

## ILPA Module User Security

January 15, 2014

The ILPA module was released in the E.1402 (January 2014) release; however, user rights must be given for the ILPA to be activated.

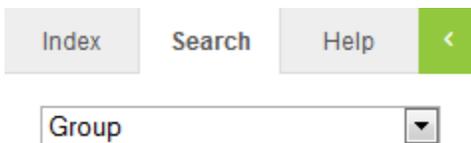
**Path:** System Administration > User Security > User Group

1. Select All Schools and All Calendars



A horizontal filter bar with three dropdown menus. The first menu is labeled 'Year' and has '13-14' selected. The second menu is labeled 'School' and has 'All Schools' selected. The third menu is labeled 'Calendar' and has 'All Calendars' selected.

2. Search for a: Group



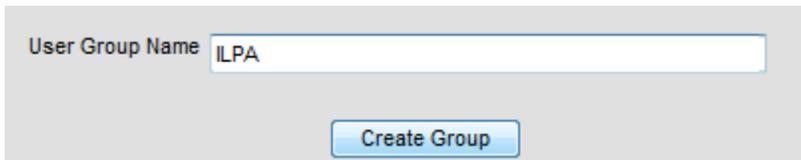
A search interface with four buttons: 'Index', 'Search', 'Help', and a green button with a left arrow. Below the buttons is a search input field containing the text 'Group'.

3. Click **Create a new User Group**



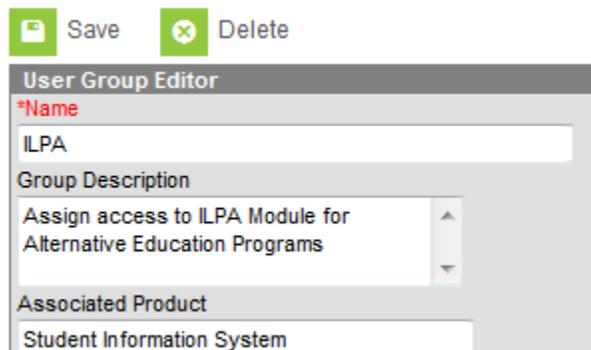
A green rectangular button with the text 'Create a new User Group' in white.

4. Enter User Group Name as **ILPA** then click **Create Group** button



A form with a text input field labeled 'User Group Name' containing the text 'ILPA'. Below the input field is a blue button labeled 'Create Group'.

- a. Add a **Group Description**, then click **Save**.



A 'User Group Editor' form with a 'Save' button (green with a checkmark) and a 'Delete' button (green with an 'x'). The form contains the following fields:

- \*Name**: ILPA
- Group Description**: Assign access to ILPA Module for Alternative Education Programs
- Associated Product**: Student Information System

5. Select the **Tool Rights** tab

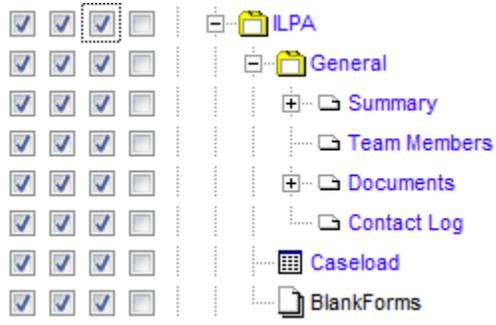
**Tool Rights**

6. Expand **Student Information**



7. Apply R, W, A rights to ILPA

R W A D



8. Save
9. Assign appropriate staff to the ILPA User Group

For additional questions, please contact

[Windy Newton](#)

Kentucky Department of Education

Division of Student Success

(502) 564-4772