

There are two new user roles specifically designed for access to student records in the SST and 504 Modules: Clerk and Coordinator.

SST and 504 Clerks have district-wide access and the highest level of access equivalent to a District CASEMIS Clerk in Special Education Module. There is usually only one person assigned to this role in your LEA, but depends on the size of your district. If this happens to be the same person as your District CASEMIS Clerk, the additional role will have to be added to their user account.

The **Clerk** will have the following rights to the student records in SST or 504 :

- District Level Access
- access to district/SELPA/Admin tab
- change student school
- create student
- unlock MIS Summary page
- edit discipline records
- add/edit Providers
- unlock Meeting
- override required forms validation
- cancel Meetings
- create and edit User Accounts
- Peer Level Access
- upload to Added Forms

SST and 504 Coordinators have school-wide access and equivalent to School Admin 2 in the Special Education Module. The Coordinator can have access to one or more schools. Usually one or two people from each school are assigned this role such as the counselor or associate principal. It is permissible for a General User in the Special Education Module to be a Coordinator in either the SST or 504 Modules.

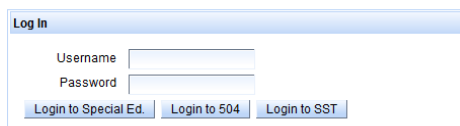
The **Coordinator** will have the following rights to the student records in SST or 504:

- School Level Access
- change School
- create Student
- unlock Student
- edit Discipline
- edit Providers
- unlock Meeting
- override Required Forms Validation
- cancel Any Meeting

General Users have access to specific students, the same user access as teachers and specialists have in the Special Education Module. General users can request students be added or removed by the Clerk or Coordinator under the Student Info menu. It is permissible that a user may be a General User in the Special Education Module and a Coordinator in the SST and/or 504 Modules.

If someone is a General User in SIRAS (any Module), the user can be assigned as a provider to a student from any Module. If the General User has access to students in more than one Module, the user will need to be logged into the specific Module where the student record lies to access it. When the general user logs in they will only see those students that have been assigned to them respective to the Module.

To toggle between the different Modules, log out and log back in selecting Module button you want to enter.



The screenshot shows a 'Log In' window with two input fields: 'Username' and 'Password'. Below the fields are three buttons: 'Login to Special Ed.', 'Login to 504', and 'Login to SST'.

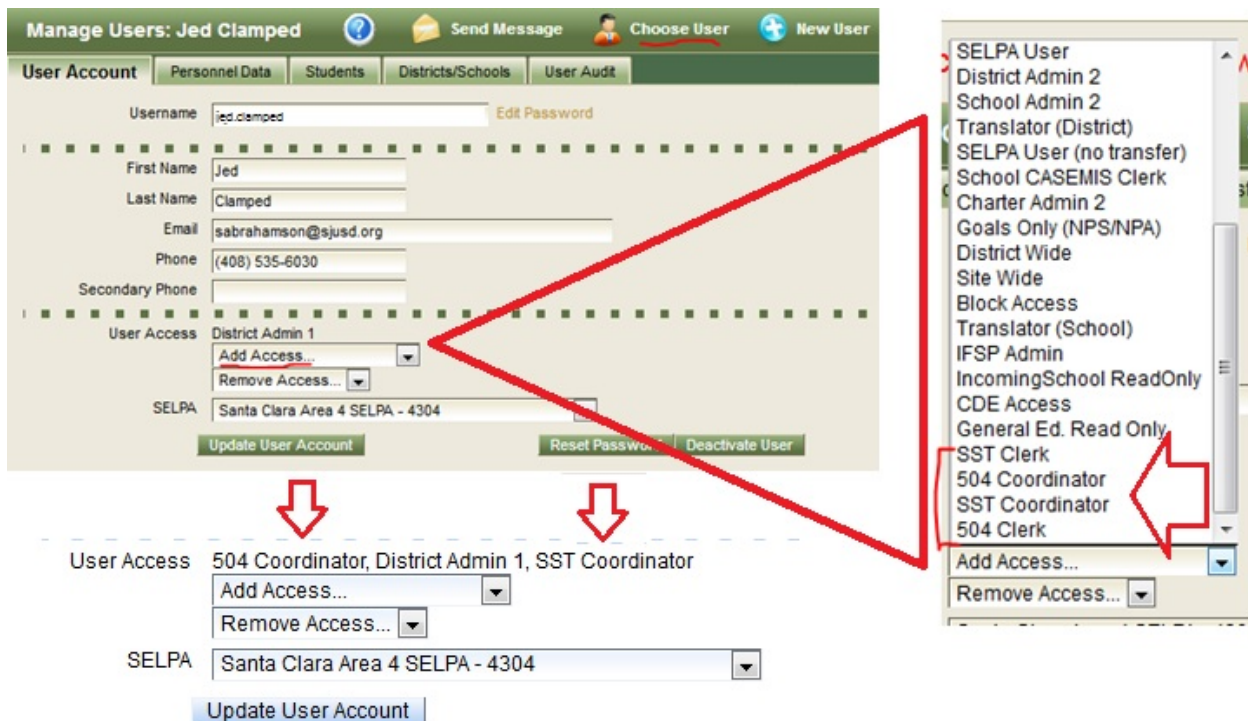
Creating SST and/or 504 User Accounts:

You can create a user account for a single Module or for multiple Modules. For example, a user can have access to Special Ed. and SST but not 504, access to SST and 504 but not Special Ed., or just SST or 504 Special Ed. in the screenshot below, the user has access as to Special Ed. with District Admin 1 access, Coordinator access to 504 and Coordinator access to SST.

If a user already exists in any of the Modules (Special Ed., SST or 504) do NOT try to duplicate the user account by creating a new account, instead combine the user's access into a single account.

Adding a SST or 504 access:

1. Unlock the user account by clicking Edit Account Details.
2. Select either SST Clerk, SST Coordinator, 504 Clerk, and/or 504 Coordinator from the Add Access menu. Do not combine a Clerk and a Coordinator role.
3. If Coordinator, go to the 'District/School' tab and select the school or schools the user is associated with.
4. To remove roles, select the role you want to eliminate from the Remove Access menu.
5. Click **Update User Account** to save changes to the user account.



It is not necessary to create user accounts for General Education teachers as SIRAS has the means to acquire their input without the necessity for creating and managing user accounts. You may create user accounts for General Education teachers, but it is not necessary to give input for SSTs or 504s.