

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

NOTE: STARS Reporting permissions take 24 hours (overnight) before permissions take full effect.

Narrative	Screenshot
Log into STARS  Enter login ID and Password  Hit Login	Login Please enter your State of North Dakota Login ID  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  Help



**Narrative** Screenshot There are two ways to search for users **ND Login ID** – if you know Manage Users the user's LoginID To manage which users have permission to reports, begin by searching user information will be displayed. If more than one user is found, select User's Name – if you know Search By
ND Login ID | User's Name | Educational Unit the user's 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 You can see what the user ■ Compensation has access to ■ Enrollment ■ Enrollment Some reports are done at ■ Public LEA the district level ■ Summer School (Enrollments) ■ Federal Title ■ Foundation Aid Some reports are done at ■ CEA/School Fall Reports and Directories the school level (Calendar) **Educational Unit Permissions** No educational unit permissions have been set up for this user.



Narrative	Screenshot
STARS reporting is found under 'Educational Unit Permissions'	Educational Unit Permissions  Educational Unit Permissions
Select Configure (far right of the Educational Unit Permissions section)	<u>Configure</u> *
Expand the Educational Unit you want to give permissions to  Select a specific unit  You can give permissions to the entire district or specific Public Schools within a district	Educational Units  REA  Public LEA  Public School  Nonpublic LEA  Special Education Unit  BIE / Grant LEA  State Institution LEA
Make sure 'Grant' is selected  Select 'Can View Dashboard Reporting'	Select to grant or revoke the checked permissions fo  Grant Revoke Can View Shared Files Can Manage Shared Files Can View Dashboard Reporting.
Select Save	< Back Save Cancel