

ALE Manage ALE Users (Connect)

Here in the **Data Administrator Role**, you will learn to manage ALE users.

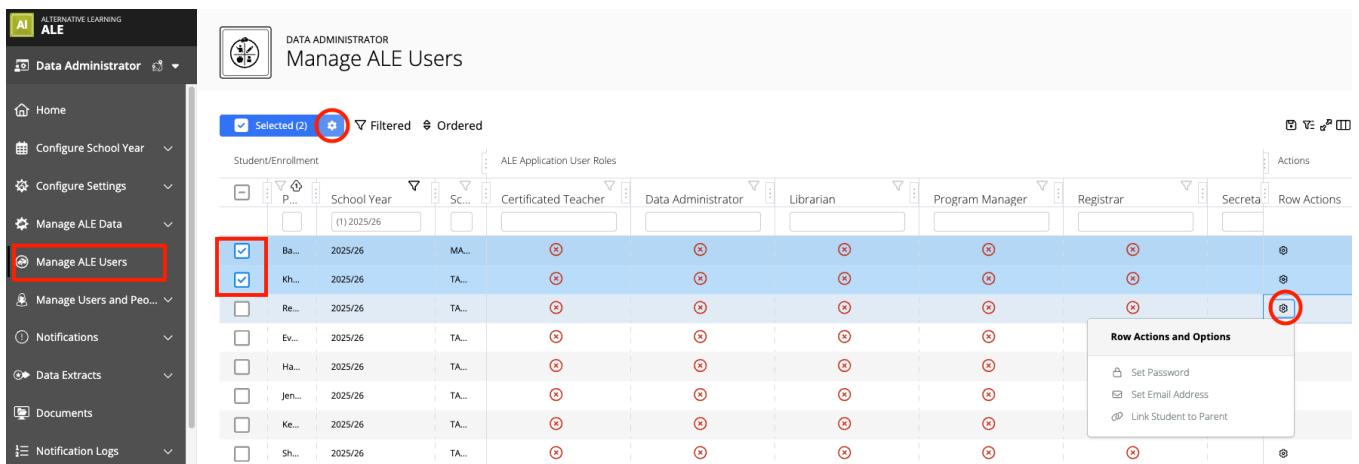
Manage Users and People

Helpful Resource: [Manage Person Roles & Application User Role Overview \(Connect\)](#)

Set ALE User Permissions

Here, you will learn to activate guardian accounts, assign ALE programs to persons, link students to parents/guardians, and set passwords and email addresses.

1. Start under **Manage ALE Users** in the left navigation menu.



2. Click one or more **checkboxes** to the left of the person, or select the checkbox above the table to select all.
3. Click the **Selected Gear** at the top left of the table and choose an action.
 - a. **Activate Guardian Account(s):** Here, you can activate the parent/guardian account or the person(s).
 - b. **Assign ALE Programs:** Here, you can assign ALE program(s) to person(s). Click one or more **checkboxes** to the left and click **Accept**.
4. Click the **Row Actions Gear** to the far right and choose an action.
 - a. **Set Password**
 - i. The **Person** field will be automatically generated.
 - ii. Fill in the **New Password** and **Confirm Password** fields.
 - iii. Click **Save**.
 - b. **Set Email Address**
 - i. The **Person** field will be automatically generated.
 - ii. Fill in the **Email Address** field.
 - iii. Click **Save**.
 - c. **Link Student to Parent**
 - i. The **Person** field will be automatically generated.

- ii. Click the **magnifying glass** in the **Student(s)** field, click one or more **checkboxes** to the left, and click **Accept**.
- iii. Click **Save**.

Notifications

Helpful Resources: [Notifications Overview](#)

Manage Data Extracts for Data Administrators

Helpful Resources: [Manage Data Extracts for Data Administrators](#)

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 for them to 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.
- **How do I know if a user's account is active?**
 - In the Manage ALE Users table, there 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.