

For users who have admin access with the right to add providers to a record such as a District or School Admin 1 or 2.

To add a provider who exists outside of the district or SELPA to a record go to the Student Info of the record and then to the Providers tab:

Click Select provider to assign button

iders 🕜		IEP 👻 🗎 Unlo		
ervice Providers / Associated Us	ers			
Name	Role	Email		
Daffy Duck	Case Manager			
George Jetson	Psychologist			
Bugs Bunny	Psychologist	1		
Dudley Doright	Psychologist			
		Open Email to all		
Role: Any Role / Find New Provider	Search by name:	Select provider to assign		

In the District Category (highlighted) select 'All SELPAs'

Show Assigned Students' Districts □ → Export User List						
enter name Sear	ch Reset Publi	c 🗸	All SELPAs Any Role	-		
Name 🛆	Username		istricts/Schools			
Daffy Duck	nancy.aardweg	aardw	All SELPAs	٩M		
George Jetson	iason.abaca	jason.	Santa Barbara County SELPA - 4200			
Bugs Bunny		8316	Santa Maria Joint Union High - 4269310			
Dudley Doright	noel.abalos	abalo 408-2	Delta Continuation HIgh - 4231452			

Enter the Providers name (remember spelling counts; perhaps try entering only the last name) leave the Role filter as 'Any Role'. One the name of the user is found, click in the user name link to assign that provider to the student.

Assign Provider to Student				2 🗙		
Show Assigned Students' Districts □ → Export User List						
Steve Ormbrek Searc	h Reset P	ublic 🗸 All SELPAs 🔻	Any Role	•		
Name △ Username ⇔		Contact	Districts/Schools	Provider Roles		
Ormbrek (SIRAS), Steve	steve.ormbrek	steve@sirassystems.com (805) 685-4657				
1 records						



The Admin Provider from other District or SELPA wanting to accessing specifically assigned students.

Check View only individually assigned students...' checkbox and then click the **Go** button.

Change View Scope		×
Viewable District/School		1
Orcutt Union - 4269260		
District Attending/DSEA/Residence Attending		
View only individually assigned students (may be outside of district/	scho	ol)
View Next Year's Students:		
Current Students O Next Year's Students		
Go Choose Student		

This will change the focus of records to only those students that you have been assigned to as a Provider including students from other districts.

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SIRAS Home	3			
Bulletin Board	SIRAS News	Santa Barbara County S	FLPA Orcutt I	Inion 🔒