Granting Calendar Permissions

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Manage Users

To manage which users have permission to reports, begin by searching for the user. You can search by the user's State of North Dakota Login ID, first and last name or by users with permission to the selected educational unit. If one user is found, the user information will be displayed. If more than one user is found, select the user you would like to manage by clicking on the user's name.

Search By
ND Login ID | User's Name | Educational Unit

ND Login ID: [dpiuser] [Search]

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Manage User

View this user's STARS permissions below. The "Update Profile" button will synchronize the user's information from the ND Login System into STARS. To manage this user's permissions, click on the "Configure" link.

Name: DPI User
ND Login ID: dpiUser
City: Bismarck
Email: thgray@nd.gov

Report Permissions	Configure ⌃
⊟ **Report Permissions**	
⊞ 📁 Enrollment	
⊞ 📁 LEA/School Fall Reports and Directories	
⊞ 📁 Historical Reports	

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DPI User - Report Permissions

Select Configuration Type

Grant or revoke permissions for:

○ All my reports and educational units

○ One report
   Select the report: [School Annual Compliance Report ▾]
   ● For all my educational units
   ○ Let me select the educational units

○ One educational unit
   ● For all my reports
   ○ Let me select the reports

● One report and one educational unit

[> Next] [Cancel]

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DPI User - Report Permissions

Select Educational Unit

Select the educational unit to grant or remoke permissions for.

- Dickinson Middle School (Dickinson) 45-001-1848
- Discovery Elem School (Grand Forks) 18-001-1856
- Discovery Middle School (Fargo) 09-001-1855
- Divide County Elem School (Crosby) 12-001-1860
- Divide County High School (Crosby) 12-001-1866
- Dorothy Moses Elem School (Bismarck) 08-001-1897
- DPI PLANT (Bismarck) 99-999-9999
- Drake High School (Drake) 25-057-1925
- Drayton Public School (Drayton) 34-019-1928
- Dunseith Elem School (Dunseith) 40-001-1968
- Dunseith High School (Dunseith) 40-001-1966
- Eagles Elem School (Fargo) 09-001-2080

[< Back] [> Next] [Cancel]

DPI User - Report Permissions

Select Report

Select the reports to grant or revoke permissions for DPI PLANT

- **Reports**
  - Annual Compliance Reports
  - LEA/School Fall Reports and Directories
  - Personnel
  - School Calendar
    - Calendar
  - Historical Reports

< Back   > Next   Cancel

DPI User - Report Permissions

Permissions

Select the permissions to grant or revoke for Calendar for DPI PLANT.
The permissions this user already has are checked. Uncheck the permission(s) to revoke permissions the user already has.

NOTE: Only the permissions that you have will be granted or revoked. Checking permissions you do not have will not affect how the permissions are reassigned.

- ☑ Can View
- ☑ Can Add / Edit Data
- ☑ Can Delete Data
- ☑ Can Export
- ☑ Can Import / Rollover
- ☑ Can Validate
- ☑ Can Submit
- ☐ Can Unsubmit

Check the box to allow this user to reassign the report permissions the user has.

NOTE: This permission applies to all reports the user has permission to.

- ☐ Allow user to reassign report permissions

Check the box to allow this user to manage the automated file transfer process.

- ☐ Allow this user to manage the automated file transfer process.

< Back   Save   Cancel