

VVAAS

USER GUIDE

Keeping User Accounts Updated

This document summarizes how super division accounts and super school accounts maintain accounts for other VVAAS users.

- Super division account holders manage accounts for super school account holders and division users but not school users.
- Super school account holders manage accounts for school users.

These super account holders create accounts for new hires, update accounts for users and super account holders who have transferred or changed roles, and deactivate accounts for those who have left to prevent unauthorized access to the sensitive data available through VVAAS reporting.

To Update Accounts

1. Click **Admin** at the top of any VVAAS window.



2. To modify or deactivate any account, click on the row containing that account.

Recommendation: Review and update existing accounts before creating new accounts.

- **Deactivate an account:**
 1. Click the account and choose **Deactivate account** from the Account Options box.
 2. If necessary, click the **Send deactivation notice** box to notify the account holder of the deactivation.
 3. Click **Deactivate Admin** to deactivate the account.
- **Transfer a super school account to another school:**
 1. Click the account and choose **Move admin** from the School Options box.
 2. Click **Select a school** and choose the school for the transfer. Click **Next**.
 3. Type in the **Employee ID**, if needed. Click **Next**.
 4. Review the details for the super school account on the next page to make sure the information is correct.
 5. Check the **Send email to** box to send the super school account an email notification of the transfer, if needed. Click **Move Account** to complete the transfer.
- **Convert a division user to a super school account or super school account to a division user:**
 1. Click the account and choose **Move admin** from the School Options box.

2. Click **[School admin/Division user]**. Click **Next**.
3. Type in the **Employee ID**, if needed. Click **Next**.
4. Select the applicable schools in the **Available Schools** box.
5. Click the **Student Report Access** box and select **[Yes/No]**. Click **Next**.
6. Review the changes on the next page to make sure the information is correct. Click the **Send email to user** checkbox to send an email containing the user's account information if necessary. Click **Convert Account** to convert the **[super school/division user]** to a **[super school/division user]**.

To Create Super School Accounts

Super Division accounts or division users with the account management permission are the only users who can create Super School accounts. Before starting, verify that all existing Super School accounts are assigned to the correct schools. You should create a Super School account for any school that shows a blank in the column titled Admin Name.

- **Add a super school account:**
 1. Click on the row of the school for which you are creating the account. Click **Add an admin**.
 2. Enter the name and email address of the new super school account. Click **Next**.
 3. Review your entries and click **Create Admin** to complete the action. You can create only one active super school account for any school.
- **Modify access:**
 1. Click **Modify access**. Type in the **Employee ID**, if necessary.
 2. Select the schools to which the super school account will have access. Click the **Student reports for selected schools** box if the account will have access to the Student reports for the schools to which access is granted. Click the **Division reports** box if the account will have access to Division reports.
 3. Click **Next**. Review your entries are correct and click **Submit Changes** to complete the action. Super division and super school accounts have access to all reporting for their own division or school.

To Create a New User Account

There is no limit on the number of division user accounts that super division accounts can create. There is no limit on the number of school user accounts that super school accounts can create.

- **Create a New User Account:**
 1. Go to the list of current users.
 2. Click **Create a New [Division/School] User**, which is the first option in the row of links just above the list of current users.
 3. Enter the name and email address for the new user. Click **Next**.
 4. Select the schools to which they will have **Student Report** access. Click the **Student Report**

Access box and select **Yes** to provide **Student Report Access**. You can change the access for the account at any time by clicking on the account and choosing **Modify access** from the Options box.

5. Click **Next**. Review and confirm your selections are correct.
6. An email can be sent to the new user with all the information needed to access the account. Select the **Send email to user** checkbox to send the email to the new user. Click **Create User** to complete the action.

Finding Help and Support

- Click **Help** or **Contact Us** at the top of any VVAAS window.

