

Security Groups

This document can be used to assist users in editing a Security Group in PowerSchool. There are 500 available groups. Groups 1-150 are reserved for DPI use; groups 151-500 may be defined by the LEA.

Editing a Security Group – LEA

Navigation: Start page > Setup > System > Security > Groups

- From the Security **Groups** screen, select the **Group** you are editing.

Group Number	Group Name	Access Level	Report Queue Priority
1	Unassigned	View & Modify	
2	Office Staff	View Only	
3	Counselors	View & Modify	
4	Registrar	View & Modify	
5	Group 5	View Only	
6	Group 6	View Only	
7	Group 7	View Only	
8	Group 8	View Only	
9	Administrator	View & Modify	0
10	Principal	View & Modify	
11	Group 11	View Only	
12	Group 12	View Only	
13	Group 13	View Only	
14	Group 14	View Only	

- Modify the appropriate fields based on the type of access desired for this group.
 - Group Name** is freeform.
 - Access Level** can be 'No Access', 'View Only', 'View and Modify'.
 - Can Modify Schedules** is 'Yes in any year', 'No not at all', or a specific year.
 - Accessible Student Screens** – check the screens this group will access.
 - Update other fields based on specific functional needs of this group.

Security Groups

Edit Group

Option	Value
Group Number	180
Group Name	<input type="text" value="Testing Coordinator"/>
Access Level	<input type="button" value="View & Modify"/>
Page Level Permissions	Overridden Page Permissions
Can Modify Schedules	<input type="button" value="No, not at all"/>
PowerScheduler Access	<input type="checkbox"/>
Language Translator	<input type="checkbox"/>
Report Queue Priority	<input type="button" value="50"/>
Accessible Log Types	<input type="checkbox"/> Discipline <input type="checkbox"/> Health <input type="checkbox"/> Counselor <input type="checkbox"/> Attendance <input type="checkbox"/> Parent Contact <input type="checkbox"/> Grade Change

Accessible Incident Types	<input type="checkbox"/> Discipline
Health and Immunization	Certification <input type="button" value="No Access"/> Immunization <input type="button" value="No Access"/> Office Visit <input type="button" value="No Access"/> Screening <input type="button" value="No Access"/>
Accessible Student Screens	<input type="checkbox"/> Access Accounts <input type="checkbox"/> Activities <input type="checkbox"/> Addresses <input type="checkbox"/> All Enrollments <input type="checkbox"/> Attendance <input type="checkbox"/> Bell Schedule View <input type="checkbox"/> Cumulative Info <input type="checkbox"/> Custom Screens <input type="checkbox"/> Demographics <input type="checkbox"/> District Specific <input type="checkbox"/> Emergency/Medical <input type="checkbox"/> Enter Attendance

3. Click **Submit**.

Security Groups

Assigning a Group to a Staff Member – School

Navigation: Start page > Staff > Select a Staff Member > Security Settings

1. Select the desired staff member and navigate to **Security Settings**.
2. In the **Admin** section of the screen, select the appropriate **Group** in the **Default Group** field.

The screenshot shows the 'Admin' section of the PowerSchool interface. It includes a 'Sign in to administrative portion of PowerSchool' checkbox which is checked. Below this are fields for 'Admin Username' (containing '1234567890') and 'Admin Password' (masked with dots). There is a 'Username valid! LDAP Enabled:' checkbox and two buttons: 'LDAP Lookup' and 'Clear'. The 'Default Group' dropdown menu is set to 'Testing Coordinator (180)'. Below these fields is a section titled 'May switch to:' with a description: 'Assign roles and schools this user may switch to in the administrative portion of PowerSchool on the Role Assignment tab'. Underneath, there are radio buttons for 'Any time' (selected) and 'Allow this user's access from' followed by two time selection fields and a 'to' label. A note at the bottom says '(Choose times between 05:00 AM and 10:00 PM)'.

3. Click **Submit**.

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