Infinite Campus: Assigning CIITS Roles & Permissions

Note: This QRC provides the basic steps necessary to set individuals up for CIITS access, refer to the Assigning Roles and Permissions training guide for detailed setup instructions.

1 Perform this step for all individuals who will access CIITS.

Setup User Email and District Employment (applies to all users)

In the navigation pane (left side of screen), click *Census > People*. Select the *Search* tab if necessary and choose All People from the drop-down. Enter the name of the individual in the search box and click *Go*.

Select the user from the search results. The user information is displayed. Select the Demographics tab and enter the individual's "kyschools.us" email address in the Email field. Click *Save*.

Select the District Employment tab; ensure the individual has an active (open-ended) district employment record. Click *Save*.

2 Choose the type of individual to set up the user's default role.

Teacher

Select the District Assignments tab. Ensure the user has at least one active (open-ended) assignment in the school. In addition, ensure that the *Type* field is 01:Teacher on each assignment in the school. Click *Save.*

Principal

Select the District Assignments tab. Ensure the individual has at least one active (open-ended assignment) in the school. Click *Save*.

In the navigation pane (left side of screen), click *System Administration > Resources > School*. Select the school; on the School Detail screen, enter the email address of the principal in the Principal Email field. Click *Save*.

The email address entered on the individual's Demographics tab must match the Principal Email field exactly.

School Staff (individuals other than teachers or the principal)

Select the District Assignments tab. Ensure the user has at least one active (open-ended) assignment in the school. Click *Save*.

Superintendent

Select the District Assignments tab. Ensure the individual has at least one active (open-ended assignment) in the district office. Click *Save*.

In the navigation pane (left side of screen), click *System Administration > Resources > District Information*. Select the district; on the District Detail screen, enter the email address of the superintendent in the Email field. Click *Save*.

The email address entered on the individual's Demographics tab must match the Email field exactly.

District Staff (district-level staff other than the superintendent)

Select the District Assignments tab. Ensure the user has at least one active (open-ended) assignment in the district office. Click *Save*.

3 Optional step: Assign individual one or more custom roles.

Select the District Assignment tab. Click the individual's existing assignment record in the school (or district office). Select the desired custom role in the Title drop-down. Click *Save*. If assigning more than one custom role to the individual within the school, then create a new district assignment record for each custom role that is assigned.

4 Verify setup.

- ☑ Individual has a valid "kyschools.us" email address entered on the Demographics tab, an active District Employment record, and active District Assignment record in the school (or district office).
- ☑ CIITS "School" custom roles should only be assigned at a school; CIITS "District" custom roles should only be assigned at the district office.
- ☑ Principals and Superintendents should not be assigned the custom Leadership role.
- ☑ If an individual has a district assignment at the district office, they will receive that role within each school; it is unnecessary to create a district assignment in each individual school.