

## Adding a Single User

If you utilize both *pre*LAS Online and LAS Links Online, you must first choose between LAS Links and *pre*LAS Online.

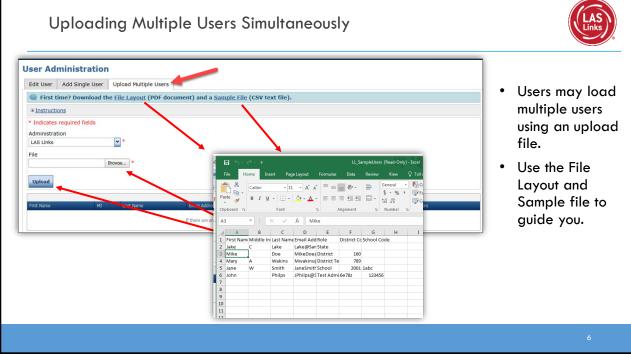
If you only utilize LAS Links, the administration will default to LAS Links.

DRC <b>(INSIGHT</b> LAS I	LINKS 👻 USER MANAG	EMENT 👻
ser Administrat	ion	
Edit User Add Single U	Iser Upload Multiple Use	rs
■ Instructions		
Filters are required	d. See Instructional Text	if unsure how to filter
Administration	ser Role	District
LAS Links	(All)	(All)
(All)	First Name	Last Name
preLAS Online		
		Hide Inactive Users
Find User Clear		

LAS

User Administration	
USER Administration Edit User Addi Single User Upload Multiple Users  Indicates required fields First Name Middle Initial Last Name First Name Middle Initial Last Name First Name Generation User Role LAS Links ♥* (Select) ♥* District School  Tip: When you select a permission, its description will display below the list Administrator Administrator - Nass Assign Role Documents - Delete Docum	<ul> <li>Once the administration is chosen, click the Add Single User tab</li> <li>Fill in the required information (anything with an asterisk*)</li> <li>Double check that you have typed in the email address correctly as this will be the User's username and once save cannot be edited nor deleted. <ul> <li>If done incorrectly, you will need to inactivate the incorrect User and create a correct User</li> </ul> </li> <li>Choose the desired Role and School then the permissions (permission set). The permissions matrix can be found in the Portal User Guide.</li> <li>When you click Save, the new User will get an auto email from no-reply@datarecognitioncorp.com allowing them access to their account.</li> </ul>

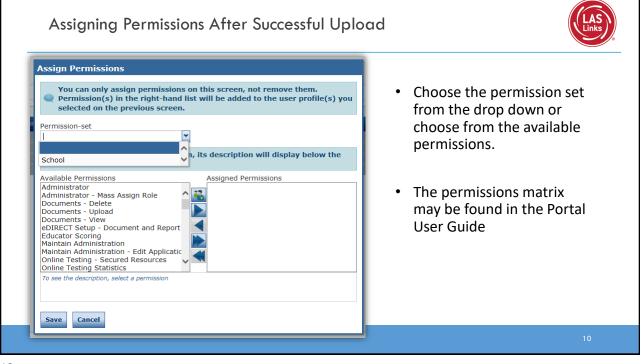
You can easily and quickly assign existing LAS Links Online Users to preLAS Online by:
<ol> <li>Clicking on the Find User tab</li> <li>Click on the Profiles tab,</li> <li>Choose the Users to associate the preLAS Online</li> <li>Click the Copy to New Administrations tab</li> <li>Then choose preLAS Online when prompted</li> </ol>



## Uploading Multiple Users Simultaneously First Name Middle Initial Last Name Email Address lole istrict Code School Code Jake Lake Lake@SampleEmail.com State Mike Doe MikeDoe@SampleEmail.com District 160 Mary A Wakins Mwakins@SampleEmail.com District Technology Coordinator 789 Jane w Smith JaneSmith@SampleEmail.com School 2001 1abc John Philps JPhilps@SampleEmail.com Test Administrator 6e78z 123456 District Insert your District Code and School Codes in the LAS Links Sample Disti 🗸 corresponding columns. District and School (All) codes can be found by clicking on the District 123456 LAS Links Sample District and School drop down buttons in INSIGHT. Sattiple District - 99999 School Firs • If you are a large district and need a list of your LL San ]~ school codes (as opposed to using the drop-(All) down school list), please contact Texas Technical LL Sample School 1 · 101 Support. LL Sample School 2 - 102 LL Sample School 3 - 103 LL Sample School 4 - 104 LL Sample School 5 - 105 LL Sample School 6 - 106 -

rst Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code		le must contain a	hander me		Batch User File Upload Layout -	LAS Links
ke	С	Lake	Lake@SampleEmail.com	State			05	Se must contain th leids cannot be lot	e data in th ger than ti	e order listed in te value in the M	the file layout. aximum Langth column.	
ike		Doe	MikeDoe@SampleEmail.com	District	160					is in the file.		
ary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789					AS Links by clicking		
ne	w	Smith	JaneSmith@SampleEmail.com	School	2001	1abc						
hn		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456				reads Save as type:		
								- Se - Cil	oll down th ik on CSV	e menu until CS (Comma delimite	right of this line to open a drop down n V (Comma delimited) is visible. d) (*.csv) to select for the Save as type	
							Ref	Data Field	Max	on the right. Required	Accepted Values	Description
	e on yo		•	in place and say In browse for it			3	Last Name	100	¥	ACL ac     O-0,     Hyphen 5,     Underscore 1,     Partial 7,     Spane     Apostophy ****,     Spane     Advancement     Advancement     Advancement     Solution     Underscore * 5	"May be blank. Usar's Last Name
<b>n</b> /	ortal.										Apostrophe ***. Period **. Space	
•			tha fila titla in tl	ne File Field, you	ı will		а.	Email	70	Y	Must be unique (any records with duplicate email addresses are relected)	User's unique email address. This will be the new user's username to log into the DRC INSIGHT portal.

///////////////////////////////////////	nissions After Successful Upload	Links
	creen until you see that the file successfully uploaded; dit button to add permissions en masse:	
User Administration		
Edit User Add Single User Uplo	load Multiple Users	
	Users have been successfully created and will receive emails with login instructions.	
	ery limited access. You should use the grid below to assign permissions.	
	Assign Permissions	
Uploaded Users	Assign Permissions Assigned Permissions?	
Uploaded Users	Assigned Permissions?	
Uploaded Users 2 School users	Assigned Permissions?	
Uploaded Users 2 School users	Assigned Permissions?	



Assigning Pern	nissions After Succe	esstul Upload		Links
You will see con	firmation that permis	sions were assigned suc	ccessfully:	
User Administration	load Multiple Users			
Permissions were assigned				
		Assign Permissions		
Uploaded Users 2 School users	Assigned Permission:			
Upload Another File				

Editing a	User's Profile
• View/edit w	ill allow you to change the Users permissions and to add another site to the Users profile
Reset will pr	rovide the User with a new auto/activation email from <u>no-reply@datarecognitioncorp.com</u>
r	
	User Administration
	Edit User Add Single User Upload Multiple Users
	Filters are required. See Instructional Text if unsure how to filter      Action      dministration     User Role     District
	LAS Links V District V SAMPLE DISTRICT - 99 V School First Name Last Name
	Email
	View/Edit
	Reset Deactivate
	Out Thing
	User Accounts  Last Name  First Name  First Name  Action
	Trainer LAS Links LASLinksChrine@outdok.com
	Trainer LAS Links Lutrainer@LL.com
	12

School       (All)         (All)       District         Email       School         Test Administrator       District Technology Coordinator         District Technology Coordinator       Inactive Users         Users       Profiles         test Name       First Name         Test       Bobby         Test       Sam	<ol> <li>Click on the profiles tab</li> <li>Either click on the header radio but or on each individual radio button</li> </ol>	ton
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Editing	Multiple Users en Masse	Links
page;	u have chosen the Users, click on the button of choice at the bo p will appear, allowing you to do the task needed (i.e. Assign Pe	
	Users Profiles	
	Last Name         First Name           Test         Bobby           Test         Sam	
[	Copy to New Administrations Assign Permissions Remove Permissions Assign Role	
		14
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## Adding Additional Schools to a School User's Profile

