# /Tools/Manage Users

/Tools/My Account

If the user does not have access to manager user accounts, instead they will see 'My Account'. They will only be able to manage their own account. Having access to manage users is an important responsibility that is why that only users who have CASEMIS Clerk and District Admin 1 access can manipulate other user accounts. The User Account section has 6 tabs: User Account; Personnel Data; Students; District/Schools; User Audit and Edit Preferences
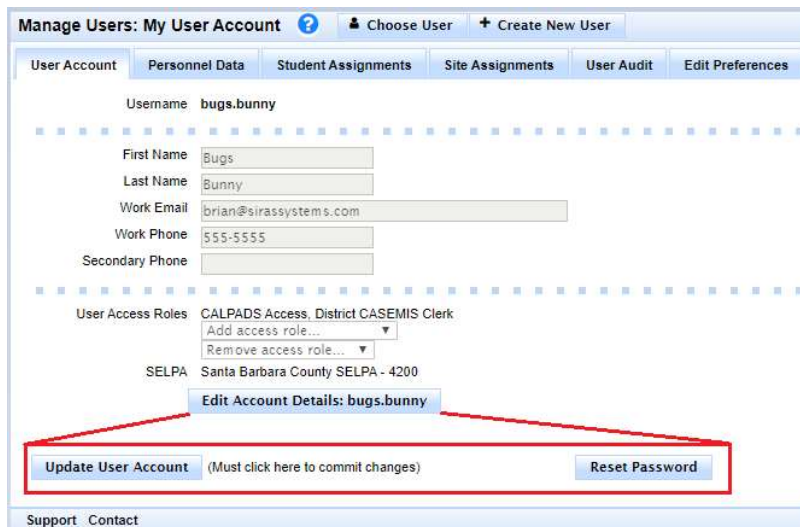
"Choose User" button**:** to modify an account you must first locate the user account. Enter a few letters of the user name (first or last, whatever is most unique). Use the filters to the right to locate groups of users with common districts/schools or common user access levels.
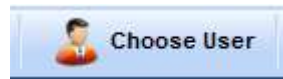
"Create User" button: is used to create a new user. SIRAS will not allow duplicate users. If trying to create a new users and you get an error message indicating that a user with the same name already exists you will need to contact the SELPA CASEMIS Clerk who can Reactivate the user or Transfer or Add the user to your district/school.
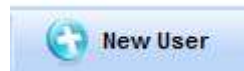
User Account tab

*Click the "**Edit Account Detail: (your username)"** located at the bottom to open account fields.*

"Update User" button: updates changes made to the user account.

"Reset Password" button: removes the existing password and replaces it with the default password.

Look for message notification of what Default password is for your SELPA at top of page if you need to reset a user's password. This will be the same as the password staff will use when they login to their account for the first time

NOTE: As long as staff have a valid work email address in their SIRAS account, they can self reset their own passwords as needed by clicking the 'Email password reset' button seen when a wrong password is entered.

Username is the name that you would log in with. It must be lowercase and unique to any other user without spaces. The user name does not show up on any of the forms. If you try to create an account and SIRAS says the username already exists, email support@sirassystems.com immediately for assistance in moving the account to your district.

Password must be at least 8 characters and must be entered twice to confirm.

First/Last Name is the name that will be on the forms. It does not necessarily have to be unique like the username. User should fill in the phone and email address as this will be distributed as an auto enter to the forms.

User Access: This is where the user is assigned their level of access to SIRAS. The default is "General User".

Access Levels: for details refer to 'Siras Access Rights and Levels Chart'

- "SELPA Level Access" has access to all the records within the SELPA.
- "District Level Access" has access to all the records within the district(s).
- "School or Charter School Level Access" has access to all the records within the school(s).
- "Read Only" limits users to only be able to view records.
1. CASEMIS Clerk – this is the highest level of access and should only be given to users who actually need this level of access. They would be responsible for managing user accounts, manage transfers, resetting passwords, creating new accounts, assigning students, assigning schools, unlock MIS Summary page, reactivate meetings, etc.
2. District Admin 1- has the same access as a CASEMIS clerk but they are not able to create new users. This assess should be given to directors and trusted program specialists.
3. District Admin 2 – has the ability to add/remove school and providers to student records. No access to manage users.
4. School Admin 1- request and submit school transfers and add/remove school and providers to student records.
5. School Admin 2- add/remove school and providers to student records.
6. Translator – only has access to records that have the 'Translation Required' checkbox checked for a meeting and the 'Complete' checkbox not checked.

COMBINED ROLES: TYPICALLY DO NOT MIX DISTRICT AND SCHOOL USER ACCESS ROLES.

User Access Roles   District Admin 1, CALPADS Access, District CASEMIS Clerk, School Read Only
Add access role...   ▼
Remove access role...   ▼

Personnel Data tab

This tab allows the user or an admin user who has access to the Manage Users to assign the user/teacher various information such as Personnel Type (certified vs. certificated), highest level of education, certification(s), DOB, home address, etc.

Manage Users: My User Account   Choose User   New User

User Account	Personnel Data	Students	Districts/Schools	User Audit	Edit Preferences

NPI Provider #
State Provider ID
Personnel Type   Other   Siras Systems staff
Temporary Position?
Highest Education   M.A.
Certifications   Select certification to add...   Date Certified   Percent of full time
Resource Specialist (K-22)   6/24/1999   100 %

Birthdate   5/24/1965
Gender   ● M ○ F
Ethnicity   Not Hispanic - 501
Race   White - 700

Street Address   466 Greenleaf Ct
City/State/Zip   Goleta   CA   93117
Work   (805) 685-4657
Fax   (805) 685-4743
Delete
Add New Address

Edit Preferences tab

You can change the skins and submitted record / completed form icon for the selected account.

Student Assignments tab

Assign Students to a Provider: More than one at a time (Batch).

1. FIRST select the role of the provider
2. In the 'Choose Student' list, click the checkbox located to the far right of the students you want to add to the selected user account. (hint, use the Search to obtain a found set.)
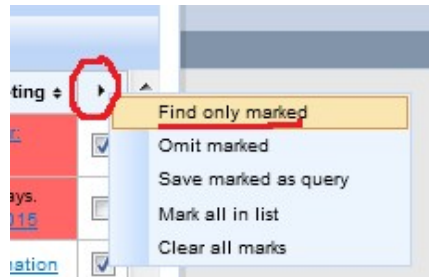

3. When completed selecting the students, scroll all the way up to the top of the list. Click the > button located at the very top of the checkboxes and select "Find Only Marked"
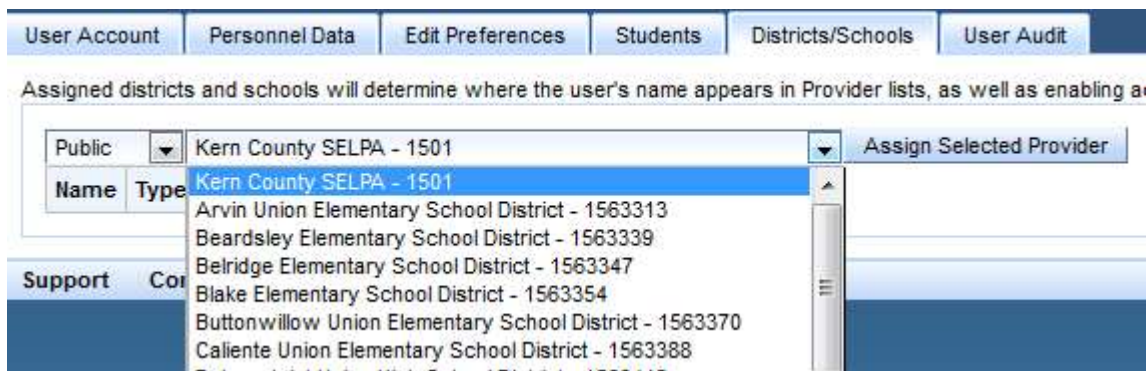
4. This will create a found set of all the selected records. At the top right hand corner will be a button after the "Find Only Marked"
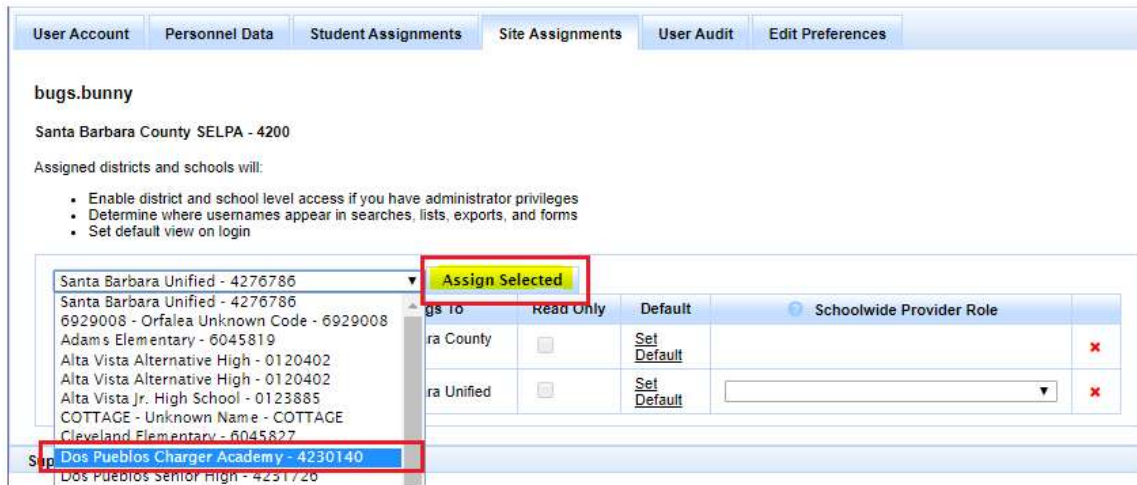5. Then go back to the user account and select the "Batch assignment - # students" button.
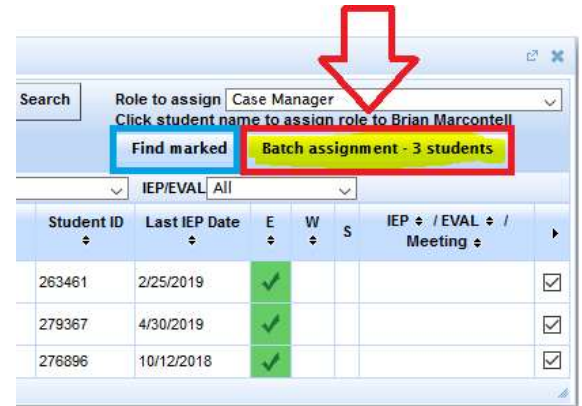
Site Assignments tab

There are two columns, one column lists the district and schools in a sub folder. As a District Admin, when you create new records your District will automatically be assigned to any users you create. This assignment does NOT provide access to all students at a District unless the user has already been given a District Role. General users do not need Schools assigned, if one is assigned it does not give access to students. General users with no District or School role under the 'User Account' tab will only see student records that are assigned to them under the 'Students' tab. If a user has a District Role assigned, then they will have access to all district(s) assigned, one at a time. If a user has a School role assigned, they would see all students at any of the school(s) they were assigned. One school at a time. You can make a district/school the default. That means when the staff person logs in, that will be the district/school readily available to that user. To toggle between the other district/schools the user should click on the school house in the upper right corner and select the district/school to access.

First select the district.

Then the School if school level admin user.

Then click Assign Selected.

If you need to assign another school, select the District again.

Wait a second for the menu to update and choose the other school by repeating the process

User Audit tab

This logs the selected user's history of their activity when in SIRAS. It will log what they have done and when they have done it. These logs are subject to the most important fields.

Misc.

Note 1: If new schools need to be added, contact Siras Systems and make this request. We will need the CDS code for the school, the address, phone and fax.
Please use this website to gather information for requests:
https://www.cde.ca.gov/schooldirectory/

Note 2: All NPS Schools additions or NPS Staff will require approval of SELPA

Note 3: New user 'Roles' can be developed by Siras Systems containing with chosen rights. Refer to the 'Siras Access Rights and Levels Chart' for a list of rights.

Note 4: Do not combine roles in general. Do not give users multiple District Roles. Do not give users multiple School Roles.

Note 5: Do not delete the District reference for any user. It is how District staff are able to have permission to edit their accounts. It will not give a General User or a School Admin user access to more students than they need to see.

Staff who leave your district.

Make sure to click on Student Assignments. Reassign or remove all student associations. Click on Show Inactive, and remove all inactive students. Then click back on the User Account Tab, Click Edit Account Details and add the role of 'Block Access' and Update the account.