Baseline roles. It is recommended that districts include *Add-On* in the title of their locally created roles will clarify the type of permissions that are being granted.

1.4.2 Customization

Baseline roles are maintained at the Provincial (Enterprise) level. Districts can customize baseline roles to better suit their needs. Note: District created roles cannot be customized.

The Customize button is accessed at **District View > Admin > Security > Roles > Details**.

ALL users with the baseline role assigned will have the customized role automatically assigned when completed. Customized roles are **not** updated with Enterprise changes.

When a customized role is created, the District Name is appended to the title. It is recommended that the district change the role title to better reflect the changes made in the role. If the baseline role is customized a second time, the title can be identical, making it a challenge to know which role serves which purpose. It is important to note that you cannot create a user role with greater privileges than your own, so role customization should be done by the user with the highest level of permissions.

Once the customized role is created it should be added to the 'District Staff – Primary School Association' security tag, so that users assigned this role have only Read Only access to staff primary school association on the Staff TT > Detail screen. The security tag type should be **read only**.

See section 1.3.3.2 for information on how to add roles to security tags.

Once a customized role has been created, the details can be adjusted as desired. It is recommended that all changes made to customized roles are well documented and that the information is kept current. This will be helpful if districts choose to revert to a baseline role and then customize the role again to apply any Enterprise changes.

1.4.2.1 Reverting a Role

If a customized role is no longer required, clicking on the Revert button on **District View > Admin > Security > Roles > Details** will return all attached users to the Baseline role and remove the customized role completely. **THERE ARE NO WARNING PROMPTS**, the changes take effect immediately.

1.4.3 Creating and Editing

Districts may choose to create unique roles within MyEducation BC rather than customize an existing baseline role. It is strongly recommended that when creating custom roles a test user account be created. Make the changes to the role, logging off and back into the test account after every change verifying the results.

Important: Users with the ability to create user account roles for district and school level.

Ensure any users with these roles are aware of the district security processes and protocols to ensure the safety of the student data. Roles should be created with careful consideration of data available for viewing, printing, and email capability, e.g. do roles assigned follow district privacy? Are the roles created with security in mind?

Do these users have the knowledge they need to protect the students' and families' security?

District View > Admin > Security > Roles > Options > Add

The order in which a role is created is important. Navigation options are dependent on the permissions granted on the *General* tab.

1. Choose which views the role will have access to
2. Select the Security Access areas, and their permissions. Use of the *[all]* and *[none]* buttons can assist with mass selecting/de-selecting the permissions for that table. If the user creating the roles does not have security permissions to that area of the table, the box will be greyed out, and the option will not be available to select.

Core	Analytic Result	[all] [none]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Core	At Risk Definition	[all] [none]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core	At Risk Result	[all] [none]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core	Cashiers Entry	[all] [none]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core	Comment Bank Table	[all] [none]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Save
4. Move to the *Navigation* tab and select which *View* to edit

The screenshot shows the 'Security' section of the application. Under 'Roles', the 'Details' sub-section is active. The 'Navigation' tab is selected, and the 'View' dropdown is set to 'School'. The 'General' tab is also visible. The 'Security Tags' section is expanded, showing 'Show inaccessible' and 'Show leaves' options.

5. Save
 6. Move to the next view if applicable.
- See [Section 1.2](#) for more information on the details of these screens.

1.5 Staff School Associations

This functionality is an enhancement from the SMC to provide districts with greater control over which individuals have the ability to assign school staff primary or secondary associations. The staff primary and secondary school associations determine which students a staff member will see. The district can now assign the District Staff – Primary School Association add on security role to those specific individuals that will determine staff primary or secondary school associations.

1.5.1.1 Primary School Association for a Staff Record

The screenshot shows the 'Staff List' interface with the 'Staff' tab selected. The 'Details' section on the left contains a sidebar with various categories like Attendance, Schedule, Schools, Licenses, Degrees, Positions, PD, Extracurricular, and Documents. The main area displays a form for a staff member named 'Test, Test'. The 'School > Name' field is highlighted with a red box, showing '100 Mile House Elementary'. Other fields include 'Staff Type', 'Staff ID', 'Employee number', 'Calendar ID', 'Inclusive Education', 'Inclusive Education Role', and 'Receive Online Reg emails'.

1.5.1.2 Clerical – School View Access – Clerical Role

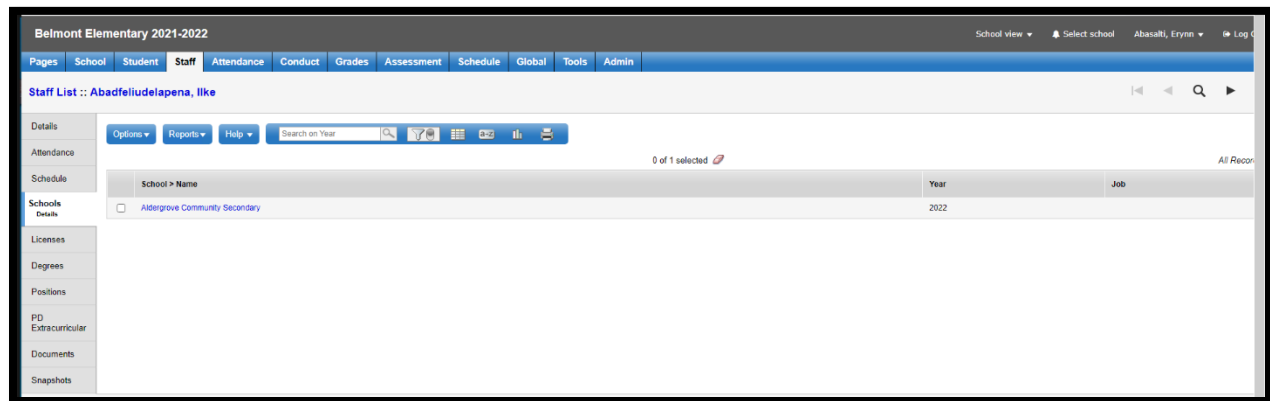
When creating a new staff record the Primary School Association (on saving the record), will be auto populated with the school you are currently in, if your security role gives you these privileges.

1.5.1.3 L1 – District Access - District Support (Help Desk/Level 1) Role

Primary School Association cannot be added/updated from the District View. It must be created at the School View level.

When creating a new staff record the Primary School Association, on saving the record, it will be auto populated with the school you are currently in.

1.5.1.4 Secondary School Associations for a Staff Record



1.5.1.5 Clerical – School View Access – Clerical Role

Clerical do not have access to:

- Add the Secondary School Association
- Use the Manage School Associations functionality
- Use the Rollover Staff Schools

1.5.1.6 L1 – District Access - District Support (Help Desk/Level 1) Base Role

- District User has access to edit District View > Staff Top Tab > Schools Side Tab and add schools to users
- District User has access to edit School View > Staff Top Tab > Schools and add schools to users
- District User has access to Manage School Association procedure under District View > Staff Top Tab > Options
- District User has the access to Manage School Association procedure under School View > Staff Top Tab > Options
- District User has the access to Rollover Staff Schools procedure under School View > Staff Top Tab > Options

1.6 District Staff – Primary School Association Add On Role

The purpose of the add on role is to allow a district role user to make changes to staff record's primary school association.


The district user has the ability to add/update Primary School Association from District View > Staff Top Tab > Detail leaf. This does NOT give the district user the ability to edit staff primary school associations at the school view level.

1.7 Account Management

1.7.1 User Information


District View > Admin > Users

This provides a list of all the users in your district. There are many filters on this screen which help to refine the information presented.

System Filter	Description
Enabled	Login Status = Enabled
Disabled	Login Status = Disabled
Self Created	<p>Accounts created through self serve creation "Request and Account"</p>  <p>Online Registration</p> <ul style="list-style-type: none"> Parents can use this functionality to create a new (limited functionality) user account for the purpose of Online Registration. Confirming that they are "a parent or guardian registering my child online" Districts who have chosen to use Online Registration will have their district name as a choice in the School district list that parents can choose from.
All Records	All User accounts
Contact School = ?	Prompts for school name (contains). Returns all contacts (parents) with an account for that school.
Contacts with no Portal Access	User Accounts that no portal access with Students
Contacts with Student Status/School = ?	<p>Prompts for school name (contains) and student Enrolment Status Returns all contacts (parents) with an account for that school for a student with the specified enrolment status.</p> <p>Note: if the contact is attached to multiple students with different enrolment statuses (e.g. Active and Graduated) the contact will appear on both lists. Be aware of this prior to disabling accounts!</p>

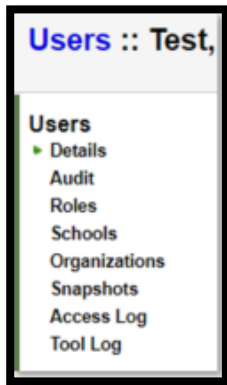
System Filter	Description
Contact Not attached to Active Student	User accounts with no active students attached
Parent OLR Add-On Role Only	User accounts that have only the 'Parent/Guardian - Online Registration Add-On' role
Parent/Guardian	Contact flag (Default field set) set to Y
Password Expiration = ?	Filters on Password Expiration Date
Staff	Staff flag set to Y
Staff School = ?	Prompts for school name (picklist). Returns primary users for the selected school
Student	Student flag (Default field set) set to Y
Student Enrollment Status = ?	Prompts for Student Enrolment Status. Returns student users with selected status.
Student School = ?	Prompts for school name (contains). Returns primary students only with an account for that school
Student School and Enrollment = ?	Filters to students from a single school and with a certain Enrollment status e.g. Active, Withdrawn etc.

The filters that appear in the list have been created at the system or district level.

Click the  icon and select **Manage Filters**. In the *Manage Filters* pop-up window, users see the following in brackets beside the name of the filters:

- **System:** these filters are part of the core application. They can be hidden or moved up or down in the list, but cannot be modified.
- **Enterprise:** these filters have been created at the enterprise level and display for all districts and schools. They can be hidden or moved up or down in the list, but cannot be modified.
- **District:** these filters have been created at the district level for the district level views. They can be hidden or moved up or down in the list but cannot be modified unless the user has access to the District view.
- **School:** these filters have been created either by a school user, or by a district user in the school view. They are visible to all users with access to the School view. These filters can only be modified or deleted by a school user or a district user with school view access.

- **User:** an individual user has created these filters. They will only show in the list for the user who created them and therefore can only be modified or deleted by the user who created them.



Leaf	Description
Details	Information related to a User – including Login ID, Password, account status and login attempts
Audit	If the user has made a change to an Audit Tracked field, it would be displayed here.
Roles	The roles assigned to the user.
Schools	The schools the user is associated with. By default this will only be populated for users with School View. See 1.5.5 for more options
Organizations	The districts the user is associated with. By default this will only be populated for users with District View.
Snapshots	A list of snapshots that this user is attached to
Access Log	A record of user connectivity. Default filter is Today
Tool Log	A record of tools (reports, procedures etc.) the user has run. Error messages are available for review.

1.7.1.1 User Details Fields

District View > Admin > Users > Details

Legal first name *	<input type="text"/>	<u>Password recovery</u> Generated password Password Disabled <input type="checkbox"/> Invalid attempts <input type="text" value="0"/>
Legal middle name	<input type="text"/>	
Legal last name	<input type="text"/>	
Login ID *	<input type="text"/>	
Password *	Edit	
Account expiration date	<input type="text"/>	
Password expiration date	<input type="text"/>	
<u>Login</u>		
Allow access from	<input type="text"/>	
Attempts allowed	<input type="text" value="0"/>	
Login Status	Enabled ▼	
Invalid attempts	<input type="text" value="0"/>	
Authentication type	MyEducation BC ▼	
Active directory ID	<input type="text"/>	

Field	Description
Legal first name	Legal first name
Legal middle name	Legal middle name
Legal last name	Legal last name. The magnifying glass pulls all Person records in a district. This can be used for manually linking accounts.
Login ID	User login ID – Must be a unique id within the entire province.
Account expiration date	Date in which the user account is disabled automatically.
Password	The password can be manually reset to a chosen password by clicking edit
Password expiration date	When the current password expires – blank unless there is a <i>Generated Password</i> , which expire the day they are created.
Allow access from	Limit the user's ability to login to specific IP addresses. It is recommended to not use this feature.
Attempts allowed	Number of failed login attempts before the account is disabled. 0 (default value) refers to the provincial setting which is currently set to 5 attempts.
Login Status	<ol style="list-style-type: none"> 1. Enabled 2. Disabled but allow re-enable from password recovery <ul style="list-style-type: none"> • The account has been locked, but the user can re-enable their account using the password recovery option. 3. Disabled and locked <ul style="list-style-type: none"> • The account is disabled. It can not be reset by the user. It can be reset at the school or district level.
Invalid attempts	Displays the number of invalid login attempts. This resets after a successful login.
Authentication type	Not used in MyEducation BC. Do not adjust.
Active directory ID	Not used in MyEducation BC. Leave blank.
Generated password	Displays a one-time-use, system generated password. Once the user has reset the password, this is blank.
Password Disabled	Indicates if the user's password no longer functions
Invalid attempts	Displays the number of invalid password recovery attempts. This resets after a successful password recovery

1.7.2 Passwords

1.7.2.1 Password requirements

Password format policy is set at the Enterprise level, and the following restrictions apply:

1. Password must be minimum 8 characters.
2. Password must have at least one digit.
3. Password must contain both upper and lower case letters.
4. Password requires non-alphanumeric characters such as:
! @ # \$ % ^ & * () - _ [] ?
5. Password validates with heuristics (i.e., cannot be *password* or any similar (i.e. *P@ssw0rd*); cannot be a variation of the user name; etc.)

1.7.2.2 Password Expiration

MyEducation BC has the following standards for password expirations:

1. When creating a new User Account, or resetting a password, MyEducation BC defaults to the password expiring the next time the user logs in. This way the user will be able to create something more memorable to them.
2. Passwords set by the user will automatically expire 90 days after they are changed. This is an Enterprise-level setting, and can not be modified by at the District or School level.

1.7.2.3 Password Reset

Passwords can be changed in different ways depending on the security permissions of the user.

1.7.2.3.1 District Level

District View > Admin > Users

There are three methods of resetting passwords

1. Creating a system generated Password – Select the users that require password resets and go **Options > Show selected**, then **Options > Reset Passwords**

IMPORTANT: READ THE POP-UPS!

ENSURE that only the users whose passwords you want to reset are selected. Read all the pop-ups. You have the ability to reset **EVERY** password in the district and there is **NO UNDO** function.

Password choices:

- I. Mnemonic: two 4-letter words with a 3-digit number in the middle, such as *GONE987book*. It is case sensitive. This will appear in the GenPW field, and is a one-time use password.
 - II. Numeric: a random number containing the specified number of digits. This will appear in the GenPW field, and is a one-time use password.
 - III. Constant: entered by the district user. This will appear in the GenPW field, and is a one-time use password.
2. Manually editing a password – **Details > Password > Edit**
 1. Regular password requirement apply.
 2. The password will have the same expiry date as it currently has.
 3. District View > Admin > Users > Password Recovery
This option is only available to users with the *Password Recovery – District* Security role. It functions the same as the School level procedure described below.

1.7.2.3.2 School Level

School View > School > Options > Password Reset

This option is only available to users with the *Password Recovery – School* Security role.

Password Reset	
Staff	Yes ▼
Select Staff Users	🔍
Students	Yes ▼
Select Student Users	🔍
Contacts	Yes ▼
Select Contact Users	🔍
<div> ▶ Run ✕ Cancel </div>	

This is divided into three sections for the different user types. The 🔍 will display a list of all users of that type, where the *Account Expiration Date* has not passed.

Set any of the unused user types to *No*

This procedure will do three things:

1. Generate a new mnemonic password which will appear in the *GenPw* field.
2. Email the primary email address for that user with the username and generated password.
3. Re-enable disabled accounts, and reset the Login *Invalid Attempts* to 0.

1.7.2.3.3 User Level

Any user can change their own password.

- If the password has reached its expiration date (after a system generated password has been used, or 90 days after the last password change) the user will be prompted upon login to change it. Regular password requirements apply, and the password must be different than the expired password.
- If a user wants to change their own password they can click their name on the top right corner of the screen **Set Preferences > Security**
- If a user has forgotten their password they can click on the *I forgot my password* link on the login screen. They will be prompted for their Login ID, Primary email address and Security question. An email will then be sent to the Primary email address containing a system generated password. This will also appear in the GenPw field.

1.7.2.4 Password Recovery Security question

Upon initial login users are required to set a Security Question to facilitate user password reset. The questions and answers are not able to be seen by anyone except the user. Changes can be made to this by the user by clicking on their name on the top right corner of the screen **Set Preferences > Security**. A user has three attempts to answer the question correctly before their account is locked and disabled.

1.7.3 Account Status

Only *Enabled* accounts with a future expiration date can access the system. Account status can be mass updated if desired. **District View > Admin > Users > Options > Mass Update > Login Status**

Example: If district policy is to disable staff (teacher) accounts at the end of the school year, you could filter the users by type, then mass update the *Login Status* to *Disabled and locked*. This will prevent the teachers from logging in. The accounts can be re-enabled when appropriate.

The account status also determines at which level password resets can occur.

Status	User	School	District
Enabled	Y	Y	Y
Disabled but allow re-enable from password recovery	Y	Y	Y
Disabled and locked	N	Y	Y
Expired (with any of the above status)	N	N	Y

1.7.3.1 Account Expiration

The Account Expiration date allows for an account to be automatically disabled. This function can be used to ensure that only individuals who are still active in a school or district can access the application.

Example: Family Portal accounts can be set to expire on June 30. After school resumes in September, the expiration date can be updated to a future date for only those students who are currently Active.

1.7.4 Disabling & Deleting Accounts

There are two ways of removing a user's access to the system: Disabling and Deleting accounts.

Disabling accounts should be the choice in ALL situations except when an account has been created in error. As mentioned in section 1.5.3, disabled accounts can be re-enabled a variety of ways.

To ensure a disabled account cannot be re-enabled by a reset procedure, set the account expiration date to a date in the past, change the password and the primary email account.

1.7.4.1 Disabling

Accounts can be disabled in a number of ways

1. District Level users can view the account details and set the status to *Disabled and Locked*. **District View > Admin > Users > Details**
2. District and School level users can disable *Staff* accounts by setting the staff member's *Status* to *Inactive*. **District/School View > Staff > Details**
 - This removes the staff member from active lists and sets their login status to *Disabled and Locked*. **Note:** after a staff record has been set to *Inactive* changing the staff back to *Active* will not re-enable their login.

Example: A teacher went on paternity leave. The school set the Staff record to *Inactive*. The teacher has now returned so the school changed the Staff record back to *Active*. The user account will remain disabled until it has been re-enabled.
See [1.5.3](#)

3. District and School level users can disable *Student* accounts when withdrawing a student. Parent accounts are not affected by this.
District/School View > Student > Options > Registration > Withdraw Student > Disable related user accounts
4. Users can disable their own accounts if they exceed the set number of invalid login attempts.

1.7.4.2 Deleting Accounts

User accounts have numerous connections to different data points. Access to files or other records may be removed permanently from the system if an account is deleted. Accounts should **ONLY** be deleted when created in error and this should be done immediately after being created.

To ensure a disabled account cannot be re-enabled by a reset procedure, set the account expiration date to a date in the past, change the password and the primary email account.

An account can be deleted by going to **District View > Admin > Users > Details > Options > Delete**

1.7.5 Access Management

Access and permissions for users within the application are determined in two areas: user roles, and organization/school access.

1.7.5.1 Adding and Removing Roles

The primary method of controlling permissions is by adding Roles which can be done three ways:

1. Adding multiple roles when initially creating an account via the Create User Account wizard, such as the one at **District/School View > Staff > Options > Create User Accounts**
2. Adding roles by individual users: **District View > Admin > Users > Roles > Options >**
 - **Add:** Provides the ability to choose one role at a time and configure school level access (for mass assign see 1.5.5.2)
 - **Multi-Add:** Provides the ability to select multiple roles at once.
3. Adding users to a role: **District View > Admin > Security > Roles > Users > Options > Add:** This provides the ability to add users to a specific role. The list can be sorted by *User Type*

1.7.5.2 Mass Assign Role to Multiple Users

Adding multiple users to a role: **District View > Admin > User > Roles > Options – Show Selected > Options > Add Role to Users**

Note: Exercise caution when using this mass assign as there is no functionality for Mass Delete.

1.7.5.3 Adding and Removing Schools

This is advanced functionality. By default a user will have the same access across all the schools that they have been given access to. However, access can be tailored to reflect different permissions at different schools.

Granting access for Staff users to different schools can be granted in four distinct areas. **Note:** These areas are independent of each other, and do not reflect in the other areas.

1. **The Primary school belonging to the staff record.** This typically is the primary place where a user's school association is set. When a user account is linked (either through account creation or choosing the staff record) to a staff member in a school, this association is automatically made. It may or may not display on *Staff > Schools* depending on how the account was created.
2. **District View > Staff > Schools** Staff can be assigned to additional schools within the district for specific school years. This will also add the person to the *Staff* list in each school. Access to these secondary schools ends with EOYR. The user will have the same access in each school that their security roles grant them. School associations can be mass added or removed from a group of staff at **District View > Staff > Options > Manage School Associations**
3. **District View > Admin > Users > Schools** Users can be added to additional schools, they are not tied to a school year, nor are they added to the *Staff* list. They will have the access their security role grants them.

Note: Users added to additional schools will have the access their security role grants them. For example, whatever access clerical staff have in their primary school, they will also have in any additional school(s) assigned to them. It is up to each district to train clerical and admin staff on how to appropriately view and protect student information in any school they have access to, as well as who is responsible for performing functions such as maintaining school associations. If a teacher is given access to a school they will be able to select the school in School View, but can only see students who are in their classes or groups.

4. **District View > Admin > Users > Roles > Details** You can grant security roles for a user to just one school, or to multiple schools that they associated with using the Include/Exclude visibility function.

Exclude: *"Exclude access to the following schools"* This role will not be available in any schools added to this list. If this list is blank, the user will have access to this role's permissions in all of their schools.

Include: *"Include access to only the following schools"* The user will only have this role in the schools listed. A school added here will grant the user access to that school. The user will inherit the permissions granted by the other roles assigned to them, presuming there is not an exclude added to the roles for that school

Example: A music teacher teaches at three different schools, Mountain, Forrest and Lakes, but is also a vice principal at Mountain. The staff record and user exists at Mountain, where the user has the *Teacher* and *School Administrator* roles. The two secondary schools (Forrest and Lakes) can be added to **District View > Staff > Schools** for the current school year. There are two ways of ensuring that the user only has teacher permission at Forrest and Lakes.

Choose one method, they accomplish the same end result.

- **District View > Admin > Users > Roles** Select the *School Administrator* role, set the *School Visibility Type* to **Exclude** and add both Forrest and Lakes. (This *Excludes* the School Administrator Role from these schools)
- **District View > Admin > Users > Roles** Select the *School Administrator* role, set the *School Visibility Type* to **Include** and add only Mountain. (This *Includes* the School Administrator Role for only this school)

1.7.6 Merging User Accounts

It may be necessary at times to merge two user accounts together. This should be done with caution, and it is important to review the security roles and permissions after merging to ensure that access remains the same. Only two accounts can be merged at a time. If there are multiple records, use the primary staff record and merge others, one at a time into this master record. Once you have identified and confirmed the accounts to merge the process can be found at **District View > Admin > Users > Options > Merge Records**

LegalLast	LegalFirst
<input checked="" type="radio"/> A	Xiaoyan
<input type="radio"/> Aali	Delaram
<input type="radio"/> Aarafat	Chunghoidonald
<input type="radio"/> Aarbo	Navtej
<input type="radio"/> Aasebo	Meklit
<input type="radio"/> Abaroastadnyk	Hwiwon
<input type="radio"/> Abassopere	Hyojeong
<input type="radio"/> Abazid	Dongryung
<input type="radio"/> Abbott	Kashvi
<input type="radio"/> Abbrusci	Solee

OK Cancel

Choose which person will be the **Primary**, and which will be the **Duplicate**.

Note: This will pull up all people in the district. Always ensure that the correct individuals are selected

Verify which pieces of information will be merged into the primary record. When merging staff records from multiple schools, each one having a different Primary School, create a new secondary school association to ensure the user still has access and appears on the staff lists of all of their schools. See 1.5.5.2

It is also important to verify the roles and Include/Exclude visibility after a merge to ensure the account has the appropriate permissions.

2.0 MyEducation BC Security Roles

The Baseline security roles detailed in this section are intended to address a variety of user types within districts. More than one security role may be assigned to a single user. Roles are listed in alphabetical order.

Stand-Alone and Add-On roles are colour coded.

These tables are provided as an informational snapshot. Districts should review the actual permissions granted to a user and ensure the access conforms to district policies.

Please see the **Security Role Matrix** document for details on the privilege settings associated with each Category and Data Reference Table for each of the baseline security roles.

2.1 1701 Designations

Role Type	Intended For	Accessible Views	Restrictions
Add-On	District users, Clerical Staff	<ul style="list-style-type: none"> District School 	
Privileges			
Student Information <ul style="list-style-type: none"> Create 1701 Student Services Supplementary Funding programs 			

2.2 AIP Add-On – School

Role Type	Intended For	Accessible Views	Restrictions
Add-On	School Admins, Clerical Staff	<ul style="list-style-type: none"> District School Staff 	
Privileges			
Student Information <ul style="list-style-type: none"> Create AIP's and run the AIP Copy Procedure 			

2.3 AIP Add-On - Staff

Role Type	Intended For	Accessible Views	Restrictions
Add-On	District users, Teachers	<ul style="list-style-type: none"> District School Staff 	
Privileges			
Student Information <ul style="list-style-type: none"> Create AIP's and run the AIP Copy Procedure 			

2.4 At Risk Add-On – District

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Admins, Clerical Staff	<ul style="list-style-type: none"> District School 	
Privileges			
Student Information <ul style="list-style-type: none"> Run At Risk definitions at the district level. Users with this role can also delete at risk results. At Risk definitions run at the district level will display the results for affected students in all schools associated with that student. These results cannot be deleted by the schools. 			

2.5 At Risk Add-On – School

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Admins, Clerical Staff	<ul style="list-style-type: none"> School 	
Privileges			
Student Information <ul style="list-style-type: none"> Run At Risk definitions at the School level. Users with this role can also delete at risk results. 			

2.6 At Risk Results – Read Only

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Admins, Clerical Staff	<ul style="list-style-type: none"> School 	
Privileges			
Student Information <ul style="list-style-type: none"> View <i>At Risk</i> results in Tools > At Risk Results Users can also see the Alerts on the Student top tab when moving the “AtRisk” column into a field set. 			

2.7 BC Student Permission – School Admin

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Admins, Clerical Staff	<ul style="list-style-type: none"> District School 	
Privileges			
Edit Home Page <ul style="list-style-type: none"> This add-on role allows the school clericals to edit their respective home page to add the Task widget. Initiate forms / workflows <ul style="list-style-type: none"> This add-on role allows school admin staff to initiate workflows for permission forms and other form types Used for the following On-Line forms: BC Student Permission – Field Set, BC Student Permission – Release of Photo, BC Student Permission – Walk From Home, BC Student Permission – Email & Autodialer calls, BC Student Permission – Internet Access, BC Student Permission – Internet Access, BC Student Permission – Release Info to PAC - School 			

2.8 BC Student Permission – Student Contact

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Student Contacts	<ul style="list-style-type: none"> District School 	
Privileges			
Edit Home Page <ul style="list-style-type: none"> This add-on role allows the student contacts to edit their respective home page to add the task widget. Once enabled the Student Contact can see the link to the form permission task. Student Information <ul style="list-style-type: none"> This add-on role allows student contacts to update student demographic permissions based on the forms workflow Used for the following On-Line forms: BC Student Permission – Field Set, BC Student Permission – Release of Photo, BC Student Permission – Walk From Home, BC Student Permission – Email & Autodialer calls, BC Student Permission – Internet Access, BC Student Permission – Internet Access, BC Student Permission – Release Info to PAC - School 			

2.9 Clerical – Auxiliary/On-Call

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Temporary/New Clerical	<ul style="list-style-type: none"> School 	Write access limited to attendance
Privileges			
Student Information <ul style="list-style-type: none"> Read student information, including: <ul style="list-style-type: none"> Student demographics (name, birthdate, address, phone number, etc.). Student alerts. Student attendance. Contacts, families and independent contacts. Student Program Participation. Enrollment information, including Cross-Enrolled schools. Take attendance for all students. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Attendance 			

2.10 Clerical – Career Programs

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Career Centre Staff	<ul style="list-style-type: none"> School 	Write access limited to programs
Privileges			
Student Information <ul style="list-style-type: none"> Read student information, including: <ul style="list-style-type: none"> Assessments. Grading. Conduct. Scheduling. Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Program participation. Student legal alerts. Fees and payments. Online payments Payment items. Student attendance. Contacts, families and independent contacts. Student schedules and their attributes, including course requests. Student events and schools students are associated with. Programs of study, graduation summary, and graduation progress information. Documents. Information about families and view what addresses attend which schools. Student credit adjustments and student transcripts. Student journals. Create career program assignments for students View special education information, including IEPs, student accommodations and student disabilities. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Staff information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. Ministry of Education extracts: <ul style="list-style-type: none"> 1701 			

2.11 Clerical – School Admin Assistant

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Admin Assistant (Clerical)	<ul style="list-style-type: none"> School Staff 	
Privileges			
System Information <ul style="list-style-type: none"> Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. View learning standards. Create, update, delete, and mass update fees. Create Online payment and Refunds Manage all school-owned resources. Update system configuration. Delete and mass update preferences in the system and the default value for the preference. Create, read and update schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. Allow course maximum override. Create, update, delete, and mass update reference codes. Create, delete, and mass update all person files in the system. View available email subscriptions/subscription definition. Create, read, update and delete information about the schedule, including the master schedule, days, periods, terms, and student schedules. Add sections to courses, view and update course requests. Create, read, update and delete staff information. Create, read, and update the history of attendance records staff has posted. Create, read, update, delete, and mass update grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. Create, read, update, and delete rubric scores, libraries, and scales. Create, read, update and delete grading information, including GPA definitions, grade post controls, grade scales, grade term definitions, gradebook remarks, student grade points, and the setup of report cards and progress reports. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Admin Assistant (Clerical)	<ul style="list-style-type: none"> School Staff 	
Privileges			
Student Information <ul style="list-style-type: none"> Manage enrollment information. Register and withdraw for new and existing students. Archive students, graduate seniors, register students, transfer students, withdraw students, and change status/YOG for students. Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> Assessments. Grading – update student term mark or historical marks. Conduct. Scheduling. Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Program participation. Student legal alerts. Fees and payments. Online payment Payment items. Student attendance. Contacts, families and independent contacts. Student schedules and their attributes, including course requests. Student events and schools students are associated with. Programs of study, graduation summary, and graduation progress information. Documents. Student credit adjustments and student transcripts. Student journals. View special education information, including IEPs, student accommodations and student disabilities. Override grade level on the student transcript. Allow the user to publish student reports on student and family portals. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Admin Assistant (Clerical)	<ul style="list-style-type: none"> School Staff 	
Privileges			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Staff information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. Ministry of Education extracts: <ul style="list-style-type: none"> 1701 SADE TRAX Class Size 			

2.12 Clerical – SIS Admin

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff administering the SIS	<ul style="list-style-type: none"> School Staff Build 	
Privileges			
System Information <ul style="list-style-type: none"> Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. View learning standards. Mass update system preferences. Create, read, update, delete, mass update data foreign field mapping. Create, update, delete, and mass update fees. Create Online payment and Refunds Manage all school-owned resources. Update system configuration. Delete and mass update preferences in the system and the default value for the preference. Create, read and update schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. Allow course maximum override. Create, update, delete, and mass update reference codes. Create, delete, and mass update all person files in the system. View available email subscriptions/subscription definition. Create, read, update and delete information about the schedule, including the master schedule, days, periods, terms, and student schedules. Add sections to courses, view and update course requests. Create, read, update and delete staff information. Create, read, and update the history of attendance records staff has posted. Create, read, update, delete, and mass update grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. Create, read, update, and delete rubric scores, libraries, and scales. Create, read, update and delete grading information, including GPA definitions, grade post controls, grade scales, grade term definitions, gradebook remarks, student grade points, and the setup of report cards and progress reports. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff administering the SIS	<ul style="list-style-type: none"> • School • Staff • Build 	
Privileges			
Student Information <ul style="list-style-type: none"> • Manage enrollment information. • Register and withdraw for new and existing students. • Archive students, graduate seniors, register students, transfer students, withdraw students, and change status/YOG for students. • Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> ○ Assessments. ○ Grading – update student term mark or historical marks. ○ Conduct. ○ Scheduling. ○ Enrollment. ○ Student demographics (name, birthdate, address, phone number, alerts, etc.). ○ Program participation. ○ Student legal alerts. ○ Fees and payments. ○ Online payment ○ Payment items. ○ Student attendance. ○ Contacts, families and independent contacts. ○ Student schedules and their attributes, including course requests. ○ Student events and schools students are associated with. ○ Programs of study, graduation summary, and graduation progress information. ○ Documents. ○ Student credit adjustments and student transcripts. ○ Student journals. • View special education information, including IEPs, student accommodations and student disabilities. • Override grade level on the student transcript. • Allow access to publish reports on Student and family portal 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff administering the SIS	<ul style="list-style-type: none"> • School • Staff • Build 	
Privileges			
Reporting <ul style="list-style-type: none"> • All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Staff information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. Ministry of Education extracts: <ul style="list-style-type: none"> ○ 1701 ○ SADE ○ TRAX ○ Class Size 			

2.13 Clerical – SIS Clerk

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff doing attendance, student info maintenance	<ul style="list-style-type: none"> School Staff 	No Scheduling or Grades writing
Privileges			
System Information <ul style="list-style-type: none"> Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. View learning standards. Create, update, delete, and mass update fees. View available email subscriptions/subscription definition. Create Online payment and Refunds Read information about the schedule, including the master schedule, days, periods, terms, and student schedules. View and update course requests. Create, read, update and delete staff information. Create, read, and update the history of attendance records staff has posted. Create, read, update, delete, and mass update gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, and report cards. Create, read, update, and delete rubric scores, libraries, and scales. 			
Student Information <ul style="list-style-type: none"> Manage enrollment information. Register and withdraw for new and existing students. Archive students, graduate seniors, register students, transfer students, withdraw students and change status/YOG for students. Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> Assessments. Grading. Conduct. Scheduling. Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Program participation. Student legal alerts. Fees and payments. Online payment Payment items. Student attendance. Contacts, families and independent contacts. Student schedules and their attributes, including course requests. Student events and schools students are associated with. Programs of study, graduation summary, and graduation progress information. Documents. Information about families and view what addresses attend which schools. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Clerical staff doing attendance, student info maintenance	<ul style="list-style-type: none"> School Staff 	No Scheduling or Grades writing
Privileges			
<ul style="list-style-type: none"> Student credit adjustments and student transcripts. Student journals. <p>View special education information, including IEPs, student accommodations and student disabilities.</p> <p>Override grade level on the student transcript.</p>			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Staff information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. Ministry of Education extracts: <ul style="list-style-type: none"> 1701. SADE. TRAX. Class Size. 			

2.14 Counsellor

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Counsellors	<ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> View learning standards. Read schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. Allow course maximum override. 			
Student Information <ul style="list-style-type: none"> Graduate seniors. Read all student information, including: <ul style="list-style-type: none"> Assessments. Conduct. Scheduling. Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Student legal alerts. Program participation. Fees and payments. Online payment Payment items. Student attendance. Contacts, families and independent contacts. Student events and schools students are associated with. Special education information, including IEPs, student accommodations and student disabilities. Update student schedules and their attributes, including course requests. Update programs of study, graduation summary, and graduation progress information. Update student credit adjustments and student transcripts. Student journals. Override grade level on the student transcript. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Master schedule enrollment. Student information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. 			

2.15 Course Manager

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Staff who need to pull down courses to the school level and/or adding sections.	<ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> View learning standards. Add or modify schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. Allow course maximum override. Add/modify/delete courses from the district catalog. Add/modify/delete sections to courses, view and update course requests. 			
Student Information Update student schedules and their attributes, including course requests.			

2.16 Department Head

Role	Intended For	Accessible Views	Restrictions
Add-on	Add-on to an existing Teacher	<ul style="list-style-type: none"> School 	Cannot create or update any data No access to district or school preferences
Privileges			
System Information View data from across multiple departments in school.			
Student Information <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts). Assessment history. Attendance. Contacts. Student schedules and their attributes. Program participation. Student Services designation. 			
Reporting <ul style="list-style-type: none"> Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 			

2.17 Detention Room Monitor

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Staff who monitor detentions	<ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> Access School View > Conduct > Detentions Mark students present for assigned detentions, leave notes as required. 			

2.18 District Staff – Primary School Association Add On

Role Type	Intended For	Accessible Views	Restrictions
Add-on	District Staff	<ul style="list-style-type: none"> District view 	Give access to primary school association
Privileges			
District View <ul style="list-style-type: none"> Access to edit staff primary association on District View > Staff TT > Detail 			

2.19 District Support (Level 1)

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	District SIS support staff	<ul style="list-style-type: none"> District School Staff Build Health 	
Privileges			
System Information <ul style="list-style-type: none"> All district level system administration access. Access to all schools in the district. Access to user accounts for all users in the district. Access to all functionality for all schools and users in the district. Access to publish reports on student and family portals. Access to the Staff primary school on the District view staff detail screen can be given to this role by adding the Staff – Primary School Association Add On Role Create, Read, Update, Delete, Mass Update and Global permission for Staff School Association 			

Added a security tag to limit the staff primary school association field – read only field

2.20 District User (Read Only)

Role	Intended For	Accessible Views	Restrictions
Stand-alone	District Level users (SBO, District Learning Support Teams, International Departments)	<ul style="list-style-type: none"> District School 	Cannot create or update any data in MyEducation BC No access to district or school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple departments in school. View assessment information, including learning standards, learning standards assignment and course alignments, rubric scores, the rubric library, and rubric rating scales. 			
Student Information <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts). Assessment history. Attendance. Conduct History Contacts. Course requests. Enrollment. Program participation. Student Services designation. 			
Reporting <ul style="list-style-type: none"> Student information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. 			

2.21 Gradebook add-on

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Clerical	<ul style="list-style-type: none"> Staff 	Cannot view assignments, marks or grades
Privileges			
System Information <ul style="list-style-type: none"> Read information on Staff View > Gradebook Only able to view Details, Roster, Seating Chart and Groups side tabs under Gradebook top tab. No Write or Edit privileges under this top tab. Able to run Blank Grading Sheet, Class List, Grade Input Sheets reports for all classes for a particular teacher's section(s). 			

2.22 Health View Add-On

Role Type	Intended For	Accessible Views	Restrictions
Add-On		<ul style="list-style-type: none"> Health 	
Privileges			
Student Information <ul style="list-style-type: none"> Read student information, including: <ul style="list-style-type: none"> Student demographics (name, birthdate, address, phone number, etc.). Student alerts. Student Health Conditions. Student Screening Reports. Student Appointment History. Student Medication History. Student attendance. Contacts, families and independent contacts. Student Program Participation. Enrollment information, including Cross-Enrolled schools. Create, read, update, and delete Health Medication Orders. Create, read, update, and delete Health Screenings. Create, read, update, and delete Medical Appointments Create, read, update, and delete Medication Orders and Inventory Levels. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Health Profile. Health Screening Record. 			

2.23 Health View Add-On – Read Only

Role Type	Intended For	Accessible Views	Restrictions
Add-On		<ul style="list-style-type: none"> Health 	
Privileges			
Student Information <ul style="list-style-type: none"> Read student information, including: <ul style="list-style-type: none"> Student demographics (name, birthdate, address, phone number, etc.). Student alerts. Student Health Conditions. Student Screening Reports. Student Appointment History. Student Medication History. Student attendance. Contacts, families and independent contacts. Student Program Participation. Enrollment information, including Cross-Enrolled schools. Read School Medication Inventory Levels. Read School Medication Order History. Read Group Screening Results 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Health Profile. Health Screening Record. 			

2.24 IB

Role Type	Intended For	Accessible Views	Restrictions
Add-On	IB School Administrators & Teachers		Must be an accredited IB School
Privileges			
System Information <ul style="list-style-type: none"> Grants access to the IB marking and reporting functionality. 			

2.25 Library User

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Library Staff	<ul style="list-style-type: none"> School 	Cannot create or update any data No access to school preferences
Privileges			
Student Information <ul style="list-style-type: none"> Read student information, including: <ul style="list-style-type: none"> Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Student legal alerts. Contacts, families and independent contacts. Student schedules and their attributes. Reporting <ul style="list-style-type: none"> Class information. Student demographics (name, birthdate, address, phone number, alerts, etc.). 			

2.26 OLR Registrar - District

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Staff processing online student registrations at a District level	<ul style="list-style-type: none"> District School Family 	
Privileges			
View and Process Online Registrations <ul style="list-style-type: none"> This add-on role allows the district staff to view and process online student registrations submitted by parents in their district. They can view and modify the data submitted by the parent, search for a matching student already in MyEducation BC, and approve or deny the registration. 			

2.27 OLR Registrar - School

Role Type	Intended For	Accessible Views	Restrictions
Add-On	School staff processing online student registrations for their school	<ul style="list-style-type: none"> School Family 	
Privileges			
View and Process Online Registrations <ul style="list-style-type: none"> This add-on role allows school staff to view and process online student registrations submitted by parents wishing to register at their school. They can view and modify the data submitted by the parent, search for a matching student already in MyEducation BC, and approve or deny the registration. 			

2.28 Parent/Guardian – Online Registration Add-On

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone and Add-On	Parents intending to submit an Online Student Registration	<ul style="list-style-type: none"> Family 	
Privileges			
Family Portal Access <ul style="list-style-type: none"> As a stand-alone role, this role will allow a parent to login to MyEducation BC and get a minimal Family Portal access configuration. Once an online registration has been approved, this role will allow parents to see some of the typical Parent Portal data, but not all. In order for parents to be able to use the full Parent Portal functionality they will need to be granted the regular Parent role that the district currently assigns to parent users. 			
Initiate and Submit Online Student Registrations <ul style="list-style-type: none"> This role will allow a parent to initiate a new student online registration, modify a registration that they have already started but not submitted and print out already submitted registrations. 			

2.29 Pages View Only

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	New users	<ul style="list-style-type: none"> School 	Cannot create or update any data Only access to the Pages top tab
Privileges			
System Information <ul style="list-style-type: none"> Designed for users being trained how to use the MyEducation BC system. Assign this role to a new user in order for them to test their Login credentials. 			

2.30 Parent/Guardian

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Parents or guardians of students	<ul style="list-style-type: none"> Family 	
Privileges			
Student Information <ul style="list-style-type: none"> Track information about their students, including: <ul style="list-style-type: none"> Academics. Address. Alerts. Attendance. Contacts. Independent contacts. Course requests. Educational plans. Enrollment. Events. Fees. Groups. Schedule. View assignments and other progress indicators. Create, read, update, and delete email subscriptions and view all available subscriptions. View information about the school's schedule and its attributes, such as the master schedule, courses and course attributes, bell schedules, periods, terms, and classrooms Pay student's outstanding fee online if the school is configured for it 			

2.31 Parent/Guardian – Student Self Assessment add-on

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Parents or guardians of students	<ul style="list-style-type: none"> Family 	
Privileges			
Student Information <ul style="list-style-type: none"> View completed Self assessment. 			

2.32 Password Recovery - District

Role Type	Intended For	Accessible Views	Restrictions
Add-on	District Support	<ul style="list-style-type: none"> District 	
Privileges			
System Information <ul style="list-style-type: none"> Reset passwords for students, staffs and parent contact user accounts. 			

2.33 Password Recovery - School

Role Type	Intended For	Accessible Views	Restrictions
Add-on	School Clerical	<ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> Reset passwords for students, staffs and parent contact user accounts. 			

2.34 Period Attendance Add-On

Role Type	Intended For	Accessible Views	Restrictions
Add-on	School Clerical	<ul style="list-style-type: none"> School 	
Privileges			
Student Information <ul style="list-style-type: none"> Access to Global > Student > Student Class Attendance. 			

2.35 Publish Add-On – School View

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Admins, Clerical Staff	<ul style="list-style-type: none"> School 	
Privileges			
Student Information <ul style="list-style-type: none"> Run Publish Add-on definitions at the School level. Users with this role can publish reports to the portal. 			

2.36 Publish Add-On – Staff View

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Teachers	<ul style="list-style-type: none"> Staff 	
Privileges			
Student Information <ul style="list-style-type: none"> Run Publish Add-on definitions at the Staff/Teacher level. Users with this role can publish reports to the portal. 			

2.37 Publish Add-On – Special Education View

Role Type	Intended For	Accessible Views	Restrictions
Add-On	District Level Special Education Users	<ul style="list-style-type: none"> Special Education Organization View 	
Privileges			
Student Information <ul style="list-style-type: none"> Run Publish Add-on definitions at the Special Education Organization School View. Users with this role can publish reports to the portal. 			

2.38 Publish Add-On – Special Education School View

Role Type	Intended For	Accessible Views	Restrictions
Add-On	School Level Special Education Users	<ul style="list-style-type: none"> Special Education School View 	
Privileges			
Student Information <ul style="list-style-type: none"> Run Publish Add-on definitions at the Special Education School View. Users with this role can publish Student reports to the portal. 			

2.39 Registrar

Role	Intended For	Accessible Views	Restrictions
Stand-alone	School Level Registrars	<ul style="list-style-type: none"> School 	
Privileges			
Student Information <ul style="list-style-type: none"> Manage enrollment information Create, read, update register, withdraw and transfer new and existing students Archive students and change status/YOG for students Read student addresses, phone numbers Create, read, update, delete, and mass update contacts, families and independent contacts Create, delete, and mass update all person files in the system View available email subscriptions/subscription definition Create, read, and delete student schedules and their attributes Create, read, and update, delete student information and set student legal and other alerts Create, read, update, delete, and mass update student events and schools students are associated with, Student case person, Student contact. 			

2.40 Reports Developer Add-on

Role	Intended For	Accessible Views	Restrictions
Add-on	District users adding/modify reports	<ul style="list-style-type: none"> District 	
Privileges			
System Information <ul style="list-style-type: none"> Access to the District view > Tools top tab > Reports side tab. Ability to add, edit or delete District-wide customized reports. Ability to publish reports on student and family portal. 			

2.41 Schedule Builder

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Timetable building staff	<ul style="list-style-type: none"> School Build 	No edit access to student demographics, with the exception of next school schedules
Privileges			
System Information <ul style="list-style-type: none"> View student addresses and phone numbers. Create, update, delete, and mass update reference codes. Override grade level on the student transcript. View programs of study, graduation summary, and graduation progress information. Create, read, update, delete, and mass update all aspects of the schedule and student. Course requests. Allow course maximum override. View schools to which students are associated. Build view access. 			

2.42 Schedule Builder – Limited

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Counsellors	<ul style="list-style-type: none"> Build 	No edit access to student demographics, with the exception of next school schedules
Privileges			
System Information <ul style="list-style-type: none"> Allows Counsellors to manage student schedules in the coming (Build) year. View student addresses and phone numbers View programs of study, graduation summary, and graduation progress information Create, read, update, delete, and mass update all aspects of a student's schedule course requests Allow course maximum override. View schools to which students are associated. 			

2.43 School Administrator

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> School Build Staff 	
Privileges			
System Information <ul style="list-style-type: none"> Create, update, delete, and mass update notices on the portal and mass update URL links for use in widgets. View learning standards. Create, update, delete, and mass update fees. Create Online payment and Refunds Manage school-owned resources. Update system configuration at the school level. Delete and mass update preferences in the system and the default value for the preference. Create, read and update schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. Allow course maximum override. Create, update, and delete reference codes that have been shared down to the school level. Create, delete, and mass update all person files in the system at the school level. View available email subscriptions/subscription definition. Create, read, update and delete information about the schedule, including the master schedule, days, periods, terms, and student schedules. Add sections to courses, view and update course requests. Create, read, update and delete staff information. Create, read, and update the history of attendance records. Create, read, update, delete, and mass update grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. Create, read, update, and delete rubric scores, libraries, and scales. 			
Student Information <ul style="list-style-type: none"> Manage enrollment information. Register and withdraw for new and existing students. Archive students, graduate seniors, register students, transfer students, withdraw students, and change status/YOG for students. Create, read, update, delete and mass update all student information, including: <ul style="list-style-type: none"> Assessments. Grading – update student term mark or historical marks. Conduct. Scheduling. Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Student legal alerts. Program participation. Fees and payments. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> School Build Staff 	
Privileges			
<ul style="list-style-type: none"> Online payment Payment items. Student attendance. Contacts, families and independent contacts. Student schedules and their attributes, including course requests. Student events and schools students are associated with. Programs of study, graduation summary, and graduation progress information. Documents. Student credit adjustments and student transcripts. Student journals. View special education information, including IEPs, student accommodations and student designation. Override grade level on the student transcript. Allow access to publish reports on Student and family portal. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Staff information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. Ministry of Education extracts: <ul style="list-style-type: none"> 1701. SADE. TRAX. Class Size. 			

2.44 School Administrator (Read Only)

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> School Build Staff 	<ul style="list-style-type: none"> Cannot create or update any data No access to school preferences
Privileges			
System Information <ul style="list-style-type: none"> Read URL links for use in widgets. View learning standards. Read fees. View school-owned resources. View system configuration at the school level. Read schedule information, including the master schedule, courses, classrooms, days, periods, terms, staff and student schedules. View reference codes that have been shared down to the school level. Read all person files in the system at the school level. View available email subscriptions/subscription definition. View information about the schedule, including the master schedule, days, periods, terms, and student schedules. View staff information. View the history of attendance records. View grading information, such as assignments, GPA definition, grade post controls, grade term definition, grade trends, gradebook access log, gradebook remarks, scores, student information, qualification lists, student credit adjustment, progress reports, report cards, grading scales, rubrics, GPAs, and transcripts. View rubric scores, libraries, and scales. 			
Student Information <ul style="list-style-type: none"> View enrollment information. Read all student information, including: <ul style="list-style-type: none"> Assessments. Grading – update student term mark or historical marks. Conduct. Scheduling. Enrollment. Student demographics (name, birthdate, address, phone number, alerts, etc.). Student legal alerts. Program participation. Fees and payments. Online payment Payment items. Student attendance. Contacts, families and independent contacts. Student schedules and their attributes, including course requests. 			

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	School Principals & Vice-Principals	<ul style="list-style-type: none"> School Build Staff 	<ul style="list-style-type: none"> Cannot create or update any data No access to school preferences
Privileges			
<ul style="list-style-type: none"> Student events and schools students are associated with. Programs of study, graduation summary, and graduation progress information. Documents. Student credit adjustments and student transcripts. Student journals. View special education information, including IEPs, student accommodations and student designation. Override grade level on the student transcript. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Staff information. Report cards. GPA & Honour Roll. Transcripts. Permanent Student Record (BC legal requirement). Timetables – school and student level. Ministry of Education extracts: <ul style="list-style-type: none"> 1701. SADE. TRAX. Class Size. 			

2.45 School Support Roles

Role	Intended For	Accessible Views	Restrictions
Stand-alone	School Support Roles (Education Assistants, First Nations, Advocates, Learning Assistance Staff)	<ul style="list-style-type: none"> School 	Cannot create or update any data in Aspen No access to district or school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple departments in school. 			
Student Information <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts). Assessment history. Attendance. Conduct. Contacts. Student schedules and their attributes Program participation. Student Services designation. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level 			

2.46 Special Group User

Role	Intended For	Accessible Views	Restrictions
Stand-alone	Itinerant Workers (Aboriginal workers, Music Teachers, Speech pathologists, etc.)	<ul style="list-style-type: none"> Staff 	Cannot create or update any data No access to district or school preferences Restricted to specific groups of students across multiple schools
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple departments in school (e.g.: demographics, attendance, schedule, etc.) 			
Student Information <ul style="list-style-type: none"> View information about students, including: <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, alerts) Assessment history. Attendance. Contacts. Student schedules and their attributes Program participation. Student Services designation. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 			

2.47 StrongStart Facilitator - Basic

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	StrongStart Facilitators	<ul style="list-style-type: none"> • Staff 	
Privileges			
<ul style="list-style-type: none"> • Read access to student demographics • Read access to student contacts • Take Positive Attendance for Classes 			
StrongStart Facilitator - School Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	StrongStart Facilitators	<ul style="list-style-type: none"> • School • Staff 	
Privileges			
<p>School View</p> <ul style="list-style-type: none"> • Read access to student demographics • Read access to student contacts • Take Positive Attendance for Classes • Access to GDEs, Exports and school level reports • Ability to email students and contacts • Access to Attendance History <p>Staff View</p> <ul style="list-style-type: none"> • Read access to student demographics • Read access to student contacts • Take Positive Attendance for Classes 			

2.48 Student

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Students	<ul style="list-style-type: none"> • Student 	
Privileges			
Student Information <ul style="list-style-type: none"> • View information about themselves in MyEducation BC, including, basic demographics, assessments, attendance, and transcript records. • Submit assignments • View information about their grades, such as assignments, gradebook remarks, and scores • View schedule information. • Create, read, update, and delete course requests. 			

2.49 Student – Student Self Assessment add-on

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Students	<ul style="list-style-type: none"> • Student 	
Privileges			
Student Information <ul style="list-style-type: none"> • Access to Workflow: • Permission to ‘Edit Home Page’ and add the Tasks Widget. 			

2.51 Student Services – District

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	District Student Services staff	<ul style="list-style-type: none"> Student Services: <ul style="list-style-type: none"> Organization School 	
Privileges			
System Information <ul style="list-style-type: none"> Enroll students to Student Services Manage the district's goal banks and educational plans. View the IEP access log. Create and read IEP data. Delete IEP Manage and directly add progress reports. View all special education students. Read and update staff information for those identified as Student Services. Read fields, tables, and reference codes in the Data Dictionary. Read log entry, log history. Global table access. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 1701 			

2.52 Student Services – School

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Itinerant/School Student Services staff	<ul style="list-style-type: none"> Student Services <ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> Enroll students to Student Services Manage IEPs and all related special education records. View student information necessary to monitor student progress toward meeting goals. Read student addresses, phone numbers, contacts, families, independent contacts, and documents. Create, read, update, delete, and mass update IEP data. View all special education students at the school. Directly add progress reports. View grading information, such as assignments, scores, and grade terms. View student credit adjustments, transcripts, and the setup of report cards and progress reports. View school locker information. View staff information for those identified as Student Services. View information about the schedule, including courses, master schedule, and student schedules. Read log entry, log history. Global table access. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level 			

2.53 Student Services: Enroll & Read – School

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Itinerant/School Student Services staff	<ul style="list-style-type: none"> Student Services <ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> Access to student information necessary to monitor student progress toward meeting goals. Read student addresses, phone numbers, contacts, families, independent contacts, and documents. Read IEP data, student accommodations. View all special education students at the school. Read staff information for those identified as Student Services. Directly add progress reports. Create person records. View grading information, such as assignments, scores, and grade terms. View student credit adjustments, transcripts, and the setup of report cards and progress reports. View school locker information. View staff information for those identified as Student Services. View information about the schedule, including courses, master schedule, and student schedules. Read log history. 			
Reporting <ul style="list-style-type: none"> All student and school reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. GPA & Honour Roll. Transcripts. Timetables – school and student level. 			

2.54 Student Services: Read Only – District

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	District Student Services staff	<ul style="list-style-type: none"> Student Services: <ul style="list-style-type: none"> Organization School 	
Privileges			
System Information <ul style="list-style-type: none"> View the IEP access log. View all special education students. Read IEP data for all students. Read all related student data such as transcripts, attendance, memberships, etc. View student eligibilities. Read progress reports. Read staff information for those identified as Student Services. Read log history. 			
Reporting <ul style="list-style-type: none"> All student reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. Transcripts. Timetables – school and student level 			

2.55 Student Services: Read Only – School

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Itinerant/School Student Services staff	<ul style="list-style-type: none"> Student Services <ul style="list-style-type: none"> School 	
Privileges			
System Information <ul style="list-style-type: none"> View the IEP access log. View all special education students. Read IEP data for all students. Read all related student data such as transcripts, attendance, memberships, etc. View student eligibilities. Read progress reports. Read staff information for those identified as Student Services. Read log history. 			
Reporting <ul style="list-style-type: none"> All student reports, including, but not limited to: <ul style="list-style-type: none"> Enrollment. Student information. Attendance Conduct Contacts Report cards. Transcripts. Timetables – school and student level. 			

2.56 Teacher

Role Type	Intended For	Accessible Views	Restrictions
Stand-alone	Teachers	<ul style="list-style-type: none"> Staff 	
Privileges			
System Information <ul style="list-style-type: none"> Create, read, update, and delete learning standards assignment alignments Create, read, update, delete, and mass update rubric scores; and view rubric libraries and scales Manage and edit their gradebook and class web pages View student information, including address, phone numbers, contacts, alerts, assessments, educational plans, enrollment, events, program participation, and school association Create, read, update, and delete student attendance View district groups, families, and contacts for which they have access Create, read, update, delete, and mass update seating charts, assignments, categories, scores, grade scales, gradebook remarks, special codes, footnotes, and gradebook student information Create, read, update, and delete assignments on the assignment submission tool Create, read, update, delete, and mass update the setup of progress reports in the teacher gradebook. View Alerts Create, read, and update the history of attendance records they have posted. Create, read, update, delete, and mass update student journal. Access to Staff view's My Info and Professional Development tabs. View students' schedules. Read and update professional development activity information. View the history of attendance they have posted. Administer all groups within their gradebook. 			

2.57 Teacher - Academics Add-On

Role Type	Intended For	Accessible Views	Restrictions
Add-On	Teachers	<ul style="list-style-type: none"> Staff 	Does not include student assignments
Privileges			
Student Information <ul style="list-style-type: none"> Student > Academics side tab – Read-only 			

2.58 Teacher – Conduct add-on

Role Type	Intended For	Accessible Views	Restrictions
Add-on	Teachers	<ul style="list-style-type: none"> Staff 	Read-Only
Privileges			
Student Information <ul style="list-style-type: none"> Student > Conduct side tab – read only 			

2.59 Transportation Manager/Clerk

Role	Intended For	Accessible Views	Restrictions
Stand-alone	District Level users	<ul style="list-style-type: none"> District School 	Read only No access to district or school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple schools. 			
Student Information <ul style="list-style-type: none"> Basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts). Health condition. Contacts. Enrollment. Program participation. <ul style="list-style-type: none"> Student Services designation. 			
Reporting: <ul style="list-style-type: none"> Enrollment Report by school or district Student information Contacts 			

2.60 Transportation Side Tab – District

Role	Intended For	Accessible Views	Restrictions
Add-on	District Level users	<ul style="list-style-type: none"> District 	Cannot create or update student demographics No access to district or school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple schools. District > Membership > Transportation Resources & Student Transportation read & write access 			
Student Information <ul style="list-style-type: none"> Read only basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts). Health condition. Contacts. Enrollment. Program participation. Student Services designation. Student > Membership > Transportation read & write access 			

2.61 Transportation Side Tab – School

Role	Intended For	Accessible Views	Restrictions
Add-on	School Level users	<ul style="list-style-type: none"> School 	Cannot create or update student demographics No access to district or school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple schools. School > Membership > Transportation Resources & Student Transportation read & write access 			
Student Information <ul style="list-style-type: none"> Read only basic student demographics (addresses, phone numbers, contacts, families, independent contacts, alerts). Health condition. Contacts. Enrollment. Program participation. <ul style="list-style-type: none"> Student Services designation. Student > Membership > Transportation read & write access			

2.62 User Manager – District

Role	Intended For	Accessible Views	Restrictions
Add-On	District Level users who create accounts	<ul style="list-style-type: none"> District School 	Cannot create or update any data No access to district or school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across multiple schools and assigned district Create User Accounts for Staff, Students and Student Contacts by School or all Schools in a District Modify or delete existing User Accounts from the District view 			
Student Information <ul style="list-style-type: none"> Read access to Student Details and Demographics 			

2.63 User Manager – School

Role	Intended For	Accessible Views	Restrictions
Add-On	School Level users who create accounts	<ul style="list-style-type: none"> School 	Cannot create or update any data No access to school preferences
Privileges			
System Information <ul style="list-style-type: none"> View data from across assigned school(s) Create User Accounts for Staff, Students and Student Contacts by School Student Information <ul style="list-style-type: none"> Read access to Student Details and Demographics 			
<p>Important: Users with the ability to create user account roles for district and school level. Ensure any user with these roles are aware of the District security processes and protocols to ensure the safety of the student data. Roles should be created with careful consideration of data available for viewing, printing, and email capability eg. Do roles assigned follow district privacy, are the roles created with security in mind</p> <p>Do these users have the knowledge they need to protect the staff, students and families security?</p>			

2.64 VTRA District

Role Type	Intended For	Accessible Views	Restrictions
Add-On	District-specific VTRA team lead	<ul style="list-style-type: none"> School District 	Tabs removed from District and School Views. Role cannot be used as stand-alone.
Privileges			
Restrictions <ul style="list-style-type: none"> Districts appoint a Violence Threat Risk Assessment (VTRA) team leader to oversee the activation of the community VTRA protocol. 			
Student Information <ul style="list-style-type: none"> Create, Read and Write access to the Student Table. Can access VTRA field by creating a field set or running a query. 			

2.65 VTRA District (Read-Only)

Role Type	Intended For	Accessible Views	Restrictions
Add-On	District-specific VTRA team members	<ul style="list-style-type: none"> School District 	Tabs removed from District and School Views. Role cannot be used as stand-alone.
Privileges			
Restrictions <ul style="list-style-type: none"> Districts appoint a Violence Threat Risk Assessment (VTRA) team leader to oversee the activation of the community VTRA protocol. 			
Student Information <ul style="list-style-type: none"> Read-Only access to the Student Table. Can access VTRA field by creating a field set or running a query. 			

2.66 VTRA School

Role Type	Intended For	Accessible Views	Restrictions
Add-On	School site-specific VTRA team lead	<ul style="list-style-type: none"> School 	Tabs removed from School Views. Role cannot be used as stand-alone.
Privileges			
Restrictions <ul style="list-style-type: none"> Districts appoint a Violence Threat Risk Assessment (VTRA) team leader to oversee the activation of the community VTRA protocol. 			
Student Information <ul style="list-style-type: none"> Create, Read and Write access to the Student Table. Can access VTRA field by creating a field set or running a query. 			

APPENDIX 1 - Login ID Tokens

When creating User Accounts, Custom Expression can be used for assigning Login ID names for users. There are two different expression types – called Tokens – that can be used:

1. Literal
2. Variable

A **Literal token** is a static expression that will not change from person to person.

For example: If District 12, who has 100 teachers, wanted all of the teacher Login ID's to use the school district number followed by the word teacher, and then each an ascending number for the Login ID, enter the following in the Custom Expression field:

12teacher

This will create user accounts 12teacher through 12teacher100. *Note: the system will skip #1 and just use the original Custom Expression, and then continuing with 2 then 3, etc.*

A **Variable token** will pull a field value from a table associated with that User's Person Record (Staff Record, Student Record, etc.) It can then be customized to each individual user. This system will append a number to the end of the Login ID only if there are multiple users who fit that criteria *in the entire system*,

For example: If a district wanted to use first initial, last name, followed by district number, and had John Smith and Jane Smith both in the district, the login IDs *jsmith12* and *jsmith122* would be created. If first initial and last name were used, and John Smith was in a different district than Jane Smith, there would be a *jsmith* and *jsmith2*.

Variable tokens are enclosed in braces { } and are made up of a table name, and a field name, separated by a period.

For example: to use the person's first name and last name, use the following variable tokens:

{person.firstName}{person.lastName}

In John Smith's case, the user name would then be *johnsmith*.

Literal and Variable tokens can be mixed in custom expressions.

For example: If the desired format is to have first name last name separated by a period, use the following:

{person.firstName}.{person.lastName}

This would create the Login ID *john.smith*

Common Variable Tokens

More information can be found in the MyEducation BC online help system Search for “expression”

Note: the capitalization of the Variable tokens is very important. The field name comes from the Java name that is found on the table (not references table) in the Enterprise-level Data Dictionary, and if the capitalization is incorrect, the Variable token will not work.

A quick guide to some common tokens:

First name	{person.firstName}
First initial	{PADR(person.firstName,1,'')}
Middle name	{person.middleName}
Middle initial	{PADR(person.middleName,1,'')}
Last name	{person.lastName}
District #	{organization2.id}
Primary email address	{person.email01}
Pupil Number (created by system)	{student.localId}
Staff Number (created by system)	{staff.localId}
Employee Number (manually entered)	{staff.fieldB002}

Examples of custom expressions:

Token string	Example
{PADR(person.firstName,1,'')}{person.lastName}{organization2.id}	jsmith12
{person.lastName}, {person.firstName}	smith, john
teacher{organization2.id}{person.lastName}	teacher12smith

APPENDIX 2 -Creating a TOC/Substitute Teacher

Below is an example of creating a user account and setting up School Associations.

Using a *Teacher On Call* (TOC) as an example.

Create or Modify Staff Record

- To create a new TOC, choose either the **District** view or **School** view, and click the **Staff** top tab. From the **Options** menu, select **Add**, and the *New Staff* template will appear. Add the following information at minimum:
- Legal First and Legal Last Name
- School>Name will be blank
- Staff Type – You will set this to **TOC**.
- Employee Number – enter in School district employee number
- Status (Active/Inactive). The Default for this is Active. This indicates whether this record will be displayed in the Staff List when the filter is set to Active Staff (which is the default filter), and it will also allow them to appear in the TOC list when doing TOC assignment.
- Click on SAVE

Creating School Associations for the Current School Year

- District or School View>Staff Top Tab> Filter for all Type = TOC

Pages

District

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Extracurriculars

Global

Tools

Admin

Staff List

Details

Attendance

Schools

Appointments

Documents

Forms

Snapshots

Options

Reports

Help

Search on Type

<

- Staff Top Tab>Options>Manage School Associations. Mode = Create School Associations. School year = Current School Year. Staff = Current Selection. Schools = All schools. Click on OK

- In the **Schools** section, either choose “All Schools” if you wish them to be available to every school in your district, or else “Selection” if you wish to pick certain schools to give access to, and select them from the pop up. When you are finished, click OK and the associations will all be set for the indicated school year.

Creating Accounts and adding security role of Teacher

- TOCs are assigned the Security role of Teacher
- Create User Account from Staff Top Tab
 - Options>Create User Accounts (make sure that you have used the Show selected functionality. Do not have all of the staff accounts showing)
 - Create User Accounts = Current Selection
 - Login Id, password, account expiration date all should be entered as per District Policy
 - Roles=Teacher, Schools= do not add schools (use School Associations for TOCs)

TOCs taking attendance or accessing gradebook

- Schools can assign TOCs to their school for one day or length of time using the instructions in Assigning TOCs on the MyEducationBC.Info site

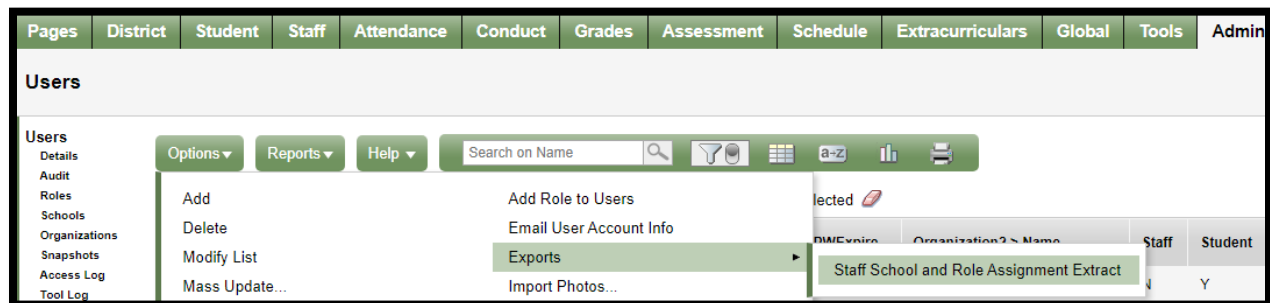
APPENDIX 3 – Staff School and Role Assignment Extract

The Staff School and Role Assignment Extract was developed to assist District L1s and School Administrators in reviewing the level of access that each staff member has within their school. The extract displays all staff user records with their assigned schools and user roles.

This extract is available in both the District and School Views.

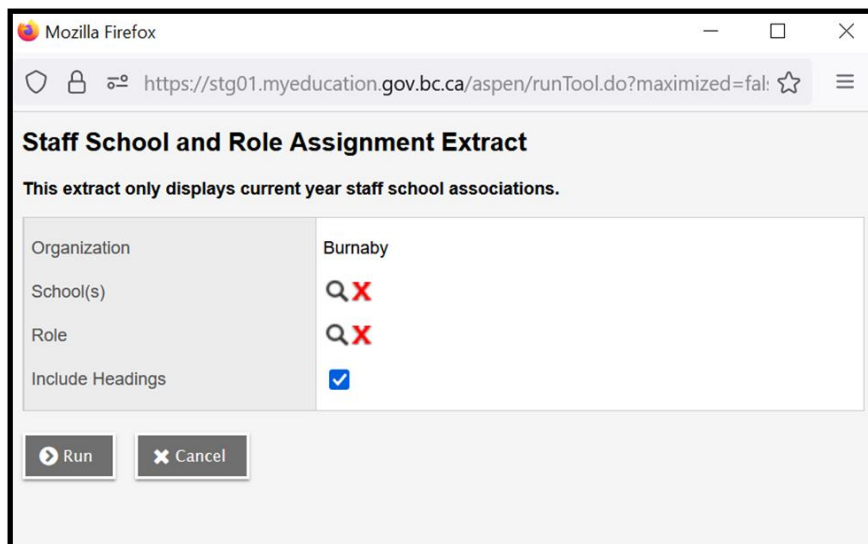
District view > Admin top tab > User side tab > Options > Exports

School View > Staff top tab > Options > Exports



The parameter screen has School and Role picklists. Every school selected will display all staff users associated to that school in the current year. Select one or multiple security roles, and the extract will display users with any of the selected security roles.

If we select just the Teacher role, we will see a list of all staff user accounts who have the Teacher role, as well as the other security roles associated to those users. If the user has multiple roles, each role is displayed separately in the CSV file.



School Name	Staff User	Login Name	Login Status	Roles
Davidson Road Elementary	Purewalbachra, Thaiphuongquynh	tpurewalbachra_sc881965	DISABLED_AND_LOCKED	Clerical - School Admin Assistant
Davidson Road Elementary	Purewalbachra, Thaiphuongquynh	tpurewalbachra_sc881965	DISABLED_AND_LOCKED	Clerical - SIS Admin
Davidson Road Elementary	Purewalbachra, Thaiphuongquynh	tpurewalbachra_sc881965	DISABLED_AND_LOCKED	Gradebook add-on
Davidson Road Elementary	Purewalbachra, Thaiphuongquynh	tpurewalbachra_sc881965	DISABLED_AND_LOCKED	Registrar
Davidson Road Elementary	Purewalbachra, Thaiphuongquynh	tpurewalbachra_sc881965	DISABLED_AND_LOCKED	Schedule Builder
Davidson Road Elementary	Purewalbachra, Thaiphuongquynh	tpurewalbachra_sc881965	DISABLED_AND_LOCKED	Student Services: Read Only - School
Davidson Road Elementary	Tumaliwan, Hehong	htumaliwan_sc342644	ENABLED	Clerical - School Admin Assistant
Davidson Road Elementary	Tumaliwan, Hehong	htumaliwan_sc342644	ENABLED	Gradebook add-on
Davidson Road Elementary	Tumaliwan, Hehong	htumaliwan_sc342644	ENABLED	Student Services: Read Only - School
Davidson Road Elementary	Tumaliwan, Hehong	htumaliwan_sc342644	ENABLED	Registrar
Davidson Road Elementary	Tumaliwan, Hehong	htumaliwan_sc342644	ENABLED	Schedule Builder
Davidson Road Elementary	Tumaliwan, Hehong	htumaliwan_sc342644	ENABLED	Clerical - SIS Admin

Note: This extract will only display a Staff users' current year school associations (it will not display previous year staff school associations).

A Staff Primary School Association is visible from the **Staff top tab > Details side tab**

Individual Staff *Secondary School Associations* are visible from the **Staff top tab > Schools side tab** (the school associations for multiple years are visible in this view).