

LEA Enrollment Report User Profile

Overview

Within the User Profile, permissions to various screens and features are set up. Each person in an LEA who is to have access to the Enrollment Reports must have a User Profile, prior to being able to run the reports or make changes in the district or building calendar.

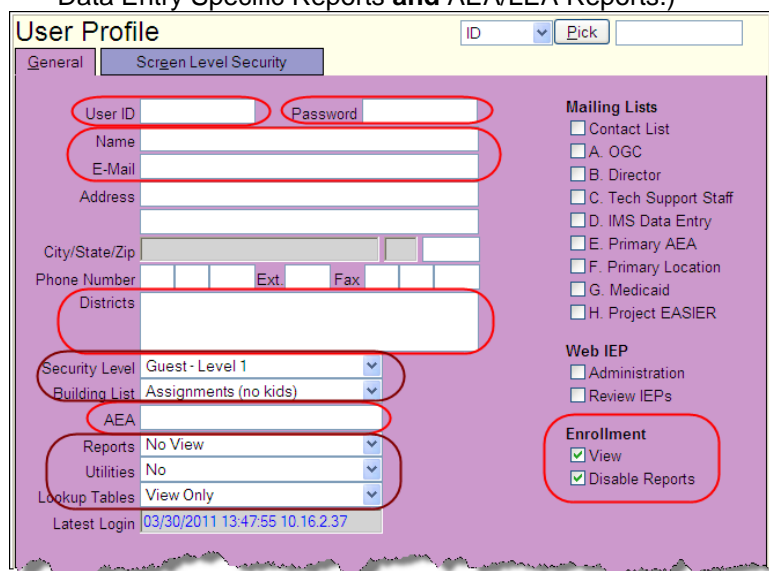
The User Profile can only be accessed by persons with a Security Level of System Manager or CPC. The CPC is the only Security Level that can change System Manager profiles.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to LEA Enrollment Report User Profile.

User Profile - General

1. From the IMS Main Menu, select User Profile under the Utilities section.
2. Enter the following in the General tab, as indicated by a red
 - a. User ID
 - b. Password
 - c. Name
 - d. E-mail
 - e. District (Note: This can only be one district number. If a person is shared between districts, he/she must have a separate account for each district.)
 - f. AEA
 - g. Enrollment – View (click the check box)
 - h. Disable Reports (Note: This should only be used for LEA personnel who are being given accounts to run enrollment data. This button will disable access to the menus Data Entry Specific Reports **and** AEA/LEA Reports.)



User Profile ID Pick

General | Screen Level Security

User ID Password

Name

E-Mail

Address

City/State/Zip

Phone Number Ext. Fax

Districts

Security Level

Building List

AEA

Reports

Utilities

Lookup Tables

Latest Login 03/30/2011 13:47:55 10.16.2.37

Mailing Lists

Contact List

A. OGC

B. Director

C. Tech Support Staff

D. IMS Data Entry

E. Primary AEA

F. Primary Location

G. Medicaid

H. Project EASIER

Web IEP

Administration

Review IEPs

Enrollment

View

Disable Reports

3. Leave the following fields as defaulted, as indicated in brown on previous page
 - a. Security Level – Guest- Level 1
 - b. Building List – Assignment (no kids)
 - c. Reports – No View
 - d. Utilities – No
 - e. Lookup Tables – View Only
4. Click “Save”.

User Profile - Screen Level Security

1. Change the security level for Office Location from Add/Delete to No View.

Category	Field	Value	
Evaluations	Evaluations	No View	
	Meetings	No View	
	Plans	No View	
	Severity	No View	
	IEP Results	No View	
	Assistive Tech	No View	
	ESYS	No View	
	Staff	Demographic	No View
		Licenses	No View
		Endorsements	No View
Departments		No View	
County		No View	
Office Location		Add/Delete	
Services	Profile	No View	
	Eligibility	No View	
	Locations	No View	
	Assigned Staff	No View	
	Medicaid	View Download	No View
		Build Headers	No View
Foxpro		No View	
Enter Claims		No View	
Transmit	No View		
CEC Follow-up	CEC Follow-up	No View	
	Course Info	No View	
	Course Enroll	No View	
	Work Study	No View	
	Student Minutes	No View	
	Review Data	No View	
	Date Information	No View	
	Projection	No View	
Pooling	No View		
Office Location	No View		

Note: All other Screen Level Security levels should remain at No View.

2. Click “Save”.