

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 DPI - Manage Users Stadow Announcements File Sharing Shadow Automated File Transfer Early Childhood I Reporting I Pint Page I Pint Page I Pint Page



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
<u>ND Login ID</u> | <u>User's Name</u> | <u>Educational Unit</u> the user's first and last name ND Login ID: Search **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 Name: ND Login ID City: Email Report Permissions Report Permissions You can see what the user Annual Compliance Reports E Compensation has access to Certification C Enrollment Enrollment Some reports are done at 🗉 🃁 Public LEA the district level E Summer School Access Non-Participation (Enrollments) 🗉 🃁 Federal Title 🗉 🃁 Foundation Aid EA Financial Reports Some reports are done at ■ (LEA/School Fall Reports and Directories E 📁 Other the school level (Calendar) 🗉 河 Personnel 🗉 🃁 School Calendar 🗉 🃁 Transportation E (Historical Reports Educational Unit Permissions No educational unit permissions have been set up for this user

State Automated Reporting System (STARS) STARS – General – Grant Permissions - Reporting V1.0 - 29 Aug 2022



Narrative	Screenshot
STARS reporting is found under ' 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 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 C Revoke Can View Shared Files Can Manage Shared Files Can View Dashboard Reporting
Select Save	< Back Save Cancel