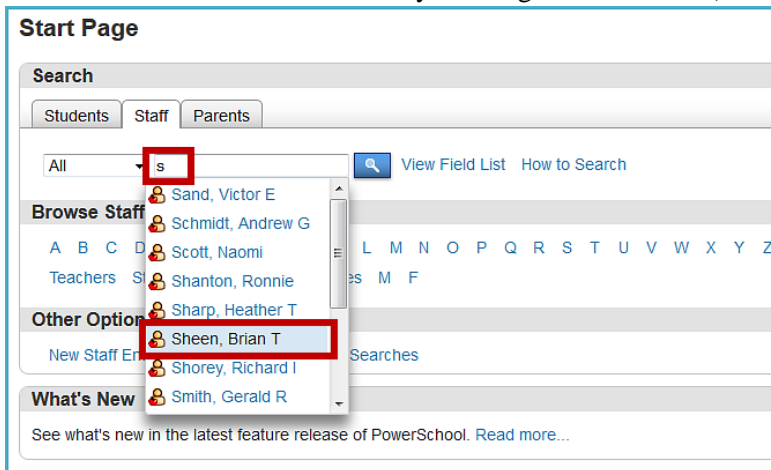


Assigning staff to the Illuminate/DataDirector Security Set in PowerSchool

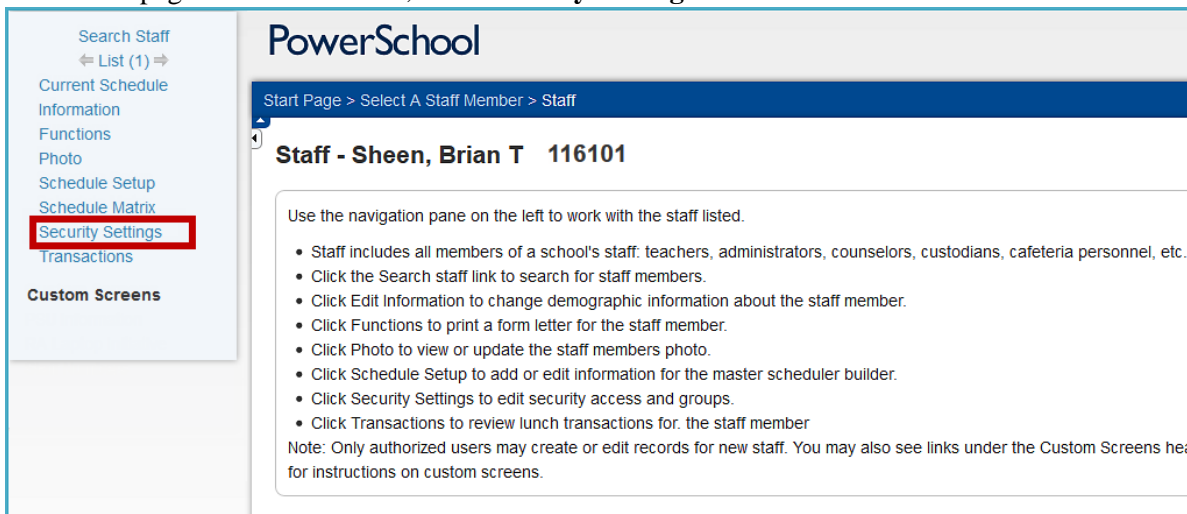
When school staff members need access to all students in Illuminate/DataDirector, the school's PowerSchool Power User will need to assign these staff members a new Security Role in PowerSchool. This job aid describes how to assign the **Illuminate/DataDirector Access** Security Role for school staff members.

In the screenshots displayed in this job aid, PowerSchool's **Smart Search** feature has been turned on. For more information about Smart Search, use the PowerSchool Help feature and search for Smart Search, or refer to the [Introduction to PowerSchool Handbook](#).


1. On the **Start Page** under the **Search** area, click the **Staff** tab. Search by last name for the desired staff member. Select the staff member by clicking on their name (In our example, **Brian T Sheen**).

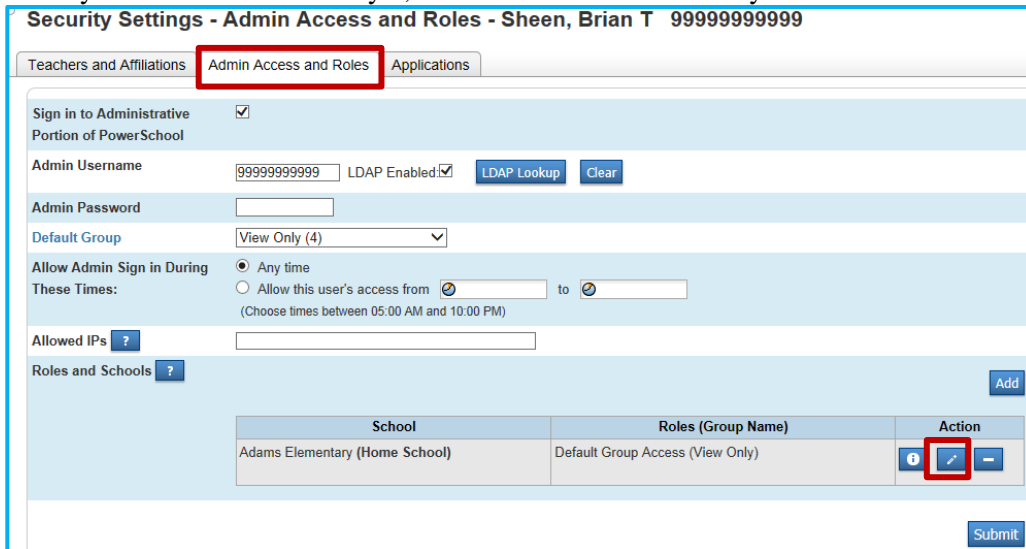


2. In the staff pages menu on the left, click **Security Settings**.



3. Click the **Admin Access and Roles** tab and then do the following.

- a. Under **School and Roles (Group Name)**, look for your school:
 - i. If your school is already listed, click the middle button, which looks like a pencil: 
 - ii. If your school is *not* listed yet, click the **Add** button to add your school.



Security Settings - Admin Access and Roles - Sheen, Brian T 9999999999

Teachers and Affiliations **Admin Access and Roles** Applications

Sign in to Administrative Portion of PowerSchool

Admin Username: 9999999999 LDAP Enabled

Admin Password:

Default Group: View Only (4)

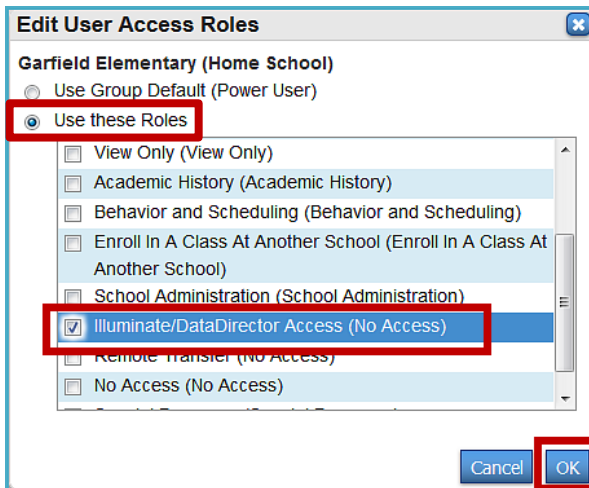
Allow Admin Sign in During These Times: Any time
 Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs:

Roles and Schools:

School	Roles (Group Name)	Action
Adams Elementary (Home School)	Default Group Access (View Only)	<input type="button" value="i"/> <input type="button" value="pencil"/> <input type="button" value="-"/>

- b. Select **Use these Roles**, if it is not already selected.
- c. Add the **Illuminate/DataDirector Access (No Access)** Role. If the user already has other roles selected, leave them unchanged (unless the access is not appropriate for the school employee). If the user does not have any other roles selected, then you may need to consider adding the role for **both** Illuminate/DataDirector access **as well as** the role which reflects the user's Group Default access. For example, if the user has a Group Default of Attendance and Enrollment, you may need to select the Roles for both Illuminate/DataDirector Access **as well as** Attendance and Enrollment.



Edit User Access Roles

Garfield Elementary (Home School)

Use Group Default (Power User)

Use these Roles

- View Only (View Only)
- Academic History (Academic History)
- Behavior and Scheduling (Behavior and Scheduling)
- Enroll In A Class At Another School (Enroll In A Class At Another School)
- School Administration (School Administration)
- Illuminate/DataDirector Access (No Access)**
- Remote Transfer (No Access)
- No Access (No Access)

- d. Click **OK**.
- e. Click **Submit** in the bottom left of the screen. The user will have access the following day.