

SAS® EVAAS

USER GUIDE

Keeping User Accounts Updated

This document summarizes how district admins and school admins maintain accounts for EVAAS users.

- District admins manage accounts for school admins and district users but not school users.
- School admins manage accounts for school users.

These admins create accounts for new hires, update accounts for users and admins who have transferred or changed roles, and deactivate accounts for those who have left to prevent unauthorized access to the sensitive data available through EVAAS reporting.

To Update Accounts

1. Click **Admin** at the top of any EVAAS window.



2. To modify or deactivate any account, click on the row containing that account.

Recommendation: Review and update existing accounts before creating new accounts.

- **Deactivate an account:** Click the account and choose **Deactivate account** from the Account Options box.
- **Transfer a school admin to another school:** Choose **Move admin** from the Options box and select the new assignment and access levels from the following screens.
- **Convert a district user to a school admin or school admin to a district user:** Select **Convert to [District/School] Admin** from the Options box. Select the new assignment and access levels from the subsequent screens.

To Create School Admin Accounts

District admins are the only users who can create school admins. Before starting, verify that all existing school admins are assigned to the correct schools.

1. You should create a school admin account for any school that shows a blank in the column titled Admin Name.
2. Click on the row of the school for which you are creating the account.
 - **Add an admin:** Enter the name and email address of the new admin. Review your entries and complete the action. You can create only one active admin account for any school.
 - **Modify access:** Select the schools to which the admin will have access. Select whether the admin will have access to the Student reports for the schools to which access is granted. Select

whether the admin will have access to District reports. Review your entries and complete the action. District and school admins have access to all reporting for their own district or school.

To Create a New User Account

- There is no limit on the number of district user accounts that district admins can create.
 - There is no limit on the number of school user accounts that school admins can create.
1. Go to the list of current users.
 2. Click **Create a New [District/School] User**, which is the first option in the row of links just above the list.
 3. Enter the name and email address for the new user and go to the next page to select the reports to which they will have access. You can change the access for the account at any time by clicking on the account and choosing **Modify access** from the Options box.

Review and confirm your selections. An email can be sent to the new user with all the information needed to access the account. (Make sure the **Send email to user** checkbox is selected.)

Finding Help and Support

Click **Help** or **Contact Us** at the top of any EVAAS window.

