

My Account

The My Account screen is designed to review the permissions the current user has in various sections of STARS. Changes to STARS permissions cannot be made in the My Account section. To change or assign permissions click on the Manage Users link on the left side of the page. To view your permissions click on My Account in the left navigation (*Figure 1c*).

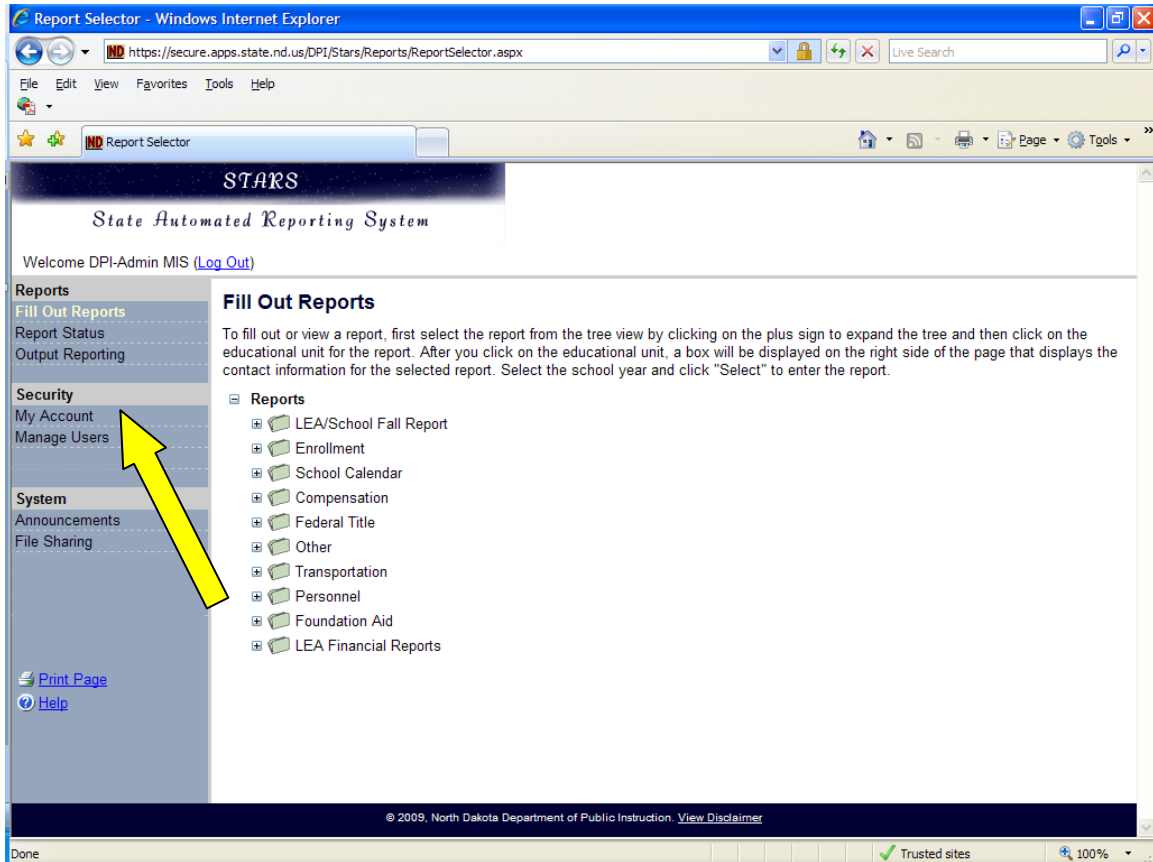


Figure 1c: My Account screen.

The My Account screen displays your name, ND login ID, city and email address. Below the email address is an update profile button. If changes have been made to your name, ND login ID, city or email address but the updated changes are not being shown in STARS then click on the “Update Profile” button. (Figure 2c)

Below the “Update Profile” button some or all of following sections may be listed (depending upon permissions) System Permissions, Report Permissions and Educational Unit Permissions.

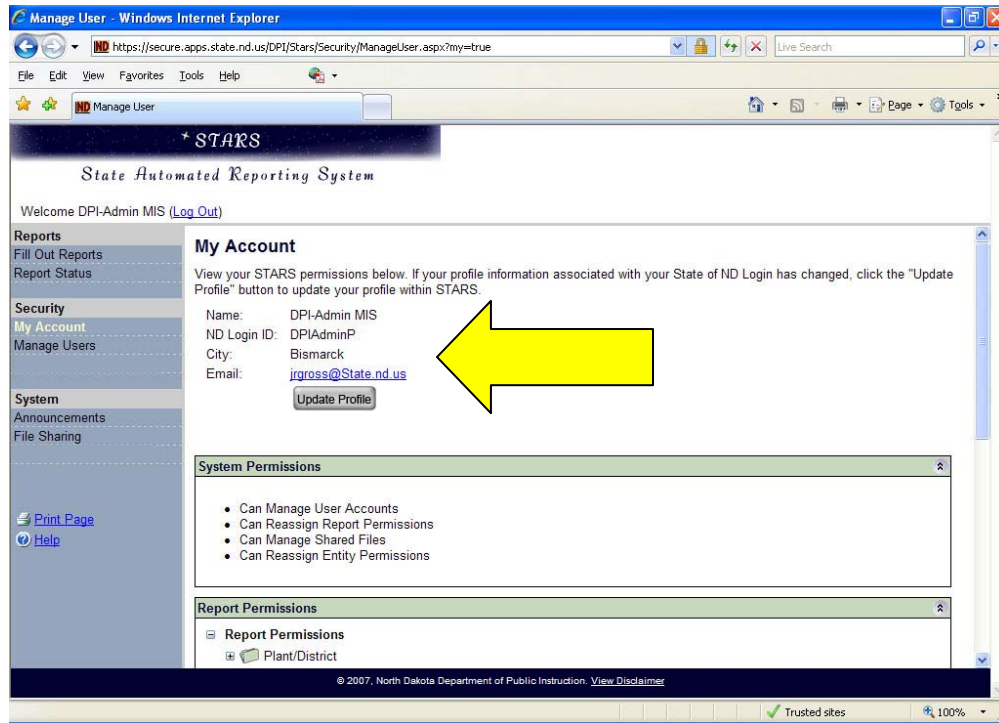


Figure 2c: The My Account screen.

The System Permissions section lists which system permissions are granted to the current user. (Figure 3c) System Permissions include:

▪ Can Reassign Report Permissions	Ability to change report permissions.
▪ Can Manage Shared Files	Ability to add/delete shared files.
▪ Can Reassign Entity Permissions	Ability to assign file sharing rights to other users.
• Can Reassign Special Program Permissions	Ability to assign special program rights to other users.
• Can Manage Automated Imports	Ability to manage automated imports.

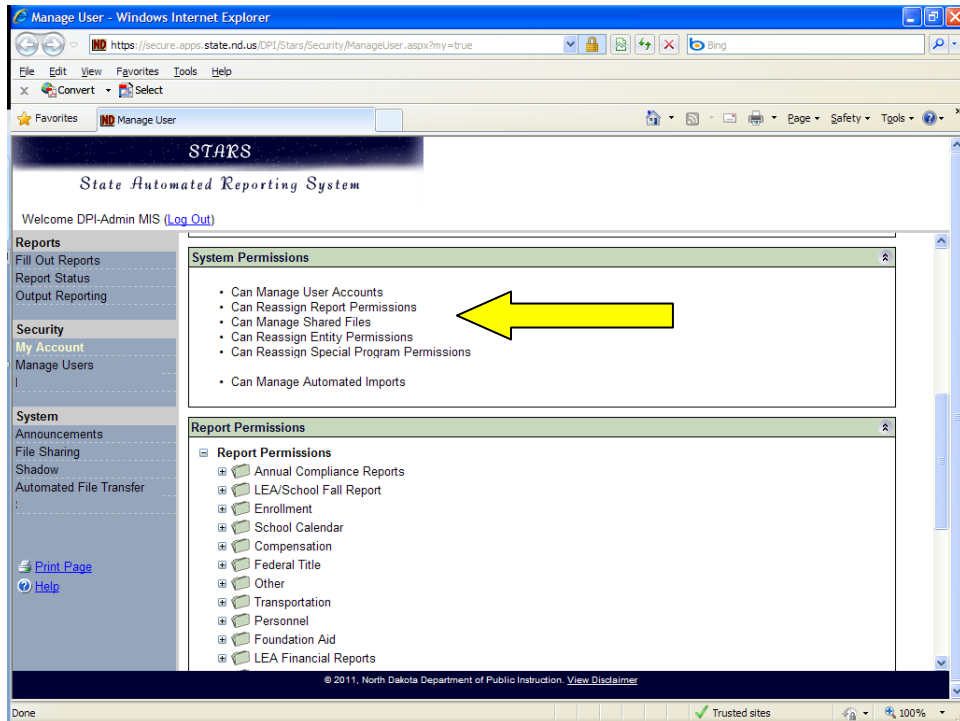


Figure 3c: System Permissions section of STARS

The next section on the screen is the report permissions. (Figure 4c) To view permissions for a report, find the group where the report is located. Once you found the report group click on the plus sign to the left of the folder image to expand the treeview. Once you click on the plus sign, there will be one or more reports in that category. Again, click on the plus sign next to the report you wish to view permissions for. After a particular report is expanded, if you have permissions to more than one educational entity those names will be listed below the report name. Click on the plus sign by the educational entity folder and click again on the plus sign to expand the educational entity.

Report permissions can include:

<ul style="list-style-type: none"> Can View 	Ability to enter a report and view data within a report
<ul style="list-style-type: none"> Can Add / Edit Data 	Ability to add new report data and edit data that was previously entered by you or another user
<ul style="list-style-type: none"> Can Delete Data 	Ability to delete data that was added by you or another user
<ul style="list-style-type: none"> Can Export 	Ability to export report data
<ul style="list-style-type: none"> Can Import 	Ability to import and overwrite report data (need to have add/edit data privileges to import)
<ul style="list-style-type: none"> Can Validate 	Ability to view validation errors for a report
<ul style="list-style-type: none"> Can Submit 	Ability to submit report sections

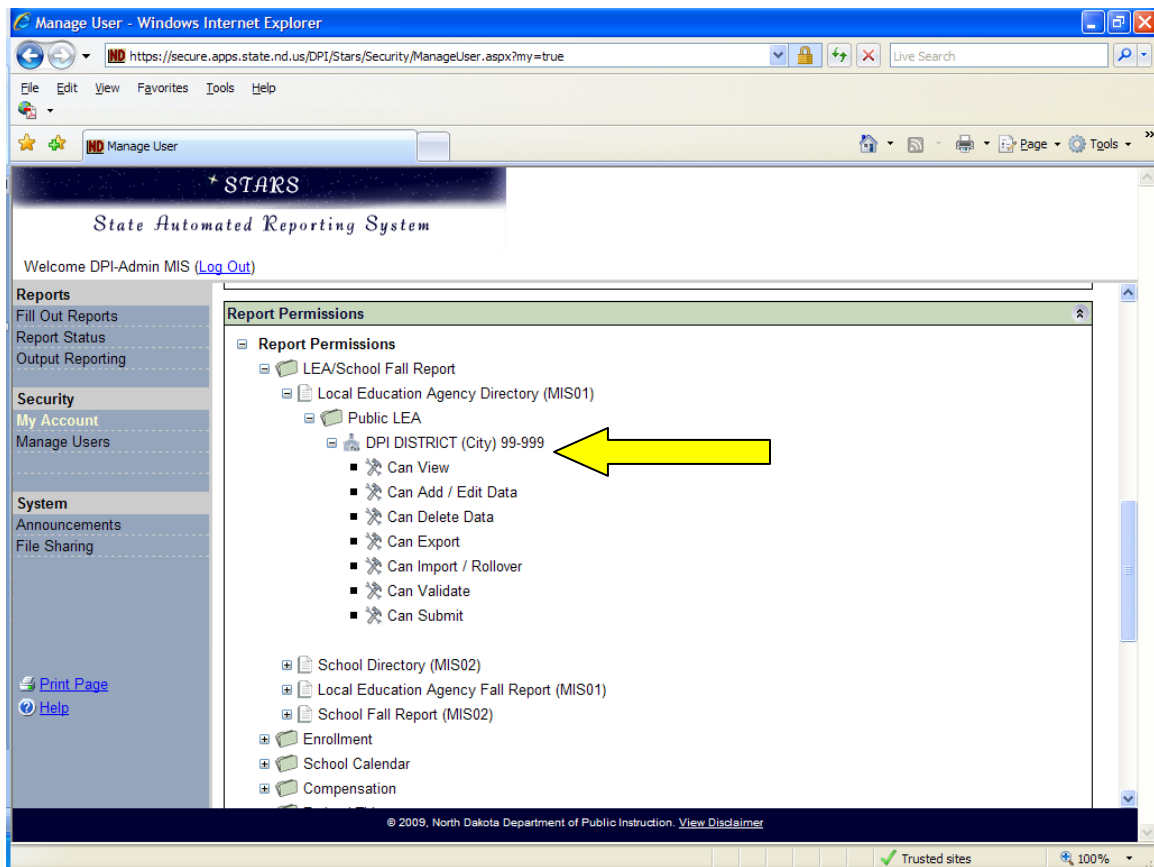




Figure 4c: Report Permissions section of the My Account page.

The Educational Unit Permissions section displays the educational units the current user has permission to modify. (Figure 5c) Educational Unit Permissions include:

<ul style="list-style-type: none"> ▪  Can View Shared Files 	<p>Allows a user to view and download files that are shared with a specific educational entity</p>
<ul style="list-style-type: none"> ▪  Can Manage Shared Files 	<p>Allows a user to add, rename and delete files that are shared with a specific educational entity</p>

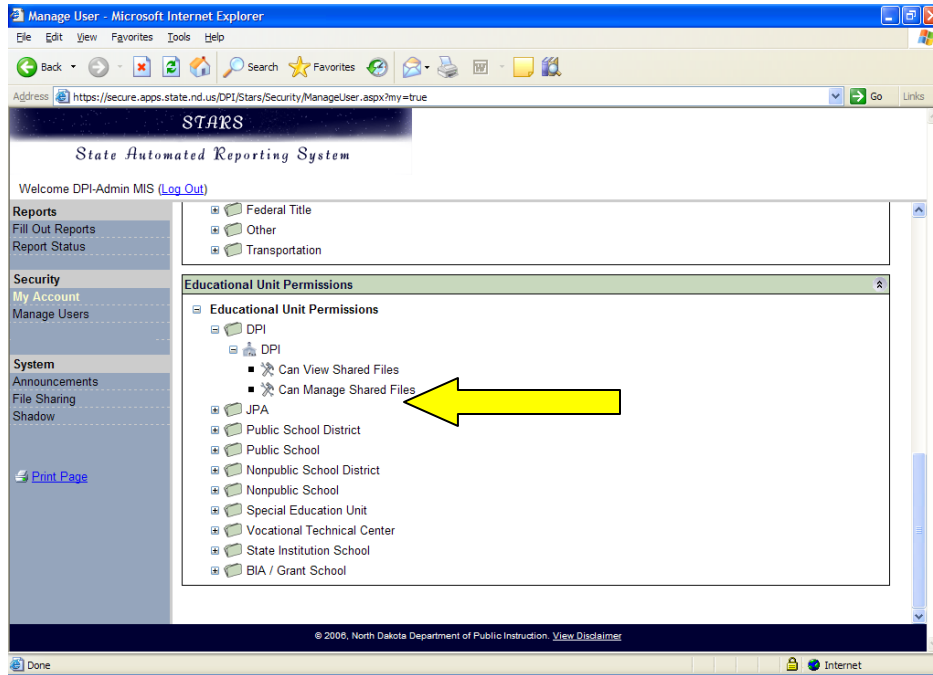



Figure 5c: Educational Unit Permissions section of the My Account page.

The Special Program Permissions section displays the special programs the current user has permission to view. (Figure 6c) Special Program Permissions include:

▪  Can Access	Allows a user to view the special program checkmark in enrollment.
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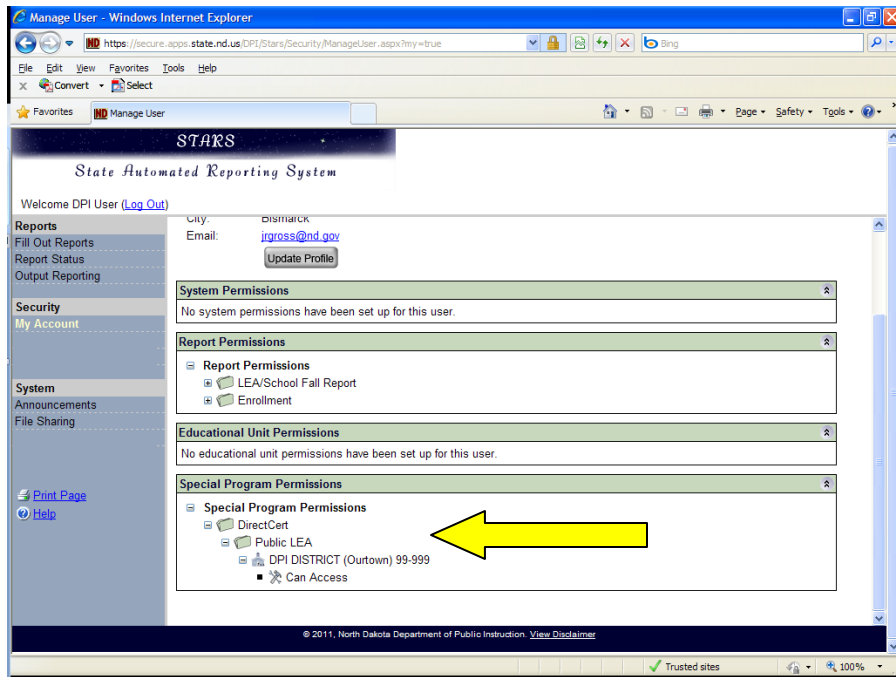


Figure 6c: Special Program Permissions section of the My Account page.

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