

ncwise SYMPOSIUM
SHERATON FOUR SEASONS | KOURY CONVENTION CENTER | GREENSBORO, NC

Security from A – Z

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GNE TEAM
FEBRUARY 22-24, 2010

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Overview

- User Roles and New User Account Process
- Working within the Applications
- Tips
- Questions
- Supporting Documents

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User Roles and New User Account Process

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What Are User Roles?

- Determines what the users can access, view and/or update in eSIS and WebApps.
- Users can have multiple roles.

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User Role Examples

- LEA_WISE_Coordinator (personnel with highest level of access at the LEA)
- School_Counselor (counselors with access to all student and school information)
- School_Teacher (classroom teachers)

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Account Creation Process

- Five steps to adding new users.
- Should be performed in the order listed.
- Not all steps are performed in the same application.

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Adding New Users - Steps

1. Verify user is added to Novell Directory Services (NDS) using the **DPI Security Console**.
2. Add user in eSIS **Staff Maintenance**.
3. Add user using **WebApps – User Security**.

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Adding New Users – Steps . . .

4. Edit User Type and Assignable Roles in WebApps.
5. Return to eSIS, un-check the **Teacher Indicator** checkbox for non-certified personnel.

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1) NDS – Security Console

- Search by Social Security Number first to see if the user is already in NDS.
- User name is typically firstname_lastname.
- Items with a * are required.
- Passwords must be 5+ characters in length.

<https://secapp.dpi.state.nc.us/>

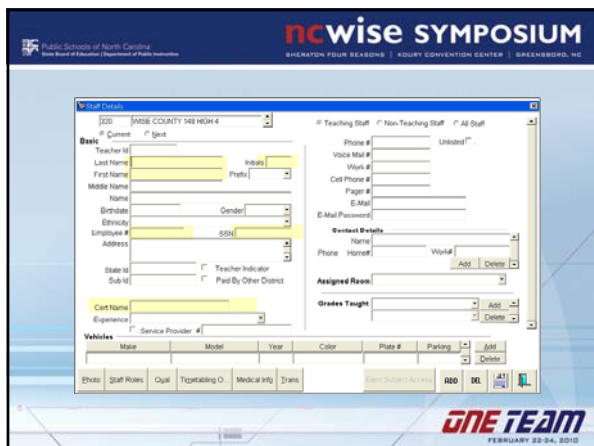
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2) eSIS – Staff Maintenance

1. Add each new user in eSIS **Staff Maintenance**.
2. Check the **Teacher Indicator** box.
3. Add SSN (w/out dashes) in the **Employee Number** field.

<https://esis.ncwise.org>



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3) WebApps > User Security > New User

- Add each user using the **User Security** sub-tab.

<https://webapps.ncwise.org>

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4) WebApps > User Security > Current User

- Add or modify information for new users as appropriate:
 - Add/delete roles.
 - Change user type.
 - Unlock user.
 - Reset passwords.
 - Set e-mail addresses for users that will need UERS notification.

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NDS Tips

- Only LEA Security Administrators can add, modify, or delete users.
- NDS account must be created for any new user.
- Only the Service Desk can move users.


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NDS Tips . . .

- **DO NOT** change a teacher's name in NDS mid-year.
 - This can cause serious problems, including the loss of all **preps** and **assignments** for the teacher in TAM.



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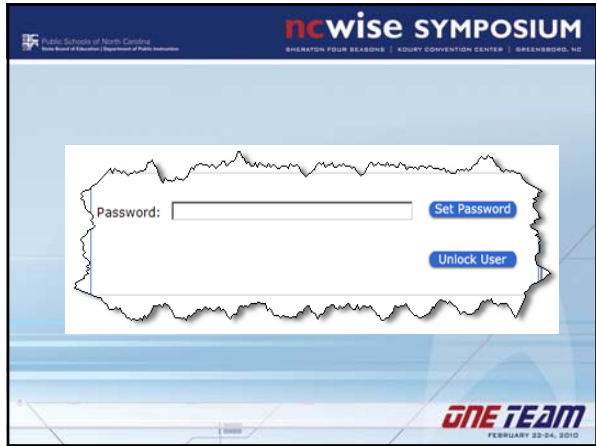
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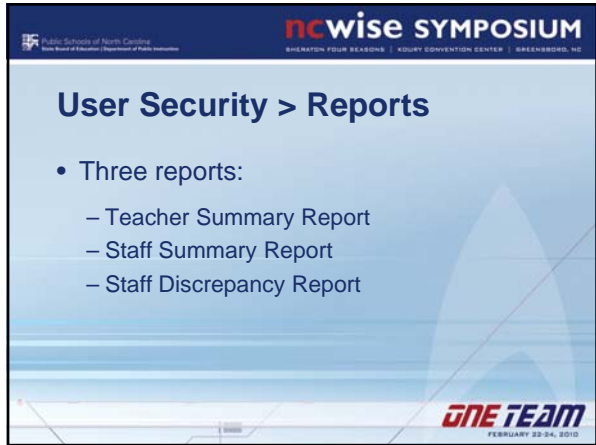
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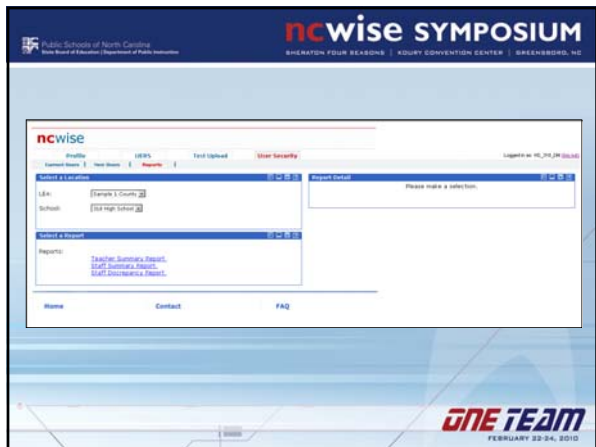
Using WebApps You Can:

- View or verify all current users
- Add or update accounts
- Reset or Unlock accounts
- View security reports

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ncwise.org

- Quick Reference Documents (QRDs)
 - Creating NC WISE Accounts
 - Managing Staff Records
- User Guides
 - eSIS User Roles
 - NC WISE Security Administration Guide

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