Removing Staff Access to PowerSchool

Version 1.0 ● October 20, 2016

Schools are responsible for maintaining who has access to PowerSchool.

When a substitute staff member is given access to your school, it is important for access to be removed once their assignment is over. Power Users control access to the school by using the Security Settings page in PowerSchool.
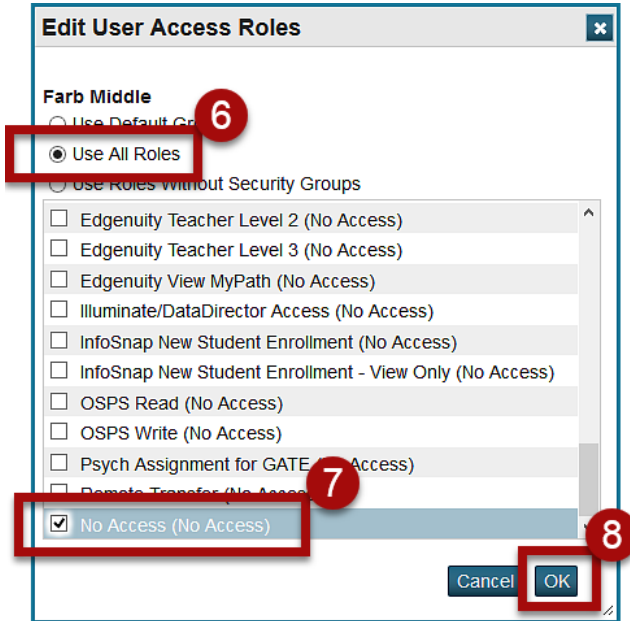
Removing Office Staff Access

1. On the **Start Page**, click the **Staff tab**.

2. Search for and select the staff member.
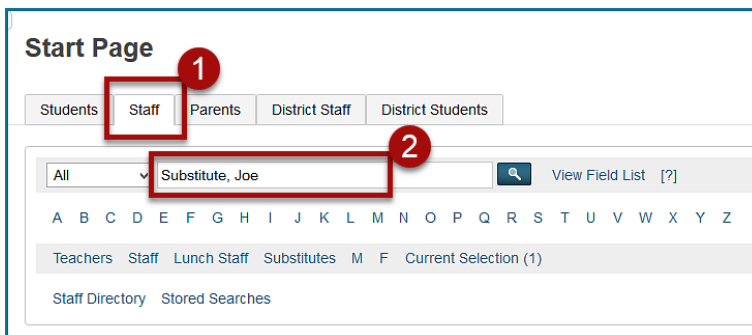
3. On the **Staff page**, click **Security Settings**.

4. Select the **Admin Access and Roles tab**.

5. Click the **Edit** button for the school you are removing access.
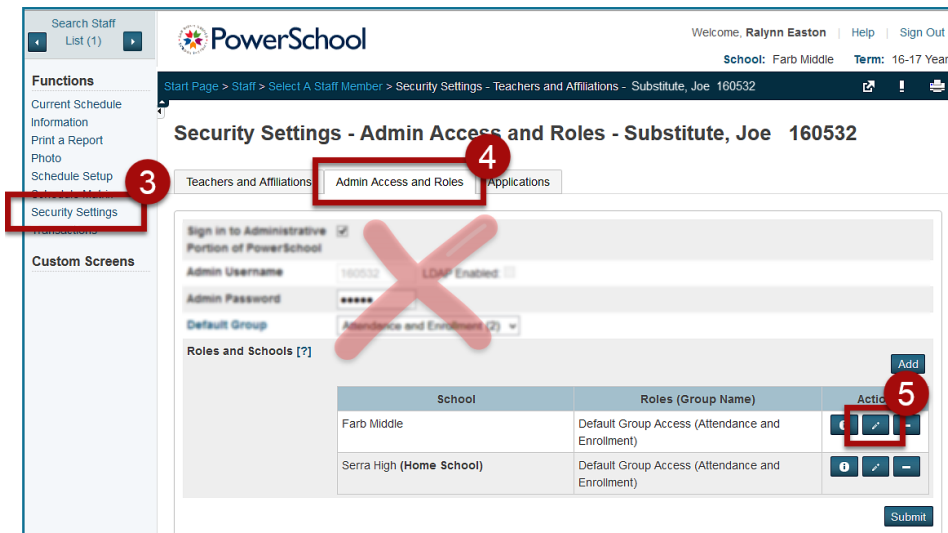
6. On **Edit User Access Roles**, select **Use All Roles**.

7. Check the **No Access** box.

8. Click **OK**.

Edit User Access Roles

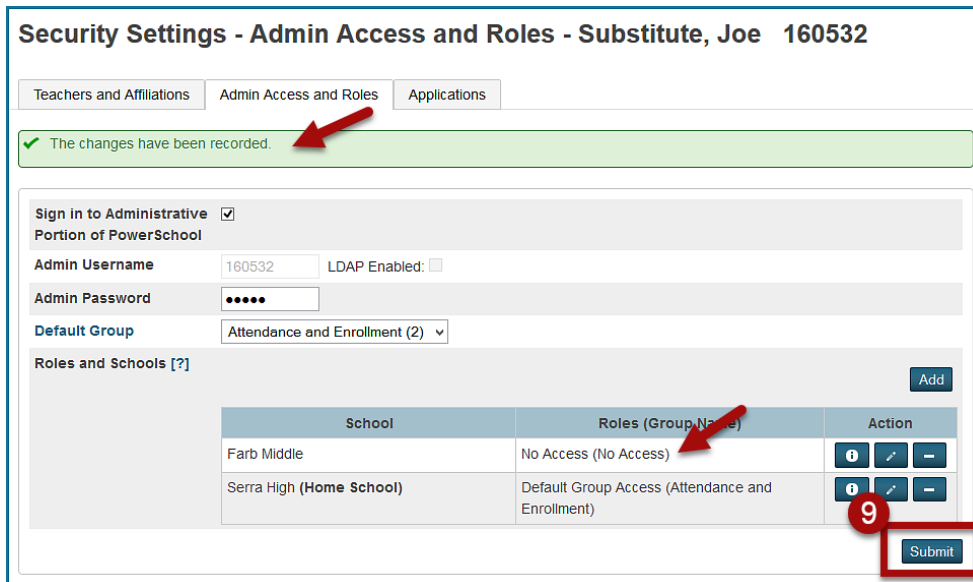**Farb Middle**
○ Use Default Gr...
⑥
◉ Use All Roles
○ Use Roles Without Security Groups

- ☐ Edgenuity Teacher Level 2 (No Access)
- ☐ Edgenuity Teacher Level 3 (No Access)
- ☐ Edgenuity View MyPath (No Access)
- ☐ Illuminate/DataDirector Access (No Access)
- ☐ InfoSnap New Student Enrollment (No Access)
- ☐ InfoSnap New Student Enrollment - View Only (No Access)
- ☐ OSPS Read (No Access)
- ☐ OSPS Write (No Access)
- ☐ Psych Assignment for GATE... Access)
- ☐ Remote Transfer (No Access)
- ☑ No Access (No Access) ⑦

⑧ Cancel   OK

9. Back on the **Security Settings page**, click **Submit**.

Security Settings - Admin Access and Roles - Substitute, Joe   160532

Teachers and Affiliations	Admin Access and Roles	Applications

✓ The changes have been recorded.

Sign in to Administrative Portion of PowerSchool	☑
Admin Username	160532 LDAP Enabled: ☐
Admin Password	•••••
Default Group	Attendance and Enrollment (2) ▾

Roles and Schools [?]   Add
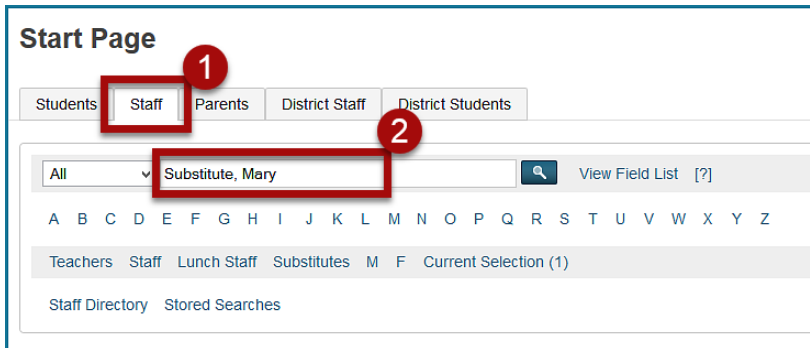
School	Roles (Group Name)	Action
Farb Middle	No Access (No Access)	ⓘ ✎ ⊟
Serra High **(Home School)**	Default Group Access (Attendance and Enrollment)	ⓘ ✎ ⊟

⑨ Submit

This staff member can no longer access the selected school's data in PowerSchool.

Removing Teacher Access

1. On the **Start Page**, click the **Staff tab**.

2. Search for and select the staff member.
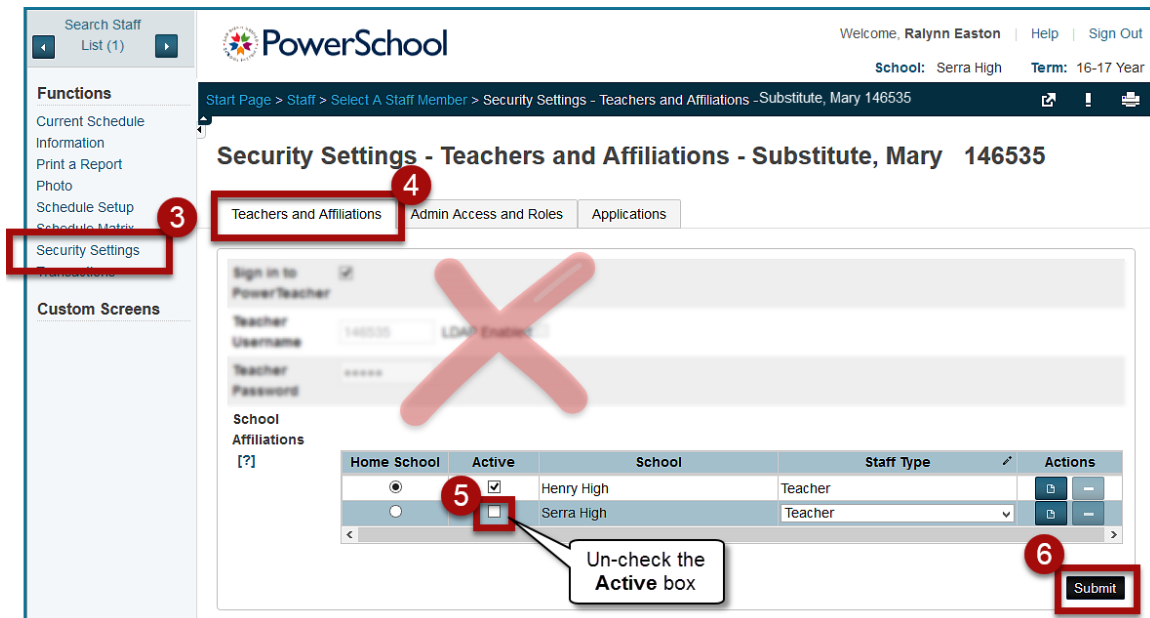
3. On the **Staff page**, click **Security Settings**.

4. Select the **Teachers and Affiliations tab**.

5. Uncheck the **Active box** for the school you are removing access.

6. Click **Submit**.

This teacher can no longer access information at your school.