

A user needs a **ND LoginID** to access STARS. The ND LoginID is set up through NDIT. It is **not the same** as your ND Gov account (though you could use the same username when setting up the ND LoginID).

To grant permissions, you need two things

- 1. Access to the report yourself
- 2. The 'Reassign Report Permissions' enabled

District Superintendents are added to a user group in STARS that grants them permissions to all STARS reports for their district and the ability to reassign permissions. This user group automatically gets access to any new or updated reports in STARS.

Generally, permissions can be granted at the district (LEA) or school level

Narrative	Screenshot
Log into STARS  Enter login ID and Password  Hit Login	Login Please enter your State of North Dakota Login ID a Login ID: Password: Login
On the left navigation menu, select 'Manage Uses'	Reports Fill Out Reports Report Status Output Reporting  Security My Account Manage Users DPI - Manage Users  System Announcements File Sharing Shadow Automated File Transfer Early Childhood  Reporting Print Page W Help



## **Narrative** Screenshot There are two ways to search for users **ND Login ID** – if you know the user's Manage Users To manage which users have permission to reports, begin by searching user information will be displayed. If more than one user is found, select LoginID User's Name – if you know the user's Search By ND Login ID | User's Name | Educational Unit first and last name ND Login ID: Educational Unit – selecting this will show you a list of users who have access to your entity in STARS If you search by username, it will show you ND Login IDs that associate with that name The city is the city they entered when they set up the ND Login ID Select the appropriate user name Manage User View this user's STARS permissions below. The "Update Profile" button will syn ND Login ID City: Email: Report Permissions ■ Report Permissions Annual Compliance Reports You can see what the user has access to ■ Compensation ■ Enrollment **□** Enrollment Some reports are done at the district ■ Public LEA ■ Summer School level (Enrollments) ■ Access Non-Participation ■ Federal Title Some reports are done at the school ■ CLEA/School Fall Reports and Directories level (Calendar) ■ Personnel ■ ( Transportation **Educational Unit Permissions** No educational unit permissions have been set up for this user. STARS Reading Curriculum Content and Report Permissions Professional Development (Science of □ Report Permissions Reading) is found under 'Report Annual Compliance Denor Permissions'



**Narrative** Screenshot Configure Select Configure (far right of the Report Permissions section) Select one **Select Configuration Type** All Reports - will give user access to all Grant or revoke permissions for: reports for an entity All reports for one educational unit One report and one educational unit One Report – allows you to specify which report they have access to Hit 'Next' Select Educational Unit Select the educational unit to grant or remoke permissions for. Expand the 'Public School' section ■ Educational Units What you see is dependent on your ■ Public LEA permissions ■ Public School ■ Monpublic LEA ■ Monpublic School Select the school ■ 

State Institution School Hit 'Next' Select the report to grant or revoke permissions for Turtle Mountain Virtual Middle School If you selected 'All Reports' above, you won't see this step ■ Manual Compliance Reports ☐ ( Other ■ ☐ ACT Accountability Non-Participation Report Select the 'Reading Curriculum Content ■ Suspension, Expulsion and Truancy and Professional Development' ■ Chool Calendar

■ Chool Hit 'Next'



Narrative	Screenshot	
Select the permissions you want them to have  To remove permissions, un-select them	Permissions  Select the permissions to grant or  ✓ Can View ✓ Can Add / Edit Data ✓ Can Delete Data ✓ Can Export ✓ Can Import / Rollover ✓ Can Validate ✓ Can Submit ✓ Can Unsubmit	
Select Save	< Back Save Cancel	