

Instructions for Adding a New User

Users should be professionals who can be entrusted with confidential respondent data. It is possible to limit the user's privileges, as explained below.

The Administrator privilege provides the user with all of the capabilities of site administration, including changing the assessments and adding additional users. It is possible to create a user who can see only group-level reports (without seeing student names) by checking *none* of the boxes. To permit limited user privileges, leave the administrator check box unchecked and check the appropriate boxes from the following:

<i>ViewStudentInfo</i>	View all individual and group reports
<i>EditStudentInfo</i>	Edit demographic, address, email address, grade level in the student record
<i>DeleteStudentRecord</i>	Permanently remove a student record from the system
<i>ChooseFormItems</i>	Customize assessment forms in all ways
<i>AddDateRanges</i>	Useful for running reports on students assessed in a specified date range
<i>AddSites</i>	Adds a Registration Group - could be sites (campuses), curricula, career pathways, blocks, advisory groups – any major subdivision for which you would want to sort data separately. All students should be a member of one of the groups (and only one). Respondents select their group from a drop-down menu that appears at the top of the About You page, next to the Authorization Code text box.
<i>AddCustomReports</i>	Allows users to save custom reports and make these templates available to other users
<i>AddReportGroups</i>	Allows users to select respondents from a list, save the listing, and run reports on only the respondents in the group. The group appears as a Reporting Group on the group reports filtering page
<i>AddMessageTemplates</i>	Allows the user to create or edit message templates that are available to other users in the UEP messaging system

To add a new user, follow these steps:

- 1) Put the new user's email address in the form
- 2) Add the user's name
- 3) Create a password for the new user
- 4) Select the privileges that you want for the new user
- 5) Provide instructions to the new user to use her/his email address and password to enter the [UEP Administration and Reporting Tools](#).