

Enterprise Reporting -- Security


This Quick Reference Guide documents how to set security for Enterprise Reports.

- Giving access to view Enterprise Reports
- Giving access to publish, modify, or delete Enterprise Reports
- Giving access to APEX to build Enterprise Reports

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Giving access to view Enterprise Reports

To allow a user to see the **Enterprise Reports** tab:

1. Click **Security Settings**
2. Click **Admin Access and Roles**
3. Click on **Add** or  to get to the Edit User Access
4. Click **Next** to get to Roles. dialog (See **Figure 1. Edit User Access Roles dialog.**)
5. You will need to give them either the **Enterprise Reporting User** or **Enterprise Reporting Admin** role.
6. Click **OK**.

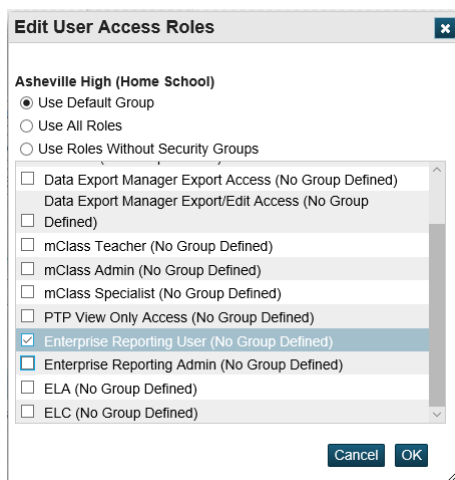


Figure 1. Edit User Access Roles dialog

Note:

At this point, the ability to assign which Enterprise Report Category a user has access to is not implemented. This functionality may be added to the Enterprise Reporting tab on the Edit User Access Role under Roles Administration.

Giving access to publish, modify, or delete Enterprise Reports

To allow a user to modify Enterprise Reports within PowerSchool:

1. Give access to view Enterprise Reports (see **Giving access to view Enterprise Reports**)
2. Validate specific group the user is assigned to has **View / Modify** privileges

Note:

Currently the roles Enterprise Reporting User and Enterprise Reporting Admin do not control whether a user can publish or not. Rather, the **access level** of the group determines whether the person can publish (i.e. **View** cannot publish and **View / Modify** can publish). You do however have to have one of the Enterprise Reporting Roles. By looking at the Role Definition, it looks like a plan exists to correct this.

Giving access to APEX to build Enterprise Reports

To allow a user to access APEX and publish to PowerSchool:

1. Give access to modify Enterprise reports (see **Giving access to publish, modify, or delete Enterprise Reports**).
2. Click **Information** to validate that email is setup with a valid email for the user. Oracle APEX requires for resetting password.
3. Click on **Security Settings**
4. Click on **Applications** (see **Figure 2. Applications**)
5. Check Oracle Application Express Account (APEX) checkbox (see **Figure 3. Applications-APEX**)

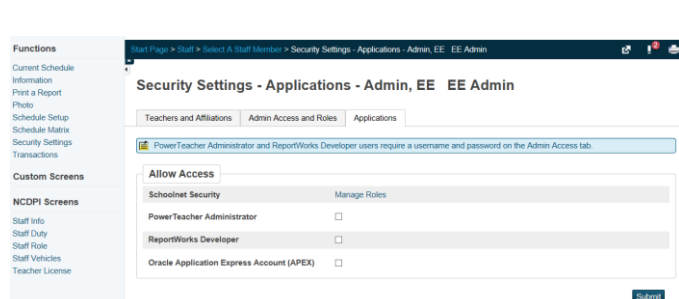


Figure 2. Applications

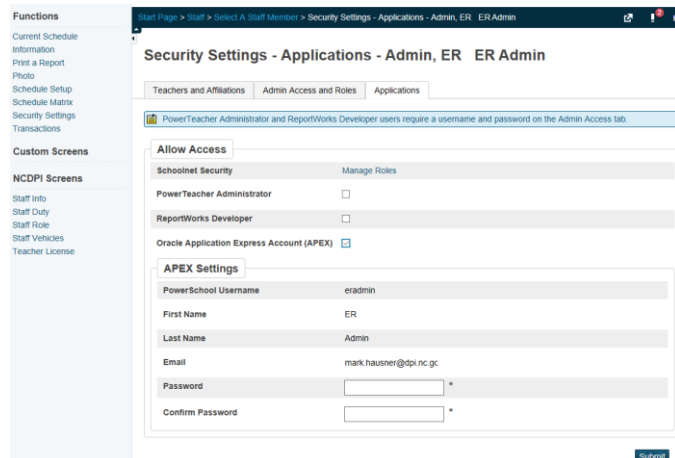


Figure 3. Applications-APEX

6. Validate **PowerSchool Username** and **Email** are filled out. If not, return to step 2.
7. Enter initial password in both **Password** and **Confirm Password** text boxes.
8. Click **Submit**.

Note:

To reset an APEX user's password, you must remove the account and then recreate it. You would uncheck the **APEX** checkbox, **Save**, and start at step 5.

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