

Removing Staff Access to PowerSchool

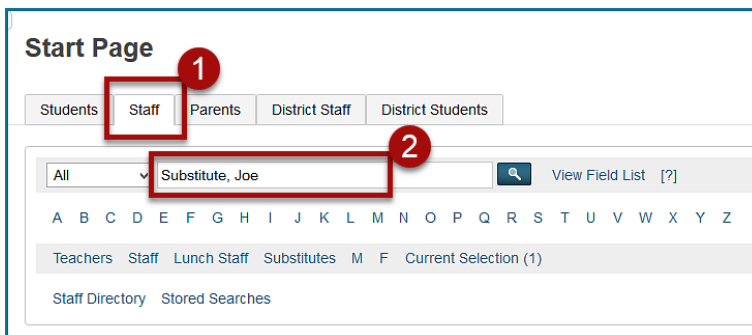
Version 1.0 • October 20, 2016

Schools are responsible for maintaining who has access to PowerSchool.

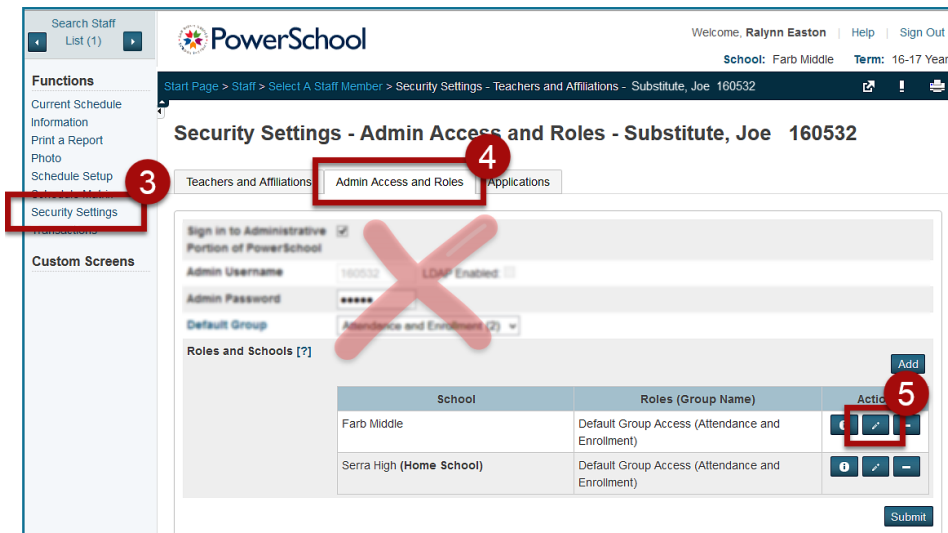
When a substitute staff member is given access to your school, it is important for access to be removed once their assignment is over. Power Users control access to the school by using the Security Settings page in PowerSchool.

Removing Office Staff Access

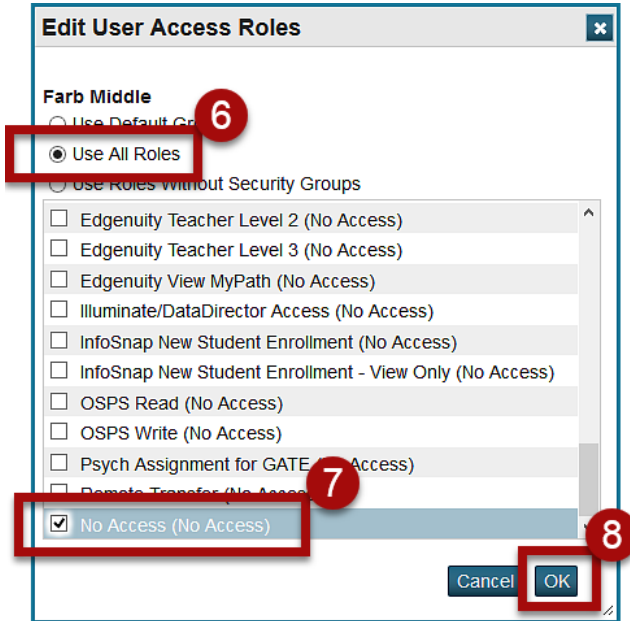
1. On the **Start Page**, click the **Staff** tab.
2. Search for and select the staff member.



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 Group

Use All Roles

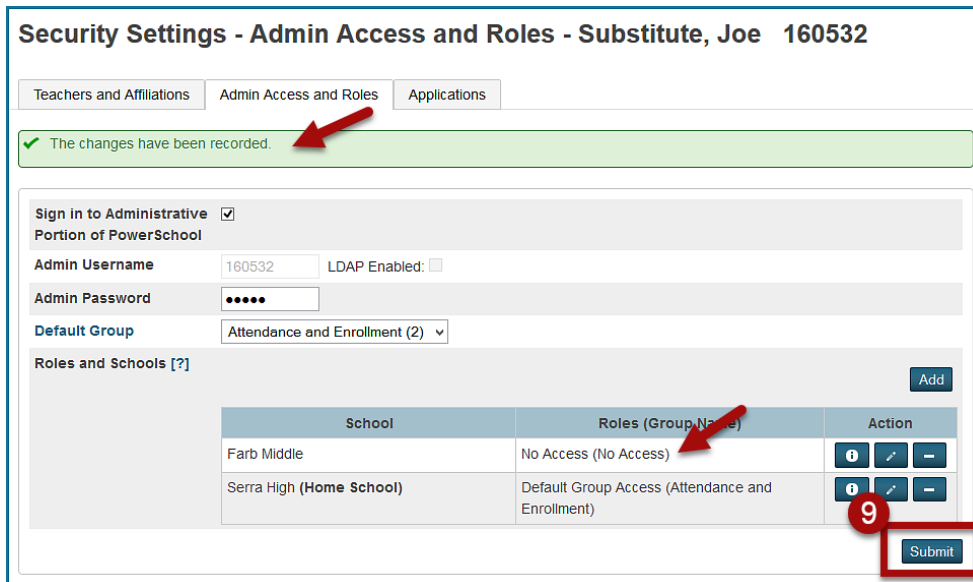
Use Roles without Security Groups

- 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 (No Access)
- Remote Transfer (No Access)

No Access (No Access)

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 [?]

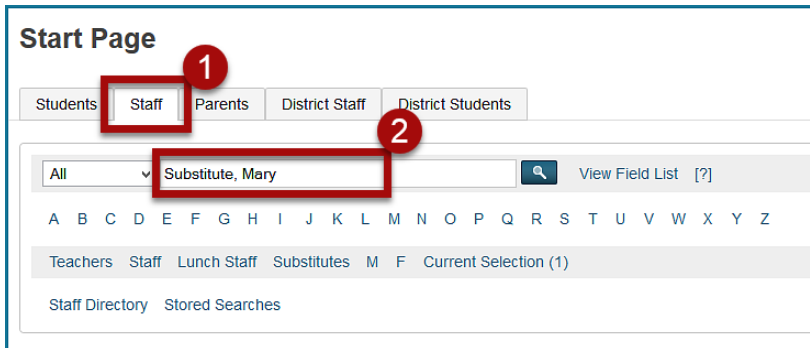
School	Roles (Group Name)	Action
Farb Middle	No Access (No Access)	Info Edit Delete
Serra High (Home School)	Default Group Access (Attendance and Enrollment)	Info Edit Delete

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.



Start Page

Students **Staff** Parents District Staff District Students

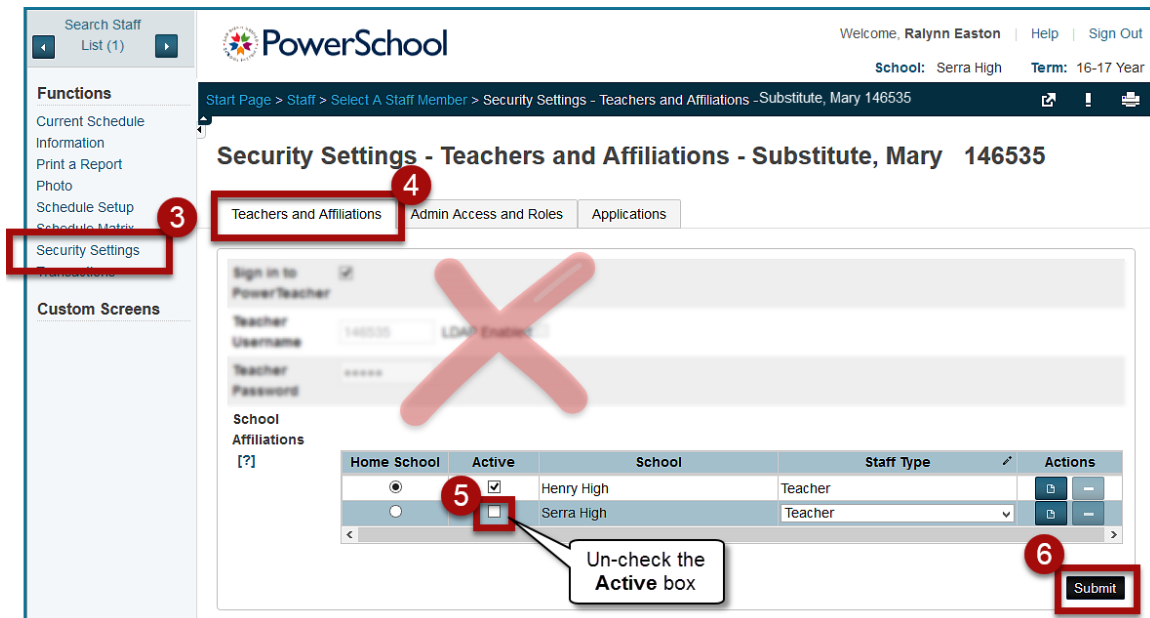
All ▾ Substitute, Mary 🔍 View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Teachers Staff Lunch Staff Substitutes M F Current Selection (1)

Staff Directory Stored Searches

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**.



Search Staff List (1)

PowerSchool Welcome, Ralynn Easton | Help | Sign Out

School: Serra High Term: 16-17 Year

Start Page > Staff > Select A Staff Member > Security Settings - Teachers and Affiliations - Substitute, Mary 146535

Security Settings - Teachers and Affiliations - Substitute, Mary 146535

Teachers and Affiliations Admin Access and Roles Applications

Sign in to PowerTeacher

Teacher Username: 146535 LDAP Teacher

Teacher Password: *****

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Henry High	Teacher	<input type="button" value="i"/> <input type="button" value="-"/>
<input type="radio"/>	<input type="checkbox"/>	Serra High	Teacher	<input type="button" value="i"/> <input type="button" value="-"/>

Un-check the Active box

Submit

This teacher can no longer access information at your school.