

WA-AIM 2019-2020 Operational

Uploading New User

District Test Coordinators are responsible for creating School Test Coordinator accounts in the DRC INSIGHT Portal. School Test Coordinators are responsible for creating Test Administrator accounts in the DRC INSIGHT Portal.

Creating Users:

1. Click **MY APPLICATIONS**, and then click on the **User Management** tab.

The screenshot shows the DRC INSIGHT WASHINGTON portal interface. At the top, there is a navigation bar with the DRC INSIGHT logo and the text 'WASHINGTON'. A dropdown menu labeled 'MY APPLICATIONS' is open, showing several categories: PARTICIPANT PREPARATION, SCORING AND REPORTING, GENERAL INFORMATION, TEST PREPARATION, and POST-TEST ACTIONS. Under 'PARTICIPANT PREPARATION', the items 'Student Management', 'Teacher Management', and 'User Management' are listed. 'User Management' is circled in red. A black circle with the number '1' is placed over the 'MY APPLICATIONS' dropdown label. The background of the page shows a 'Welcome to the DRC INSIGHT' message and a link to 'WA-AIM Training Materials'.

WA-AIM Help Desk

P: (800) 569-2667

E: waaimhelpdesk@datarecognitioncorp.com

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2. This will open the **User Administration** window. Click the **Add Single User** tab to upload a single user.
3. Fill in all required fields.
 - a. **Note:** A required field or menu option has the red asterisk (*) next to it.
4. There is a Permission Set drop-down menu available to select the suggested set of default permissions for each different role in the system.
 - b. **Note:** There is a permission Matrix beginning on page 8 of the eDIRECT User Guide.
5. Highlight the permissions from the Available Permissions list and click the **Add Selected** single blue arrow to assign the permission to the user.
 - c. **Note:** A description of the permission selected displays beneath the list of permissions.
6. Click **Save** when you are finished assigning permissions.

User Administration

Edit User Add Single User Upload Multiple Users

* Indicates required fields

First Name * Middle Initial Last Name *

Email Address *

Administration * User Role *

District * School

Permission-set

Tip: When you select a permission, its description will display below the list

| Available Permissions | Assigned Permissions |
|--|------------------------------|
| Administrator - Mass Assign Role | Administrator |
| Documents - Delete | Administrator - Set Password |
| Documents - Upload | |
| Documents - View | |
| eDIRECT Setup - Document and Report | |
| Edit Student - PreID Data | |
| Maintain Administration | |
| Maintain Administration - Edit Applicati | |
| Reports - Manage | |
| Reports - Manage - Delete | |
| Reports - Manage - Publish | |

- **Administrator - Mass Assign Role:** Allows user to upgrade multiple User Profiles to a higher Role
- **Documents - Upload:** Allows user to upload and publish documents so that users with

Save

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