

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).

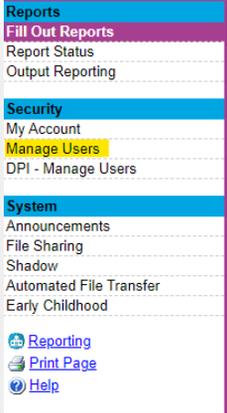
To grant permissions, you need two things

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

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

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

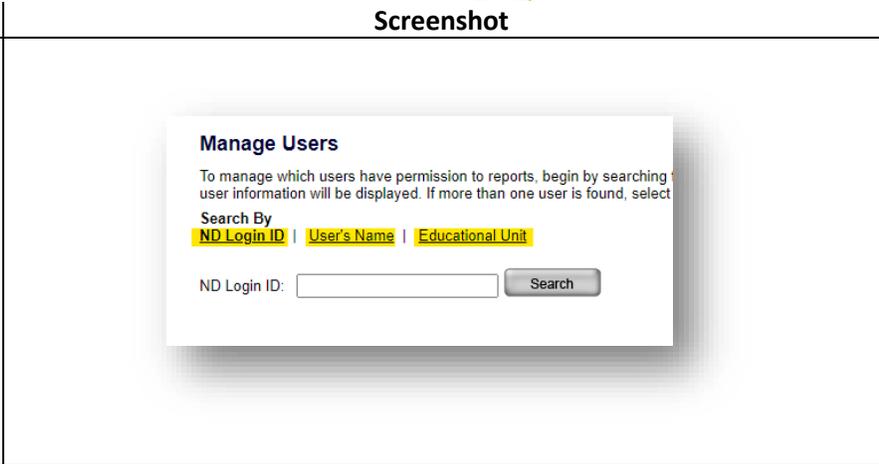
There are two ways to search for users
ND Login ID – if you know the user’s LoginID
User’s Name – if you know the user’s first and last name

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

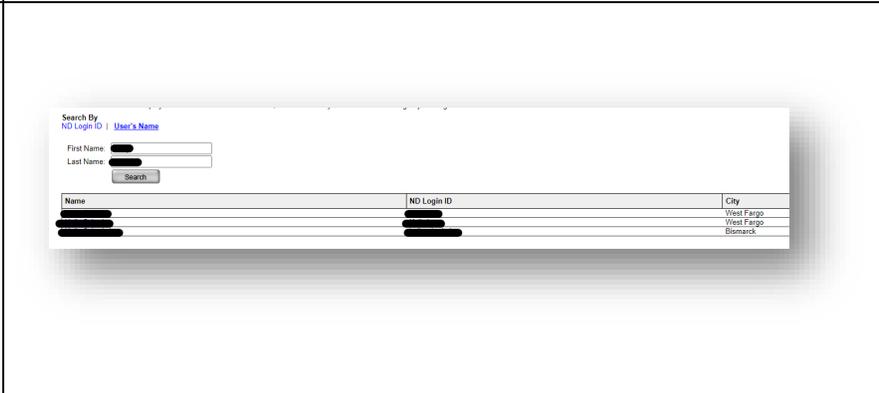
Select the appropriate user name



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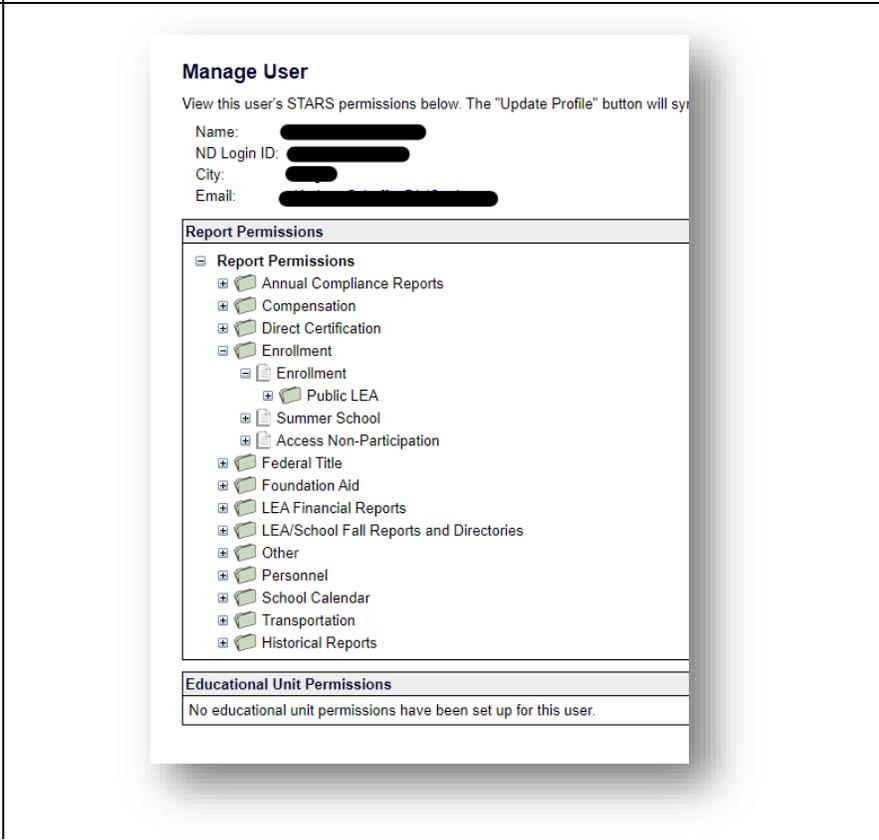
Select the appropriate user name



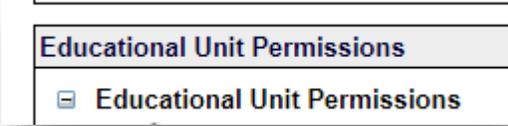
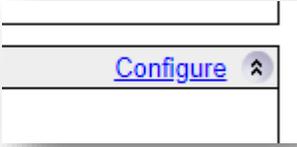
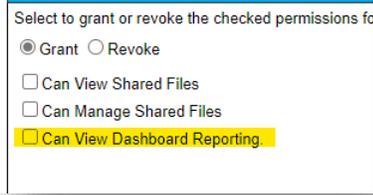
You can see what the user has access to

Some reports are done at the district level (Enrollments)

Some reports are done at the school level (Calendar)





Narrative	Screenshot
<p>STARS reporting is found under 'Educational Unit Permissions'</p>	
<p>Select Configure (far right of the Educational Unit Permissions section)</p>	
<p>Expand the Educational Unit you want to give permissions to</p> <p>Select a specific unit</p> <p>You can give permissions to the entire district or specific Public Schools within a district</p>	
<p>Make sure 'Grant' is selected</p> <p>Select 'Can View Dashboard Reporting'</p>	
<p>Select Save</p>	