# How to Provide Access to InfoSnap New Student Enrollment

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This job aid describes how to assign the **InfoSnap New Student Enrollment** Security Role for school staff members. The online enrollment process is only for students who are new to the district and only for schools that have boundaries. The online enrollment form cannot be used by dedicated magnet schools, Atypical, or Charter schools.

1. On the **Start Page in PowerSchool**, click the **Staff** tab then find the staff name.
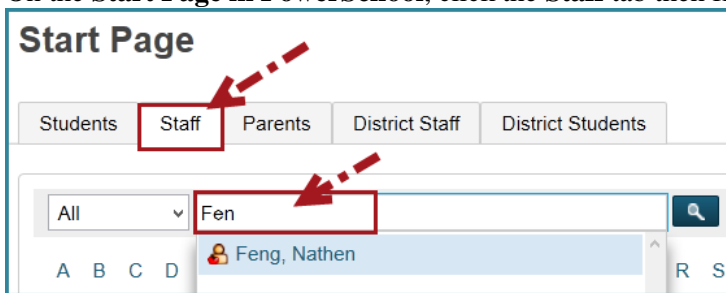
2. Click **Security Settings.**
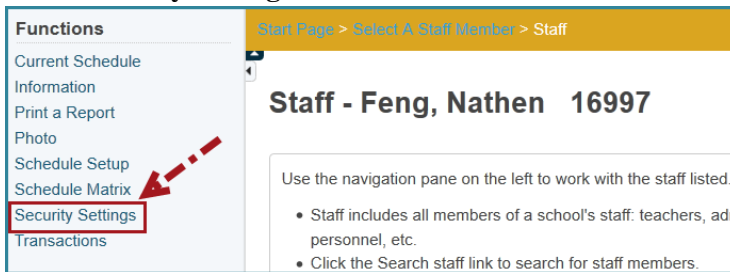
3. Click the **Admin Access and Roles** tab and then do the following:

    a. Under **School and Roles (Group Name)**, look for your school:
        i. If your school is already listed, click the middle button, which looks like a pencil:
        ii. If your school is *not* listed yet, click the **Add** button to add your school.
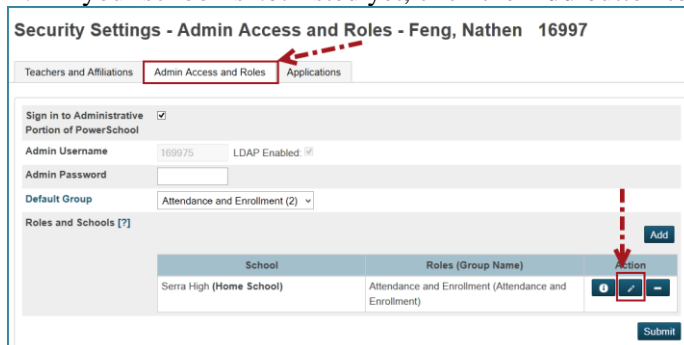
b. Select **Use these Roles**, if it is not already selected.

c. If the user already has other roles selected, leave them unchanged (unless the access is not appropriate for the school employee). If the user does not have any other roles selected, then you may need to consider adding the role for **both** InfoSnap **as well as** the role which reflects the user's Group Default access. For example, if the user has a Group Default of **Attendance and Enrollment**, you may need to select the roles for both InfoSnap **as well as** Attendance and Enrollment.

Please **select one** of the following security roles to provide access to InfoSnap New Student Enrollment. **Do Not** add both security roles for the user.

- **InfoSnap New Student Enrollment** – School staff with this role will be given access in InfoSnap to process new enrollments and deliver students to PowerSchool at your school.

- **InfoSnap New Student Enrollment - View Only** – School staff with this role will be given **view-only** access in InfoSnap. These users will not be able to process new enrollments or deliver students to PowerSchool.

Please note that if a user has both of the InfoSnap security roles (at the same school or different schools), they will be given access to process new enrollments and deliver students to PowerSchool.

d. Click **OK**.

e. Click **Submit**.

f. The staff member will receive an email, the following day, indicating their InfoSnap account is now active.

IMPORTATNT NOTES:

- For San Diego High and Kearny High users that need access to InfoSnap New Student Enrollment, please make sure you assign the appropriate security role under **San Diego High Complex** or **Kearny High Complex**. **Do Not** assign the InfoSnap New Student Enrollment security role for the individual San Diego and Kearny high schools.

- If the staff member does not have an email address in PowerSchool (or if it is set to peoplesoft@sandi.net) they will not be provided with access to InfoSnap New Student Enrollment. School staff must use a **sandi.net** email account with InfoSnap New Student Enrollment. If the staff member does not have a sandi.net email account, please ask them to contact the Help Desk for assistance at 619-209-HELP (4357).