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).

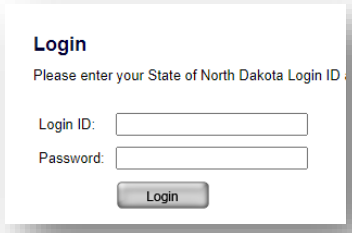
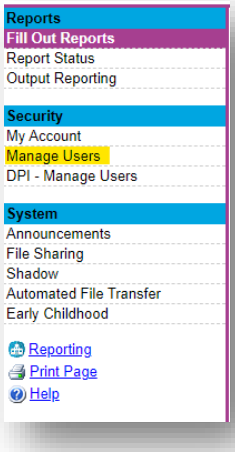
To grant permissions, you need two things

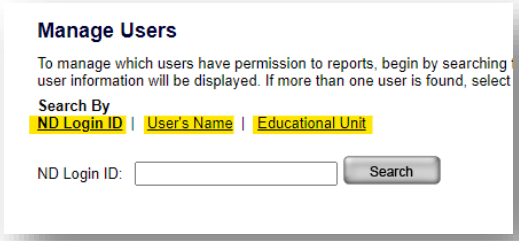
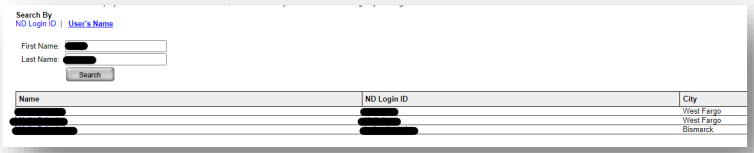
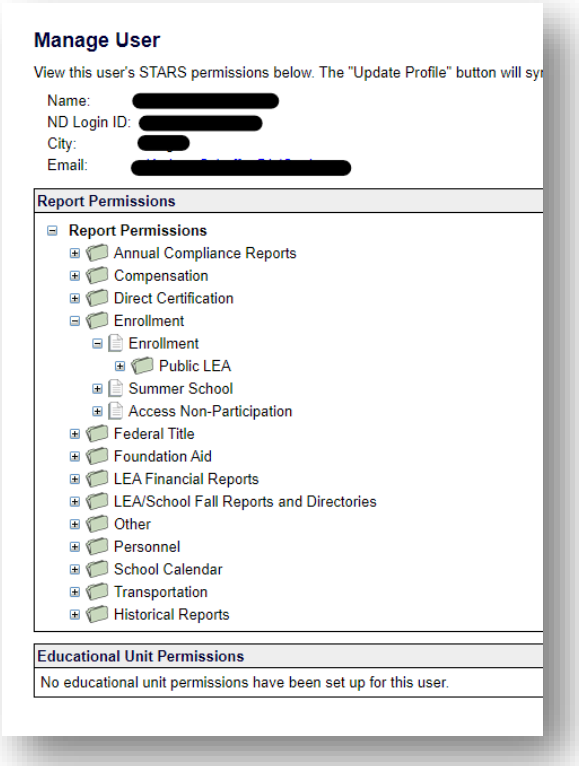
1. Access to the report yourself
2. The 'Reassign Report Permissions' enabled

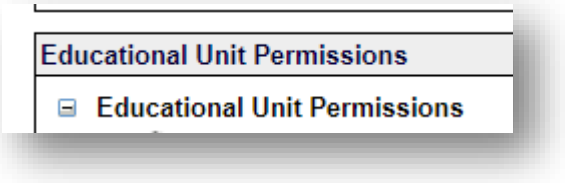
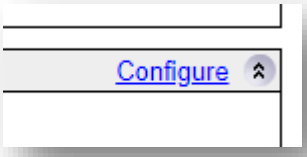
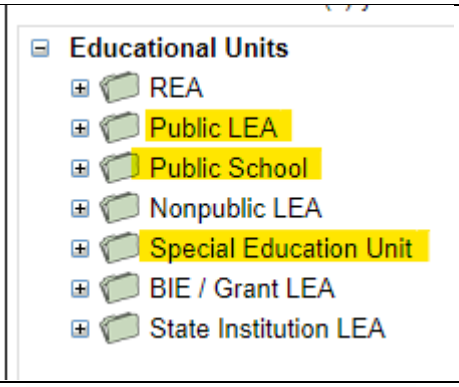
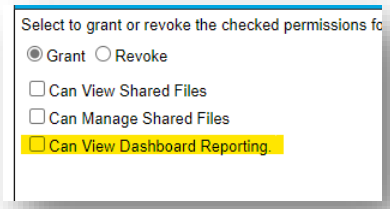
District Superintendents are added to a user group in STARS that grants them permissions to all STARS reports for their district and the ability to reassign permissions. This user group automatically gets access to any new or updated reports in STARS.

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	
On the left navigation menu, select 'Manage Uses'	

Narrative	Screenshot
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	
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
STARS reporting is found under '**Educational Unit Permissions'**	
Select Configure (far right of the Educational Unit Permissions section)	
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	
Make sure 'Grant' is selected Select 'Can View Dashboard Reporting'	
Select Save	