

Create new users in StudentInformation (DASL) for the ProgressBook Suite

For complete explanation on ProgressBook Suite Security please read Help-End User Guides-Security.

1. Create the email account in AdManager
2. In DASL, go to [Management](#) » [Security](#) » [View Accounts](#)
3. Click **New Account**
4. Fill in the required field indicted by a red asterisk.
*Hint the user name always begins with your district code followed by an underscore (ex. ne_)
5. Choose *neonetda.org* in the Domain dropdown
6. Select *I will manually create the user in the external directory.*
7. Click **Add New Account**

First Name *

Last Name *

Email Address *

Username *

Domain *

Account Type: Ldap

The selected domain uses an external user directory.

- I will manually create the user in the external directory.
- Attempt to automatically create the user in the external directory.



Cancel

Add New Account

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8. After the screen refreshes you will be on the Account Tab
 - a. Add the User Roles needed
 - b. Add the Impersonations needed

User Roles	Staff Member Impersonations
Assign the Role and the School combination to individual Users as needed to specify what screens and functions that User has access to.	Staff impersonation is the ability in StudentInformation/DASL for a user to be able to do tasks as if they were the staff member that they are impersonating. Users can also impersonate all staff members in the school if so specified. Administrative staff uses impersonate all option most frequently. The Available Permissions affect <u>Teacher Menu and EZ Query.</u>

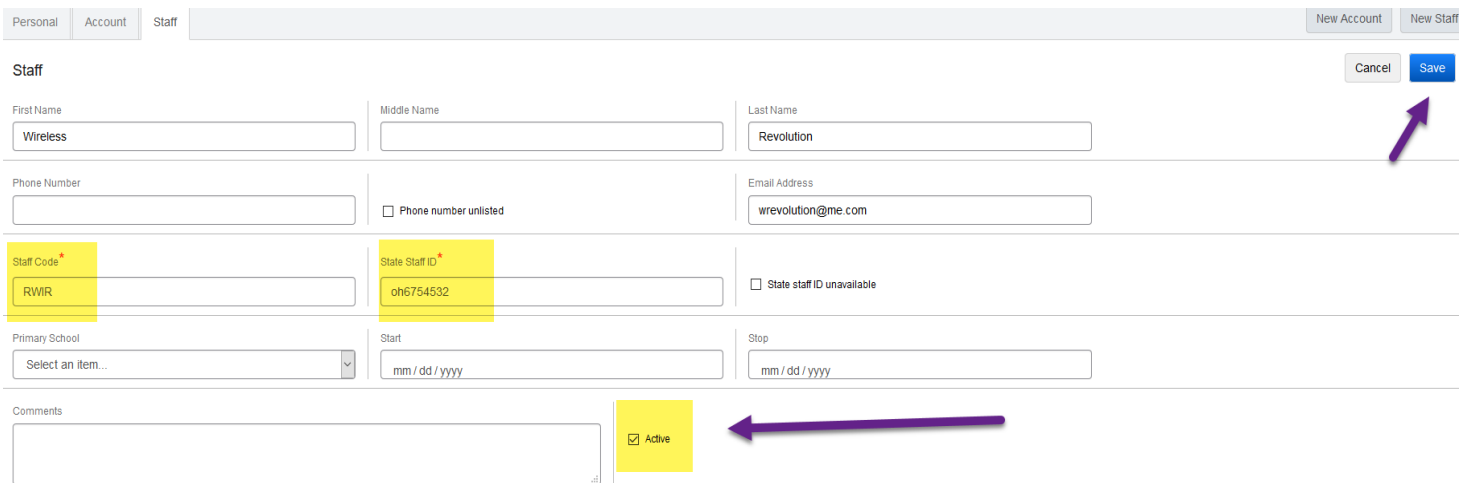
If the user needs a staff account please follow steps 9 through 16

Note: When you first create an account, information from the Personal tab populates on the Staff tab. However, this does not mean a staff member record has been created. You must enter required information and click Save on the Staff tab to create the associated staff member record and to add job functions.

9. Go to the Staff Tab
10. Click Edit Staff
11. Fill in required fields of Staff Code and Stat Staff ID
 - a. Note: If a State Staff ID is unavailable select the State Staff ID unavailable box

12. CHECK THE ACTIVE BOX

13. Click Save



Personal Account Staff New Account New Staff

Staff Cancel Save

First Name: Wireless Middle Name: Last Name: Revolution

Phone Number: Phone number unlisted Email Address: wrevolution@me.com

Staff Code*: RWIR State Staff ID*: oh6754532 State staff ID unavailable

Primary School: Select an item... Start: mm/dd/yyyy Stop: mm/dd/yyyy

Comments: Active

14. After the screen refreshes a Job Function area will appear below
15. Choose the School, year and Job Function needed
16. Click Add School

Note: **IMPORTANT!** Job Functions also play a role in Gradebook, DataMap, and DASL/SI. Please refer to the 3rd page on job function descriptions.

The user account, staff account and association are now complete. The staff member is now able to log in to either DASL, DataMap, Gradebook or Special Services.

Click New Account to start another user creation or navigate off the screen.