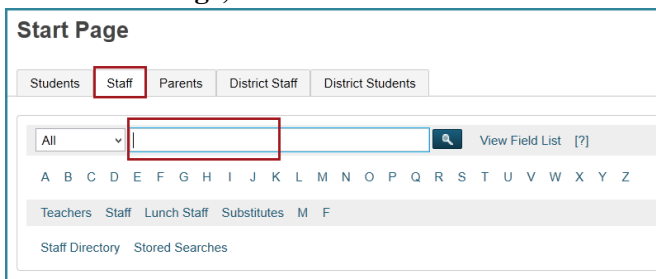


How to Provide Access to InfoSnap Enrollment Options

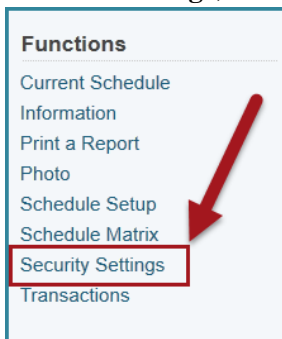
Version 1.0 Created January 17, 2017

This job aid describes how to assign the appropriate security access to the staff member responsible for maintaining the School Choice list in PowerSchool. Your school site PowerUser will enable the security role in PowerSchool to access InfoSnap Enrollment Options. Please note, a valid employee email is required to complete the access process.

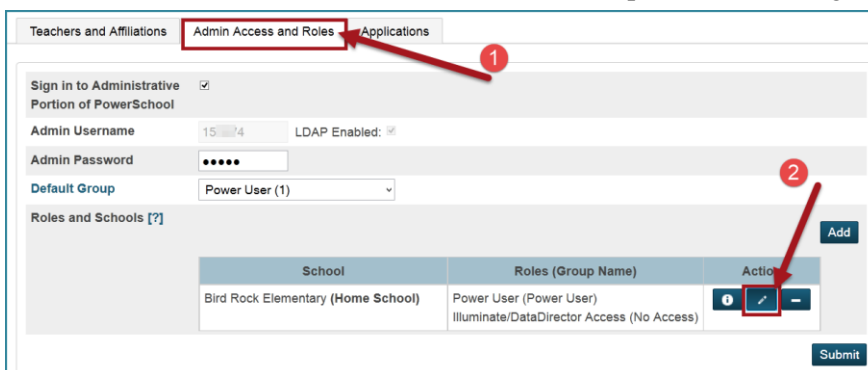
1. On the **Start Page**, click the **Staff** tab. Search and select the desired staff member.





2. On the **Staff Page**, click **Security Settings**.



3. Click the **Admin Access and Roles** tab and then complete the following instructions:



School	Roles (Group Name)	Action
Bird Rock Elementary (Home School)	Power User (Power User)	 
	Illuminate/DataDirector Access (No Access)	

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



- b. Select **Use All Roles**, if it is not already selected.



Edit User Access Roles

Bird Rock Elementary (Home School)

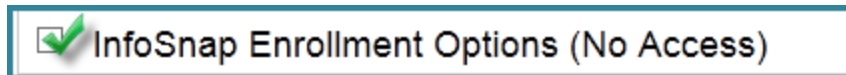
Use Default Group

Use All Roles

Use Roles Without Security Groups

- c. 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** InfoSnap Enrollment Options **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 InfoSnap Enrollment Options **as well as** Attendance and Enrollment.

- **Select the** following security role to provide access to the **School Choice Workspace**.



InfoSnap Enrollment Options (No Access)

- Click **OK**.
- Then Click **Submit** at the bottom of the page.
- The staff member will receive an email, the following day, indicating their InfoSnap Enrollment Options account is now active. Follow the email instructions to complete user access.

NOTES:

- If the staff member does not have an email address in PowerSchool (or if it is set to peoplesoft@sandi.net) they will not be provided with access to InfoSnap Enrollment Options. School staff must use a **sandi.net** email account with InfoSnap Enrollment Options. If the staff member does not have a sandi.net email account, please ask them to contact the Help Desk for assistance at 619-209-HELP (4357).
- If a user's access needs to be removed from InfoSnap Enrollment Options, remove the security role within PowerSchool. The user will have their access removed the following day