

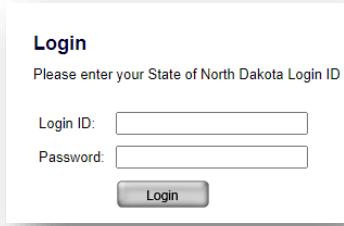
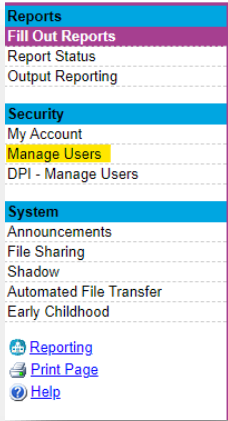
A user needs a **ND LoginID** to access STARS. The ND LoginID is set up through NDI. It is **not the same** as your ND Gov account (though you could use the same username when setting up the ND LoginID).

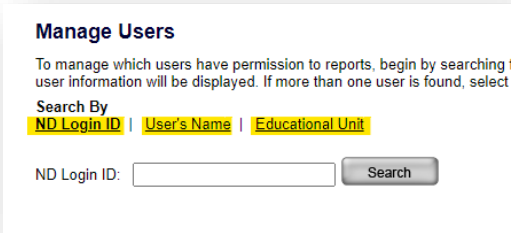
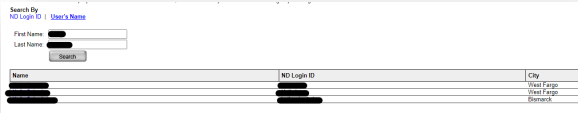
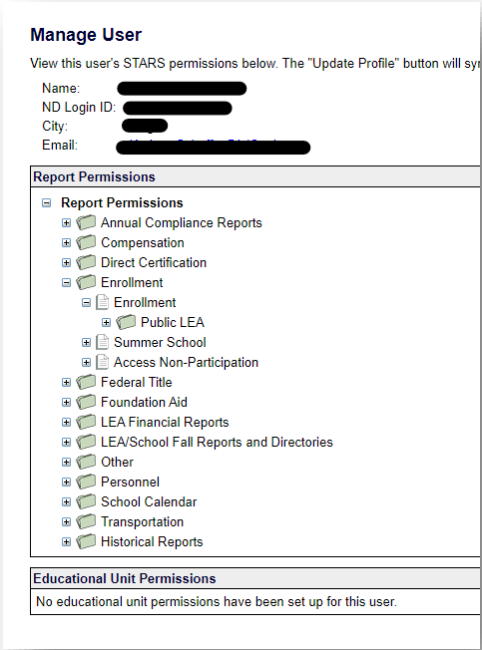
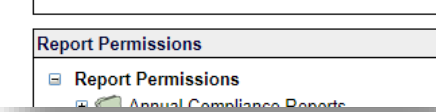
To grant permissions, you need two things

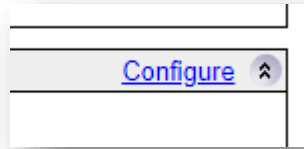
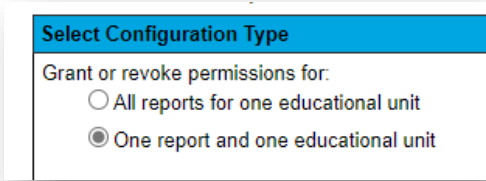
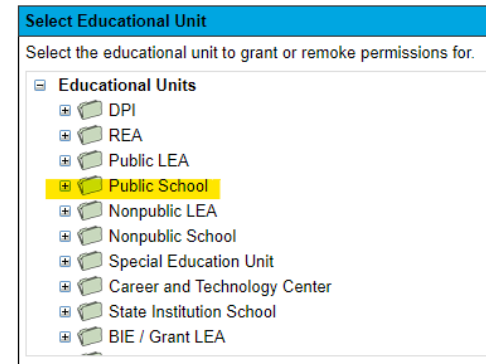
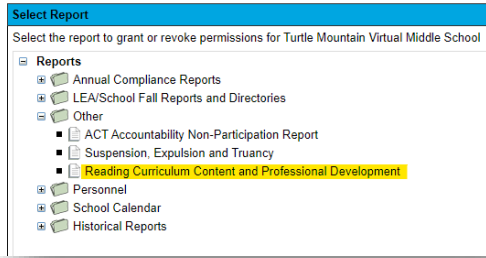
1. Access to the report yourself
2. The 'Reassign Report Permissions' enabled

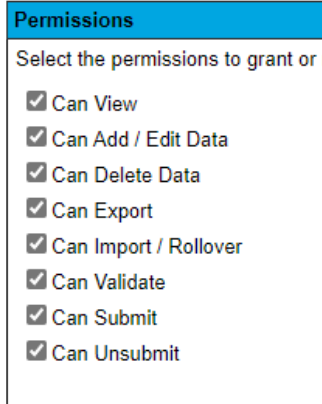
District Superintendents are added to a user group in STARS that grants them permissions to all STARS reports for their district and the ability to reassign permissions. This user group automatically gets access to any new or updated reports in STARS.

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

Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>On the left navigation menu, select 'Manage Uses'</p>	

Narrative	Screenshot
<p>There are two ways to search for users  <b>ND Login ID</b> – if you know the user’s LoginID  <b>User’s Name</b> – if you know the user’s first and last name</p> <p><b>Educational Unit</b> – selecting this will show you a list of users who have access to your entity in STARS</p>	
<p>If you search by username, it will show you ND Login IDs that associate with that name</p> <p>The city is the city they entered when they set up the ND Login ID</p> <p>Select the appropriate user name</p>	
<p>You can see what the user has access to</p> <p>Some reports are done at the district level (Enrollments)</p> <p>Some reports are done at the school level (Calendar)</p>	
<p>STARS Reading Curriculum Content and Professional Development (Science of Reading) is found under ‘<b>Report Permissions</b>’</p>	

Narrative	Screenshot
<p>Select Configure (far right of the Report Permissions section)</p>	
<p>Select one</p> <p>All Reports – will give user access to all reports for an entity</p> <p>One Report – allows you to specify which report they have access to</p> <p>Hit 'Next'</p>	
<p>Expand the 'Public School' section</p> <p>What you see is dependent on your permissions</p> <p>Select the school</p> <p>Hit 'Next'</p>	
<p>If you selected 'All Reports' above, you won't see this step</p> <p>Select the 'Reading Curriculum Content and Professional Development'</p> <p>Hit 'Next'</p>	

Narrative	Screenshot
<p>Select the permissions you want them to have</p> <p>To remove permissions, un-select them</p>	
<p>Select Save</p>	