

## Managing Hi Cap User Accounts

On the Data Admin Role, user accounts can be managed by viewing the “Manage Users” table in the left navigation.

This table will contain records for:

- All students with a HiCap Referral
- All students with a HiCap Student Learning Plan
- All parents/guardians associated with either of the groups of students above

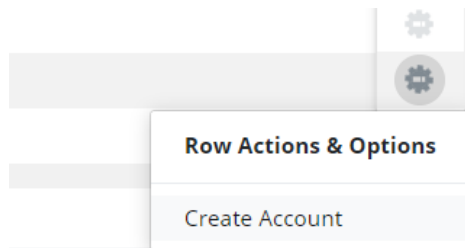
DATA ADMIN  
Manage Application Users Roles

HiCap Data Admin Manage Application Users (46 records)

Full Name	Student	Guardian	Account Status	Email Address	Most Recent Login
[Redacted]	No	Yes	Active	ba [Redacted]	9/3/2019 9:03 pm
[Redacted]	No	Yes	Active	sh [Redacted]	9/28/2017 1:50 pm
[Redacted]	No	No	Active	be [Redacted]	[Redacted]
[Redacted]	No	No	Active	bj [Redacted]	11/9/2021 7:50 pm
[Redacted]	No	No	Active	hd [Redacted]	10/21/2021 4:02 pm
[Redacted]	No	No	Active	jo [Redacted]	[Redacted]
[Redacted]	No	No	Active	ko [Redacted]	6/21/2018 7:08 pm
[Redacted]	No	No	Active	ko [Redacted]	5/13/2021 7:23 pm
[Redacted]	No	No	Active	wi [Redacted]	10/21/2021 4:04 pm
[Redacted]	No	No	Active	dr [Redacted]	4/4/2019 1:10 pm
[Redacted]	No	No	Active	kn [Redacted]	10/21/2021 4:00 pm

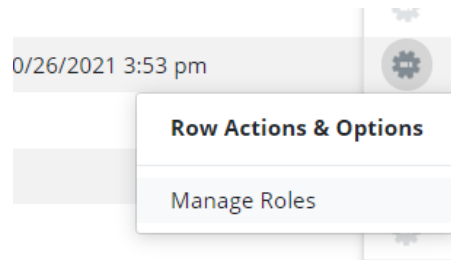
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The Student and Guardian columns indicate users who have each of those roles in the HiCap Application. The Account Status column indicates whether the user has an active SchoolData.net account. If this column is blank for any user or reads Inactive, the row action gear can be used to “Create Account”



This action will also automatically assign either the Student or Guardian HiCap user role depending on whether the user is a student or guardian.

If the user already has an active account, the available row action will be to “Manage Roles.”



Selecting this will open a new form, and depending on whether the user is a student or parent/guardian, you can check the appropriate box and hit Save to assign the needed role.

HiCap Data Admin Manage Application User Roles

Save ✕

Manage Application User Roles

Roles

Student

Guardian

Additional columns provide helpful information like the user’s email address and date/time of last login to any SchoolData.net application.

Once the steps above are taken to create a user account, the first time the user logs in, they will need to follow the directions to reset their password.