

PowerSchool Security Groups/Roles

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Schools are responsible for maintaining access to PowerSchool. Power Users can provide access to the school or remove access from the school by using the **Security Settings** page in PowerSchool. All Power Users should attend a **System Administration for Power Users** training session to learn how to manage access to PowerSchool. Please refer to the [System Administration for Power Users Handbook](#) for additional information regarding how to provide access in PowerSchool.

This document provides additional details for each Security Group/Role available in PowerSchool. Information is also included about how the security group/role is recommended to be used.

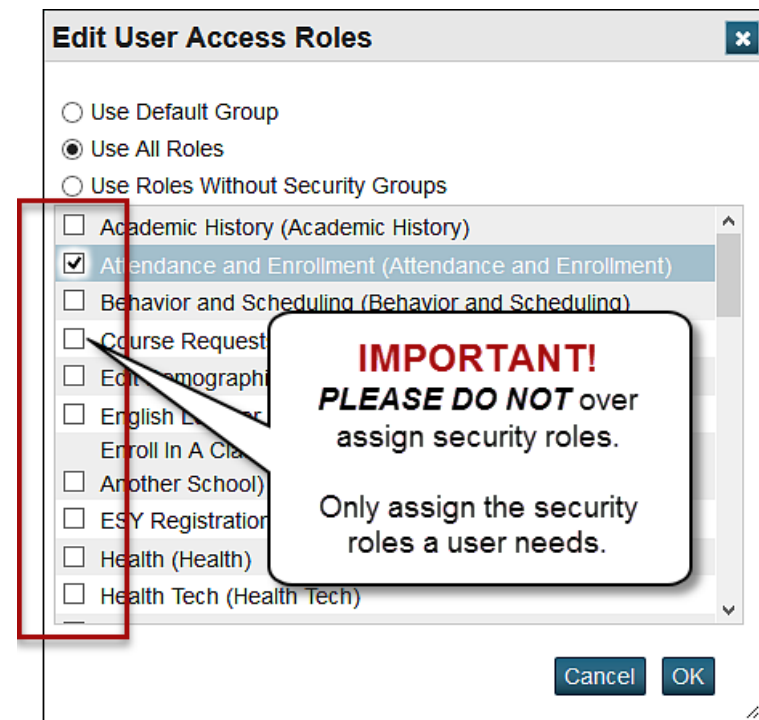
IMPORTANT! DON'T ASSIGN TOO MANY SECURITY ROLES!

Power Users, when you assign security roles to a user, please do not select a large number of roles or all roles.

Please only assign the security roles a user needs in PowerSchool.

It is your responsibility to maintain access to PowerSchool at your school.

If you need help, please contact the IT Help Desk at (619) 209-HELP (4357).



List of Security Groups/Roles in PowerSchool

All security groups/roles in PowerSchool are listed in the table below (pages 2-7). A brief description of each group/role is provided, along with some guidelines regarding when schools should use the group/role.

Security Group/Role	Description and additional information	When to use this Group/Role
Academic History	<ul style="list-style-type: none"> The Academic History security group/role provides access to maintain historical grades in PowerSchool. 	<ul style="list-style-type: none"> Registrars may need this group/role. There is no need to assign this role if the user already has a group/role such as Power User.
Attendance and Enrollment	<ul style="list-style-type: none"> The Attendance and Enrollment security group/role provides access to Attendance and Enrollment information in PowerSchool. 	<ul style="list-style-type: none"> Enrollment clerks or other office staff may need this group/role. Classified substitutes may need this role. There is no need to assign this role if the user already has a group/role such as Power User.
Behavior and Scheduling	<ul style="list-style-type: none"> The Behavior and Scheduling security group/role provides access to Behavior and Scheduling information in PowerSchool. 	<ul style="list-style-type: none"> Counselors may need this group/role. Staff assisting with master schedule building may need this group/role. There is no need to assign this role if the user already has a group/role such as Power User.
Course Requests	<ul style="list-style-type: none"> The Course Requests security group/role provides access to add Course Requests in PowerScheduler. 	<ul style="list-style-type: none"> Staff who are solely responsible for adding course requests need this group/role. There is no need to assign this role if you the user already has the Behavior and Scheduling group/role.

Security Group/Role	Description and additional information	When to use this Group/Role
Edit Demographics	<ul style="list-style-type: none"> The Edit Demographics role provides access to make changes to the Demographics page. 	<ul style="list-style-type: none"> In some cases, it may be appropriate to provide staff with access to only make changes to the Demographics page. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> Edit Demographics <i>as well as</i> the role which reflects the user's Group Default access. There is no need to assign this role if the user already has a group/role such as Enrollment and Attendance or Power User.
English Learner	<ul style="list-style-type: none"> The English Learner role provides access to make changes to the English Learner page. 	<ul style="list-style-type: none"> The English Learner Site Coordinator may need this role. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> English Learner <i>as well as</i> the role which reflects the user's Group Default access.
Enroll In A Class At Another School	<ul style="list-style-type: none"> This role should be used to provide limited access to someone from another school who needs to assist with scheduling students at your school. This role provides access to make changes to the Enroll in Class at Another School page. 	<ul style="list-style-type: none"> Staff from another school may need this role if they are assisting your school with scheduling students. There is no need to assign this role if the user already has a group/role such as Behavior and Scheduling or Power User.
ESY Registration	<ul style="list-style-type: none"> The ESY Registration role provides access to enter ESY Registration information for Summer School. 	<ul style="list-style-type: none"> Staff who are responsible for entering ESY information for Summer School need this role. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> ESY Registration <i>as well as</i> the role which reflects the user's Group Default access.

Security Group/Role	Description and additional information	When to use this Group/Role
Health	<ul style="list-style-type: none"> This role should be used for staff who are authorized to enter and maintain Health information at your school. 	<ul style="list-style-type: none"> Nurses may need this role. Schools should contact Nursing and Wellness to request access for staff. Schools should NOT assign this role to users.
Health Tech	<ul style="list-style-type: none"> This role should be used for staff who are authorized to enter and maintain Health information at your school, but should only be able to enter or edit Office Visits. Health History and Screenings are view only for this role. 	<ul style="list-style-type: none"> Staff who need access to enter Health Office Visits may need this role. Schools should contact Nursing and Wellness to request access for staff. Schools should NOT assign this role to users.
Log Entries	<ul style="list-style-type: none"> This role should be used for non-Counseling staff who need to enter and maintain Log Entries at your school. Users with this role will have access to edit Log Entries with the Administrator or Records Access Log Types. 	<ul style="list-style-type: none"> Principals, Vice Principals, or other school administrators may need this role. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> Log Entries <i>as well as</i> the role which reflects the user's Group Default access.
Log Entries for School Counselors	<ul style="list-style-type: none"> This role should be used for Counselors who need to enter and maintain Log Entries for School Counselors at your school. Users with this role will have access to edit Log Entries with the School Counselor Log Type. 	<ul style="list-style-type: none"> Counselors may need this role. Schools should only provide access to authorized Counseling staff. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> Log Entries for School Counselors <i>as well as</i> the role which reflects the user's Group Default access.

Security Group/Role	Description and additional information	When to use this Group/Role
Power User	<ul style="list-style-type: none"> The Power User security group/role provides access to most features in PowerSchool. 	<ul style="list-style-type: none"> Secondary Site Technicians need this role. We recommend that only a small number of staff at your school should be provided with the Power User group/role. We recommend that each school have 1-3 Power User(s) designated. It is recommended that your site identify a back-up Power User as well. There is typically no need to assign this role if the user already has a group/role such as View Only, Enrollment and Attendance, Behavior and Scheduling, etc.
School Administration	<ul style="list-style-type: none"> The School Administration security group/role provides access to most features in PowerSchool. 	<ul style="list-style-type: none"> Principals, Vice Principals, or other school administrators may need this role. There is typically no need to assign this role if the user already has a group/role such as Enrollment and Attendance or Power User.
Special Ed Information	<ul style="list-style-type: none"> The Special Ed Information role provides access to the Special Ed Information page in PowerSchool, which is accessed from the Special Programs page. 	<ul style="list-style-type: none"> Schools should only provide access to authorized Special Ed staff. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> Special Ed Information <i>as well as</i> the role which reflects the user's Group Default access.
Special Programs	<ul style="list-style-type: none"> This role should be used to provide access to maintain Special Programs in PowerSchool. 	<ul style="list-style-type: none"> Staff who need to enter and edit Special Programs need this role. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> Special Programs <i>as well as</i> the role which reflects the user's Group Default access.

Security Group/Role	Description and additional information	When to use this Group/Role
Summer	<ul style="list-style-type: none"> This role should be used to provide access to the Summer page in PowerSchool. Users with this role will be able view ESY Registration information, but cannot change this information. 	<ul style="list-style-type: none"> Staff who are responsible for entering information for Summer School need this role. If the user does not have other roles selected, then you may need to consider adding the role for <i>both</i> Summer <i>as well as</i> the role which reflects the user’s Group Default access. There is no need to assign this role if the user already has the ESY Registration role.
View Only	<ul style="list-style-type: none"> The View Only security group/role provides view-only/read-only access to PowerSchool. District staff who request district-wide, read-only access are provided with this group/role. 	<ul style="list-style-type: none"> We recommend using this group/role to provide access to PowerSchool for users who should not typically be making changes to information. There is no need to assign this role if the user already has a group/role such as Enrollment and Attendance, Behavior and Scheduling, Power User, etc.
No Access	<ul style="list-style-type: none"> New staff will be assigned this group/role when they are added to PowerSchool. 	<ul style="list-style-type: none"> This group/role should be used to indicate a user does not have access to PowerSchool. Do not assign this role if the user has been assigned another role which does provide access to PowerSchool.
Edgenuity roles	<ul style="list-style-type: none"> Please refer to the job aid available here for information about how to request access to Edgenuity and for further details on each Edgenuity role. Please note that these roles will not provide any access to PowerSchool. 	<ul style="list-style-type: none"> Schools should NOT assign these roles to users.
Illuminate/DataDirector Access	<ul style="list-style-type: none"> Please refer to the job aid available here for information about how to provide Illuminate access to non-teaching staff. Please note that these roles will not provide any access to PowerSchool. 	<ul style="list-style-type: none"> This role should be used for staff members who do not have students “rostered” to them, such as administrators, resource teachers, counselors. There is no need to assign this role for teachers.

Security Group/Role	Description and additional information	When to use this Group/Role
InfoSnap New Student Enrollment roles	<ul style="list-style-type: none"> • Please refer to the job aid available here for information about how to provide access to InfoSnap New Student Enrollment. • Please note that these roles will not provide any access to PowerSchool. 	<ul style="list-style-type: none"> • This role should be used for staff who need access to InfoSnap New Student Enrollment at your school. • Only for schools participating in Online Enrollment.
OSPS roles	<ul style="list-style-type: none"> • These roles are used to provide access to the Online Student Profile System (OSPS). • Please note that these roles will not provide any access to PowerSchool. 	<ul style="list-style-type: none"> • Guidance counselors may need this role.
Psych Assignment for GATE	<ul style="list-style-type: none"> • This role is used to provide access to administer the GATE test. • Please note that this role will not provide any access to PowerSchool. 	<ul style="list-style-type: none"> • School psychologists may need this role. • Schools should NOT assign this role to users.
Remote Transfer	<ul style="list-style-type: none"> • This group/role is no longer used. • Please note that this role will not provide any access to PowerSchool. 	<ul style="list-style-type: none"> • Schools should NOT assign this role to users.

PowerSchool Security Group/Role Details – PowerSchool Start Page items

The table below describes which areas of PowerSchool Administrator are accessible for each security group/role. The details provided in the table below are limited to the areas accessible from the PowerSchool **Start** page. Please see the table is provided on page 10 for details about which **Student** pages are accessible for each security group/role.

Menu Category	PowerSchool Page	Academic History	Attendance and Enrollment	Behavior and Scheduling	Course Requests	Edit Demographics	English Learner	Enroll In A Class At Another School	ESY Registration	Health	Health Tech	Log Entries	Log Entries for School Counselors	Power User	School Administration	Special Ed Information	Special Programs	Summer	View Only
Functions	Attendance	•	•	•										•	•				•
	Daily Bulletin	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Enrollment Summary	•	•	•	•									•	•				•
	Master Schedule	•	•	•	•									•	•				•
	Dashboard	•	•	•										•	•				•
	Special Functions	•	•	•							•		•	•	•		•		•
	Teacher Schedules	•	•	•										•	•				•
Reports	System Reports	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•
People	Student Search	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Staff Search	•	•	•										•	•				•
	Parent Search	•	•	•										•	•				•
	Enroll New Student	•	•											•	•				

Menu Category	PowerSchool Page	Academic History	Attendance and Enrollment	Behavior and Scheduling	Course Requests	Edit Demographics	English Learner	Enroll In A Class At Another School	ESY Registration	Health	Health Tech	Log Entries	Log Entries for School Counselors	Power User	School Administration	Special Ed Information	Special Programs	Summer	View Only
	New Parent Entry	●												●	●				
Setup	School	●												●	●				●
	System	●												●					
	Personalize	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Applications	PowerScheduler			🕒	🕒									🕒	🕒				🕒

Legend:

- Access is provided for the security group/role
- 🕒 Access is provided for the security group/role only at certain times of the year

PowerSchool Security Group/Role Details – Student pages

The table below describes which PowerSchool **Student** pages are accessible for each security group/role.

Menu Category	Student Page	Academic History	Attendance and Enrollment	Behavior and Scheduling	Course Requests	Edit Demographics	English Learner	Enroll In A Class At Another School	ESY Registration	Health	Health Tech	Log Entries	Log Entries for School Counselors	Power User	School Administration	Special Ed Information	Special Programs	Summer	View Only
Information	Access Accounts	●												●	●				○
	Annual Parent Authorizations		●											●	●				○
	Demographics	●	●	○		●								●	●				○
	English Learner						●												○
	Modify Info	●	●	●										●	●				○
	Photo	●	●	○										●	●				○
	Student Profile	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Health									●	●								
	Home Language Survey	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Academics	Attendance	●	●	●										●	●				○
	Enter Attendance	●	●	●										●	●				○
	Cumulative Info	○		○										○	○				○
	Historical Grades	●		○										●	○				○

Menu Category	Student Page	Academic History	Attendance and Enrollment	Behavior and Scheduling	Course Requests	Edit Demographics	English Learner	Enroll In A Class At Another School	ESY Registration	Health	Health Tech	Log Entries	Log Entries for School Counselors	Power User	School Administration	Special Ed Information	Special Programs	Summer	View Only
	Standards	<input type="radio"/>		<input type="radio"/>										<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	Teacher Comments	<input type="radio"/>		<input type="radio"/>										<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	Term Grades	<input type="radio"/>		<input type="radio"/>										<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	Test Results	<input type="radio"/>		<input type="radio"/>										<input type="radio"/>					<input type="radio"/>
Administration	Log Entries											<input checked="" type="radio"/>	<input checked="" type="radio"/>						
	Net Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>										<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	Incidents	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>										<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input type="radio"/>
Enrollment	All Enrollments	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>										<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input type="radio"/>
	District Exit	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>										<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input type="radio"/>
	Functions	<input checked="" type="radio"/>	<input checked="" type="radio"/>					<input checked="" type="radio"/>						<input checked="" type="radio"/>	<input checked="" type="radio"/>				
	Special Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		<input type="radio"/>
	Transfer Info	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>										<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input type="radio"/>
Scheduling	Bell Schedule View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>										<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	List View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>						<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	Matrix View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>										<input type="radio"/>	<input type="radio"/>				<input type="radio"/>
	Modify Schedule	<input checked="" type="radio"/>		<input checked="" type="radio"/>										<input checked="" type="radio"/>	<input checked="" type="radio"/>				

Menu Category	Student Page	Academic History	Attendance and Enrollment	Behavior and Scheduling	Course Requests	Edit Demographics	English Learner	Enroll In A Class At Another School	ESY Registration	Health	Health Tech	Log Entries	Log Entries for School Counselors	Power User	School Administration	Special Ed Information	Special Programs	Summer	View Only
	Scheduling Setup	●		●										●	●				○
	Summer	🕒		🕒					🕒					🕒	🕒			🕒	○

Legend:

- Access is provided for the security group/role, user can make changes to information
- Read only access is provided for the security group/role, user cannot make changes to information
- 🕒 Access to make changes is provided for the security group/role only at certain times of the year