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