

DASL Account Request Form Role Explanations

Roles have been numbered so they are listed at the top of the dropdown box in DASL to make it easier for you to find these roles.

The other roles listed are Lima's pre-defined roles and do not work correctly and are NOT to be used – with the EXCEPTION of the Portal Administration/Viewing Roles.

IF THE ROLE ISN'T LISTED ON THE DASL ACCOUNT REQUEST FORM – DO NOT USE IT.

Roles are assigned to a group and groups are set up by building.

When assigning roles to a group be sure and select the correct building.

Assign roles at the district level to give district access.

Assign roles at the building level to limit access to a specific building.

Remember – the following roles MUST be assigned at the district level:

- 50. EMIS Full – Update (EMIS Coordinators ONLY should have this role)**
- 60. Staff Only – Update**
- 61. Staff Only – Read Only**
- 80. Import/Export**
- 90. Security Administrator**

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Role Number/Name	Description	Comments
*10. SIS Full – Update	Intended for the user in the district who is the EMIS Coordinator or the DASL Project Manager who is verifying DASL Data and needs all access, and can also be used for Secretaries. This is the most powerful role as it also includes roles 21-32.	This role is able to UPDATE all tabs on the student profile, including the EMIS and Private tabs if Extra Permissions (roles 52/53) are also granted.
*11. through 19. SIS Management - Block	Are specific SIS Module blocking roles intended for users with Roles 10 or 20 to block access to specific modules. An example would be a building secretary with FULL Update who needs to be blocked from entering or changing student Marks.	
*20. SIS Full – Read Only	Intended for the user who needs access to see all student information, but does not maintain the information, such as an administrator. <i>Should be used in addition to blocking roles listed above to obtain true Read Only access.</i> Can also be used in addition to the following roles to only allow updates for specific job functions and still allow the person to see all information.	
<p>The following roles were split into SIS Modules in order to grant the necessary access without having to give full update access to everything. These roles allow the District Security Person to have a little more control over who does what within the district.</p>		
21. through 34. SIS Lockers	Are specific SIS Module FULL Update Access. An example would be an attendance secretary, who would be given the SIS Full Read Only and the SIS Attendance roles or a special education secretary who only needs Memberships. The SIS Full – Read Only is optional with these roles.	Note: Concerning the 31. SIS Student Registration/ Demo – Update role. This role is able to UPDATE all tabs on the student

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		profile, including the Private and EMIS tabs if Extra Permissions (roles 52 and/or 53) are also granted.
40. NURSE	This role is more limited then the 28. SIS Medical – Update role – tailored to what a Nurse needs without granting access to what isn’t needed. Other than Portal Viewing, this is the only role a nurse would need.	
41. STUDENT	This role allows a student/office aide to look up student schedules. It is recommended that a student DASL account be set up, but the secretary would log on and this role will only allow a schedule look up. Students should NOT be given the username/password as this would permit the student(s) to look up student schedules from home, so the username/password for the account with this role should be guarded.	
42. Course Request Entry Only	This role allows a person at one building to enter course requests for students in the next building the students will be attending. For example, a person at the junior high would need the access to the high school in order to enter course requests for current junior high students. This role must be assigned to the building the students will be attending the following school year (HS) and not to the building of the person entering the requests (JH).	This role is ONLY NEEDED for the person who is NOT in the building where the requests are to be entered.

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Role Number/Name	Description	Comments
43. Cafeteria Lunch Count – Read Only	This role allows a cafeteria manager to see the absences for the day to get an accurate lunch count. This role follows the path of: Home >> EZ Query >> Tools >> Absence List and like all roles, can be assigned at a building or district level.	
44. Transportation – Update	This role allows full update privileges to the student profile and was created to give transportation secretaries access to the Transportation tab on the student profile. Other than the Portal Viewing role no other role is needed if someone only needs to edit a student’s profile.	This role does NOT include any of the EMIS/Private tabs.
50. EMIS Full - Update	This role grants full privilege to the EMIS SSID Screen and the EMIS Profile tabs. This role would be given in addition to the SIS Full – Update to EMIS Coordinators, for example.	<u>EXTREMELY IMPORTANT</u> EMIS Coordinators should be the only one with this role.
51. EMIS Full - Read Only:	This role allows display only privileges to the EMIS Full role. Give this role to building secretaries and they can run the REMIS validations for their building, such as UNCLEMIS. They will get a message they don’t have access when they select the EMIS menu. They need to click on the gold arrow to expand the side menu and then click on student validation and/or verify special education. This role includes the Extra Permissions roles.	If a user has either the 01. SIS Full – Update or the 31. SIS Student Registration/Demo – Update roles in addition to this role they CAN update ANY tab on the student profile – including all EMIS tabs and the Private tab.

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The following two roles were split into two roles in case a secretary was helping with the SSID numbers but not the EMIS Profile Tabs and vice versa:

Role Number/Name	Description	Comments
52. Extra Permissions SSID Only – Update	This role can be given to a secretary, in addition to SIS Full (either) if the building secretary helps maintain SSID numbers. This role can be granted in addition to EMIS Read Only.	IMPORTANT NOTE: These two roles (#'s 52 & 53) access is determined by the security access granted for the student profile. If a user has either the 01. SIS Full – Update or the 31. SIS Student Registration/ Demo – Update roles then they CAN update ANY tab on the student profile – including all EMIS tabs and the Private tab IF they ALSO have either or both of the Extra Permission roles. These roles work more like toggle roles – either a user has or doesn't have them. Whether or not they can update the EMIS tabs and/or the Private tab is solely based on if they have Read Only or Update security set for the student profile.
53. Extra Permissions Student Profile Only – Update	This role can be given to a secretary, for example, in addition to SIS Full (Update or Read Only) if the building secretary helps maintain the EMIS Profile Tabs. This role can be granted in addition to EMIS Read Only.	
Role Number/Name	Description	Comments

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<p>*60. STAFF Only – Update</p>	<p>Roles with * that require Staff Impersonations need Staff – Update. For example, a building secretary who needs to be able to add teachers (as they did in SIS in TEAC) must have this role in addition to any role they have with the *.</p>	<p>This role MUST be assigned at the district level in order to maintain staff as the staff file is district wide. Use with Update roles.</p>
<p>*61. STAFF Only – Read Only</p>	<p>Roles with * that require Staff Impersonations need Staff – Update. For example, a building secretary who needs to be able to add teachers (as they did in SIS in TEAC) must have this role in addition to any role they have with the *.</p>	<p>This role MUST be assigned at the district level in order to maintain staff as the staff file is district wide. Use with Read Only roles.</p>
<p>70. Teacher Menu</p>	<p>This role would be the only role Teachers will need, besides Portal Viewing.</p>	<p>This role should only be used for Teachers and should not be used with any of the SIS roles (10 or 20+).</p>
<p>80. Import/Export</p>	<p>This role is intended for those who need to Import/Export but may only have limited roles assigned. Examples of district employees who may need this role would be the Transportation Coordinator or the Media Specialists.</p>	<p>This role MUST be assigned at the district level and is already included in the 90.Security Administrator role.</p>

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Role Number/Name	Description	Comments
90. Security Administrator	This role would be the only role a Security Administrator would need. This role may also be used for the District Tech Person. Both the Import/Export and Staff Only – Update roles are included in the Security Administrator Role.	This role MUST be assigned at the district level in order to maintain staff as the staff file is district wide. This role INCLUDES Import/Export.
99. Transfer for MVCTC Use Only – Update:	This role was created for Miami Valley CTC’s use only. This allows the CTC to transfer student data from MDECA home schools on DASL to the CTC for the CTC’s use in registering students that will be attending the CTC.	IMPORTANT: This role will only work for the CTC. Districts CANNOT use this role at this time.
Portal Administration:	This role will be given to those in the district who will maintain the Portal.	If this role is not checked the user will automatically be given Portal Viewing.
Portal Viewing:	All users should get this role, UNLESS Portal Administration is checked. Users do not need both.	

NOTE: All ROLES are maintained by MDECA.

All roles include EZ Query.

**Don't forget to set up Associations for Teachers
And
Impersonations for non-teaching staff or team teachers.**

Reference the DASL Security documentation for additional information.

Check back regularly to our website for updated documentation.

DASL Account Request Form Role Explanations

Below are a few examples of how you may want to set up your groups and determine what roles to assign to a group. Set up all groups under your Administrative School (District) to make it easier for you to maintain and list all of your groups. (DD=District Code; DDBB=District & Building Code.)

POSITION	GROUP NAME	LEVEL FOR ROLE	ROLES
Superintendent or Central Office Administrator	DD Administrator	District - ALL	*20. SIS Full – Read Only 11. – 19 All SIS Block Roles 51. EMIS Full – Read Only *61. Staff Only – Read Only** Portal Viewing
EMIS Coordinator	DD EMIS Coordinator	District - ALL	*10. SIS Full – Update 50. EMIS Full – Update *60. Staff Only – Update** 80. Import/Export ** And Portal Administration or Viewing
Security Administrator	DD Security Administrator	District – All	*20. SIS Full – Read Only 11. – 18 SIS Block Roles *90. Security Administrator Portal Administration
Cafeteria Manager	DD Cafeteria	District – All	43. Cafeteria Lunch Count – Read Only
Transportation Department	DD Transportation	District – All	44. Transportation – Update Portal Viewing

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POSITION	GROUP NAME	LEVEL FOR ROLE	ROLES
Principal (also does discipline)	BBDD Principal	Building – All ** Requires District Level	*20. SIS Full – Read Only 11. – 19 All SIS Block Roles 24. SIS Discipline - Update *61. Staff Only – Read Only** Import/Export** Portal Administration
Counselor	BBDD Counselor	Building – All ** Requires District Level	*20. SIS Full – Read Only 11. – 19 SIS Block Roles (do not include 14. SIS Scheduling - Block) 23. SIS Course History – Update 26. SIS Grad Verification – Update 30. SIS Scheduling - Update *61. Staff Only – Read Only** 80. Import/Export** Portal Viewing
Teacher	DDBB Teacher	Building – All	70. Teacher Menu Portal Viewing
Building Secretary	DDBB Secretary	Building – ALL ** Requires District Level	*10. SIS Full – Update 51. EMIS Full – Read Only (needed for running student validations reports) 52. Extra Permissions SSID Only – Update 53. Extra Permissions Student Profile Only – Update *60. Staff Only – Update** 80. Import/Export** Portal Administration
Attendance Secretary	DDBB Attendance Secretary	Building – All ** Requires District Level	*20. SIS Full – Read Only 12. – 19 SIS Block Roles 22. SIS Attendance - Update *61. Staff Only – Read Only Update** Portal Viewing

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POSITION	GROUP NAME	LEVEL FOR ROLE	ROLES
Nurse	DDBB Nurse	Building - All	*40. Nurse – Update Portal Viewing
Student	DDBB Student	Building – All	41. Student – Read Only