



**To ensure that all users have appropriate SpecialServices access, complete the following process in StudentInformation:**

1. Create an active StudentInformation staff member record for each user to give them access to SpecialServices (see the *ProgressBook StudentInformation Security Guide*).
2. Assign each account the appropriate role to determine what the user can and cannot do in SpecialServices (see the *Assigning Roles* instructional sheet and the grid below).
3. Associate each staff member record with an account to give the staff member the appropriate role (see the *ProgressBook StudentInformation Security Guide*).

**Note:** For information on creating additional roles to fit the needs of your district, see the *Creating Additional Roles* instructional sheet).

Each of the 4 preset SpecialServices roles have specific resource permissions that should not be modified. For information on the specific resource permissions associated with each of the 4 preset SpecialServices roles, see the following instructional sheets:

- *Resource Permissions: Overview*
- *Resource Permissions: Administrator*
- *Resource Permissions: Case Manager*
- *Resource Permissions: Service Provider*
- *Resource Permissions: General Education*

*\*see reverse side for more information*

**SpecialServices Roles in StudentInformation**

Roles	Abilities
<p><b>SpecialServices - Administrator</b></p>	<ul style="list-style-type: none"> <li>• Can access the <b>Dashboard</b> screen, the <b>Student Documents</b> screen (including the <b>Documents</b>, <b>Banks</b>, and <b>Recycle Bin</b> tabs), the <b>My Students</b> screen, the <b>Case Management</b> screen, the <b>Settings</b> screen (which houses the <b>District Configuration</b> and <b>Document Import</b> screens), and the Frontline Collaboration Portal</li> <li>• (<b>Dashboard</b> screen and <b>Student Documents</b> screen <b>Documents</b> tab) Can access all special education documents for all students within the district</li> <li>• Can search for and create documents for any student within the district</li> </ul>
<p><b>SpecialServices - Case Manager</b></p>	<ul style="list-style-type: none"> <li>• Can access the <b>Dashboard</b> screen, the <b>Student Documents</b> screen (including the <b>Documents</b> and <b>Recycle Bin</b> tabs), the <b>My Students</b> screen, and the Frontline Collaboration Portal</li> <li>• (<b>Dashboard</b> screen and the <b>Student Documents</b> screen <b>Documents</b> tab) Can access documents only for the students in their caseload or for whom they provide a service within the district</li> <li>• Can search for and create documents for any student within the district</li> </ul>
<p><b>SpecialServices - Service Provider</b></p>	<ul style="list-style-type: none"> <li>• Can access the <b>Dashboard</b> screen, the <b>Student Documents</b> screen (including the <b>Documents</b> and <b>Recycle Bin</b> tabs), the <b>My Students</b> screen, and the Frontline Collaboration Portal</li> <li>• (<b>Dashboard</b> and <b>Student Documents</b> screen <b>Documents</b> tab) Can access documents only for the students to whom they provide a service within the district</li> <li>• Can search for and create documents for students only to whom they provide a service within the district</li> </ul>
<p><b>SpecialServices - General Education</b></p>	<ul style="list-style-type: none"> <li>• Can access the <b>Dashboard</b> screen, the <b>Student Documents</b> screen <b>Documents</b> tab, the <b>My Students</b> screen, and the Frontline Collaboration Portal</li> <li>• (<b>Dashboard</b> and <b>Student Documents</b> screen <b>Documents</b> tab) has view-only access to IEPs and PRs as well as view/update access to ETRs for students in their class(es) within the district</li> <li>• Can search for students in their class(es) within the district</li> </ul>