Mass Removing Security Roles

About this Document

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Security Roles (such as Data Export Manager Export/Edit Access) can be removed in mass from staff accounts in PowerSchool

The Process is handled at the School Level

1. Start Page
2. Click **Staff** tab
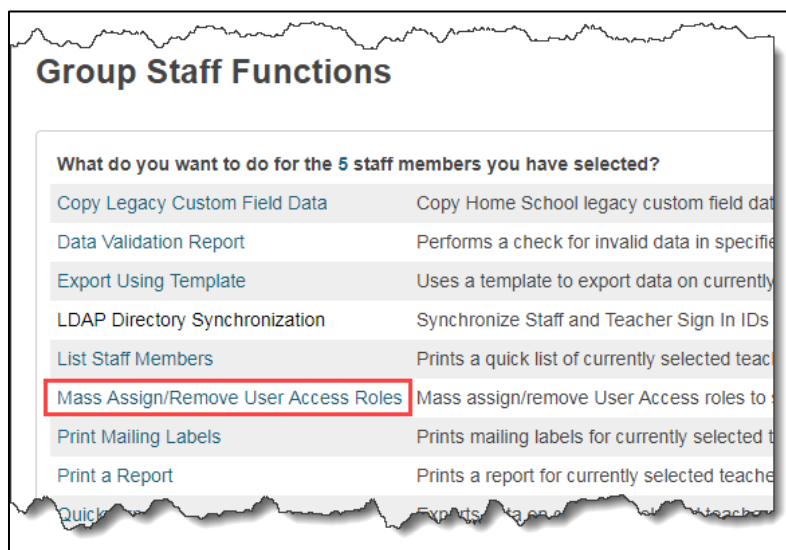3. Search for and select multiple staff members

Navigation: Start > Staff tab

4. Click **Functions**

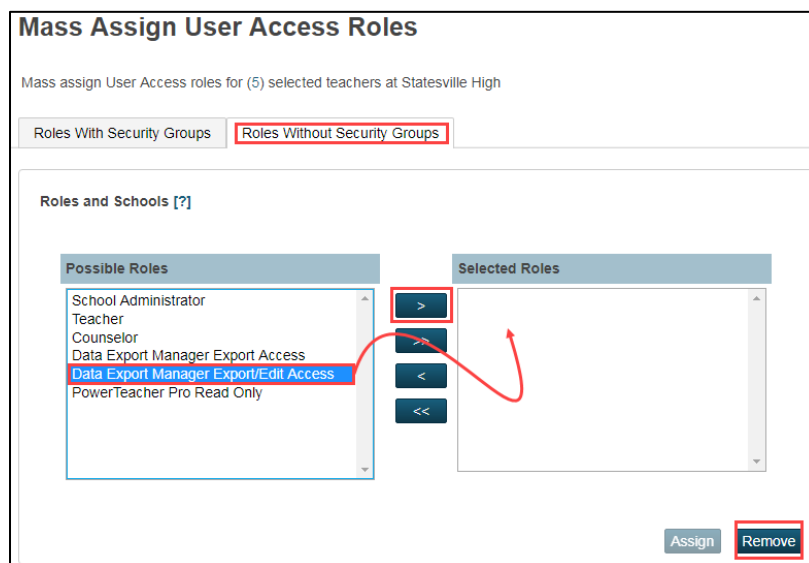5. Click **Mass Assign/Remove User Access Roles**

a. Do one of the following

   i. Click <u>Roles with Security Groups</u> tab to remove roles that control the users' PowerSchool access

   ii. Click <u>Roles Without Security Groups</u> tab to remove roles typically used to give users access to specific functional areas or external applications integrated with PowerSchool (i.e. Data Export Manager Export/Edit Access or PTPro Admin View Access)

6. Select the role you want to remove from the **Possible Roles** box

   Note: To select multiple roles, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each role

   Click the **right-angle** button to move the selected roles to the **Selected Roles** box

7. Click **Remove**

Assign   Confirm Remove   Cancel

8. Click **Confirm Delete** (A confirmation message appears)

Mass Assignment Results

✔ Unassigned 1 role(s)

Back