![SchoolData.net logo]

Assigning/Editing User Permissions

This article covers Assigning and Editing User Permissions in the ALE Application. All topics covered in this article can be completed while logged into the ALE Application. At this article's end is a short Q&A with answers to a few common questions. You can find additional information on the ALE Application: Managing Parent Accounts.
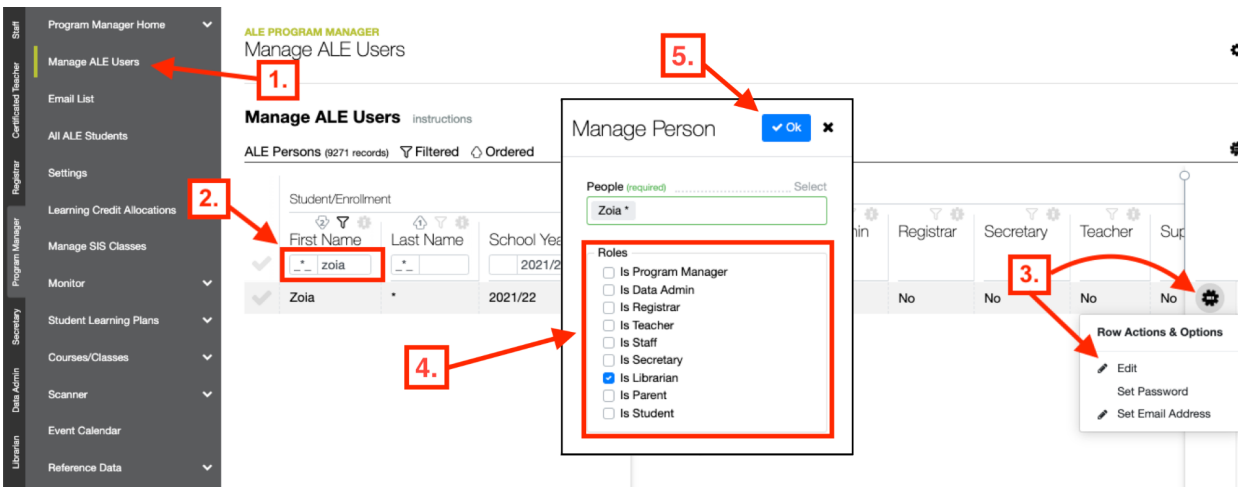
Who can Assign and Edit User Permissions?

Only users with the **Program Manager** or the **Secretary Role** can edit user permissions in the ALE Application. If you have neither of these roles and need permissions changed, please contact your Program Manager or support@schooldata.net for assistance.

Editing Current ALE Users Roles:

An ALE user with active accounts can have their roles modified at any time.

1. Click on the **Manage ALE Users** in the left-hand navigation menu of the **Program Manager** or **Secretary Role**.
2. Locate the user on the table using the **Filter** in the **First Name** or **Last Name** column.
3. Click **Edit** under the **Row Actions & Options gear.**
4. Click the **checkbox** to add or remove roles for the user. A blue checkbox gives them the role.
5. Click the **OK**.

You should receive a drop-down notification that displays **Successfully Added Person**. This indicates that the user's roles were successfully updated. If you receive a drop-down notification showing **There was a problem adding the person**, this indicates that something went wrong and the user's roles were not updated.
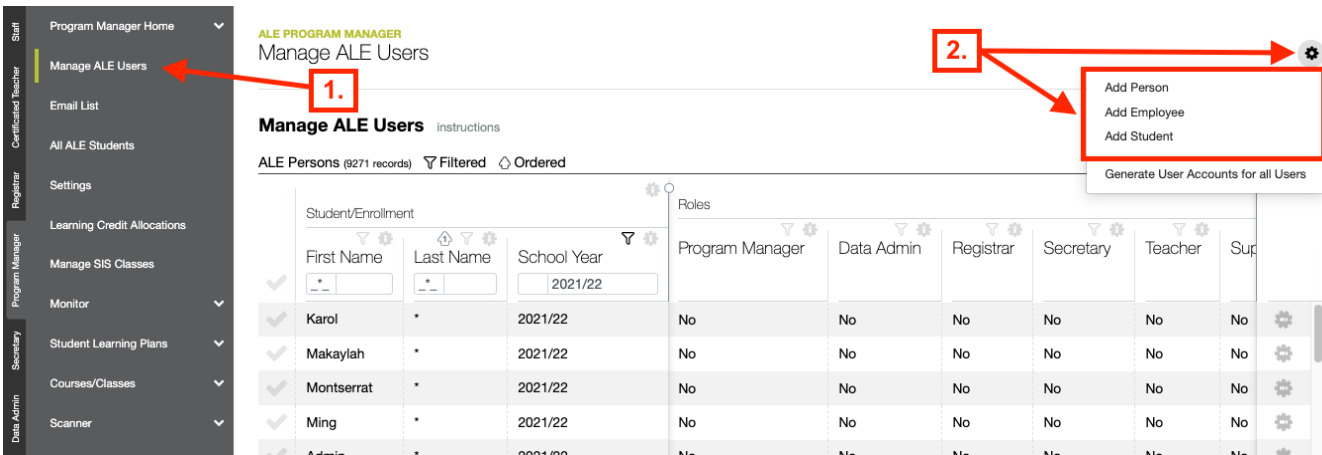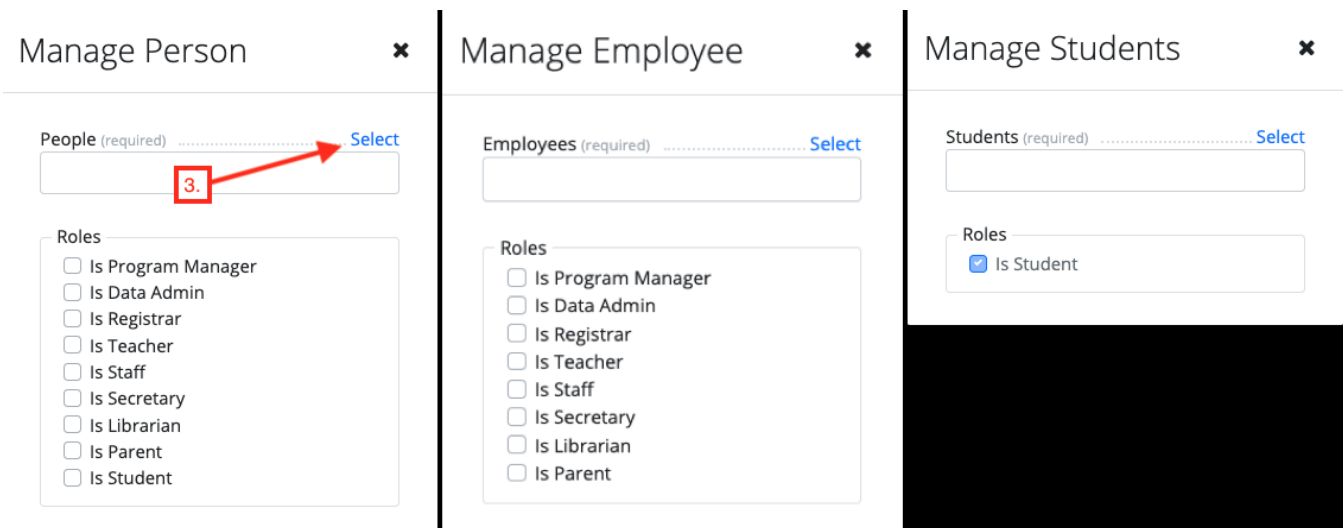
Adding Users to ALE:

A user with no ALE roles will not appear in the table. You can add a new user to ALE by:

1. Click on the **Manage ALE Users** in the left-hand navigation menu of the **Program Manager** or **Secretary Role**.
2. Click **Add Person, Add Employee, or Add Student** under the **Page Action gear**.
    ○ **Add Person**: Use this when adding a parent.
    ○ **Add Employee**: Use this when adding an employee.
    ○ **Add Student**: Use this when adding a student.
3. Click **Select** in the pop-up window to open up a person selector.
4. Click **Filter Search Results** to filter your search by Last Name, First Name, School, or Role, then click **Set.**
5. Select the **Person(s)** you wish to add by clicking the **checkbox** to the left of the name.
6. Click **Apply**.
7. Select the **Roles** you would like to give the selected users.
8. Click **Ok**.

Select People from all people enrolled in current year change

6. ✔ Apply ✖

18388 People ▽ Pre-Filtered

4. → Filter Search Results ⚙

	Last Name	First Name	School	Role
✓	*	Aadi	South Creek High School	Guardian
✔ **5.**		Aahan	Fo...	
✓	*	Aakash	So...	
✓	*	Aanvi	Sil...	
✓	*	Aarini	Fo...	
✓	*	Aarionna	Sil...	
✓	*	Aaron	Fo...	
✓	*	Abagail	W...	
✓	*	Abbas	Oak Springs Elementary School	Student
✓	*	Abbey	Granite Hills Elementary School	Guardian
✓	*	Abbigail	Forest View Elementary School	Guardian

Filter People Search Results

Clear Filters ✔ Set ✖

Last Name (optional) ▼ All ▾
enter last name

First Name (optional) ▼ All ▾
enter first name

School (optional) .... Select ▾

Role (optional) .... Select ▾

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Your Selected People ❶   🔍 View Selected

Manage Person   ✔ Ok ✖

8.

People (required) .... Select

*, Aahan ✖

Roles

- ☐ Is Program Manager
- ☐ Is Data Admin
- ☐ Is Registrar
- ☑ Is Teacher
- ☐ Is Staff
- ☐ Is Secretary   **7.**
- ☑ Is Librarian
- ☐ Is Parent
- ☐ Is Student

Q & A:

Why can't I find the user I'm looking for in the Add Person table?

This most commonly happens when the user's record is not coming to the SDS System as active. Once a person is added or activated in the SIS, it can take up to 24 hours before they appear active in the SDS applications. If you need to add a user whose account isn't active, contact support@schooldata.net for help activating the account.

Why can't I remove the Certificated Teacher role from a user?

There is likely dependent data attached to the User with the role. All dependent data must first be removed before the role can be removed. You can contact support@schooldata.net to request the removal of dependent data or deactivate the user using the deactivate Certificated Teacher feature.

Why isn't there a Row Action & Options gear for some users?

The **Row Actions and Options** Gear is unavailable for users with the Student role.

How do I know if a user's account is active?

On the Manage ALE Users table is a column called **Account is Active**. If this says **Yes**, then their account is active. If it says **No**, then their account is not activated.