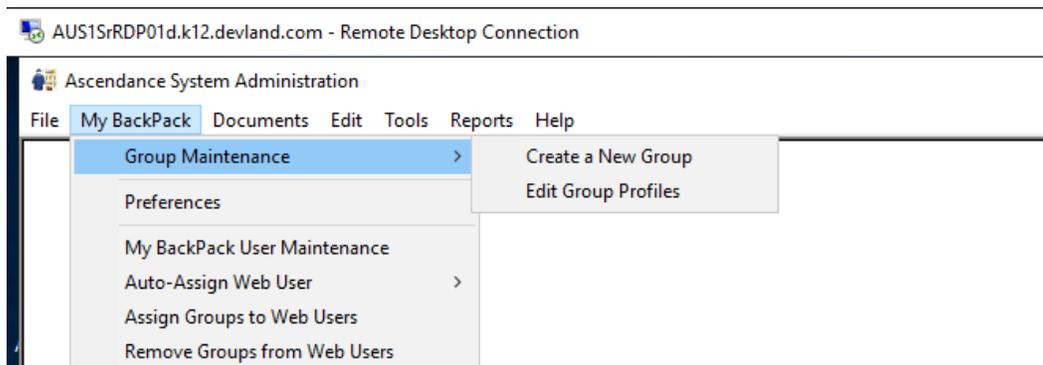


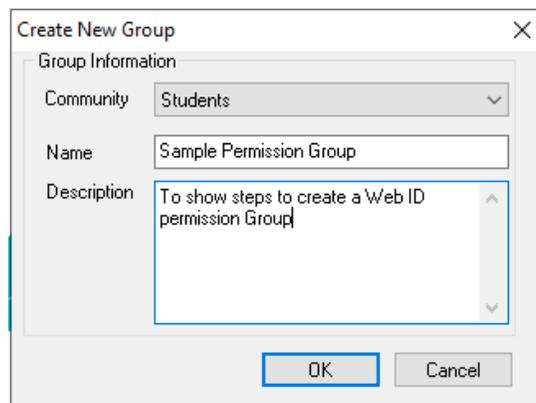
What are Permission Groups and How do I Assign Permissions to My Backpack Users

Permissions for users of My Backpack are granted based upon the “Community” to which they are assigned. Each Community has its own set of Permission Keys, which are managed by creating Permission “Groups” and will not be available to Web accounts that are not in a particular Community. For example, for a record identified as a Student, the only Groups that can be assigned to that WebIDs are those available to the Student Community.

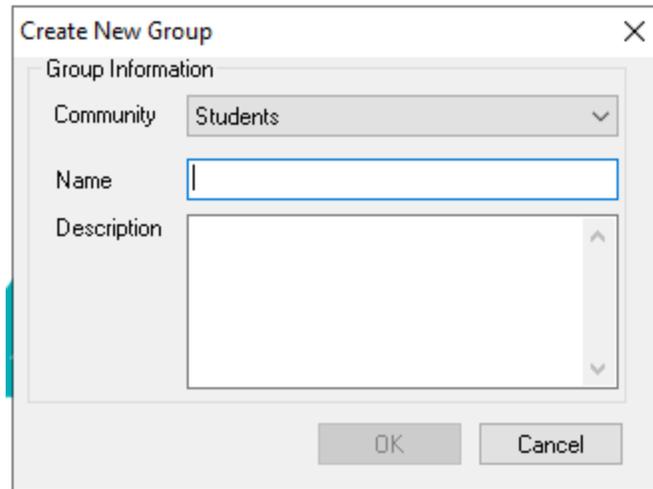
Go to System Administration>My Backpack>Group Maintenance, and select Create a New Group



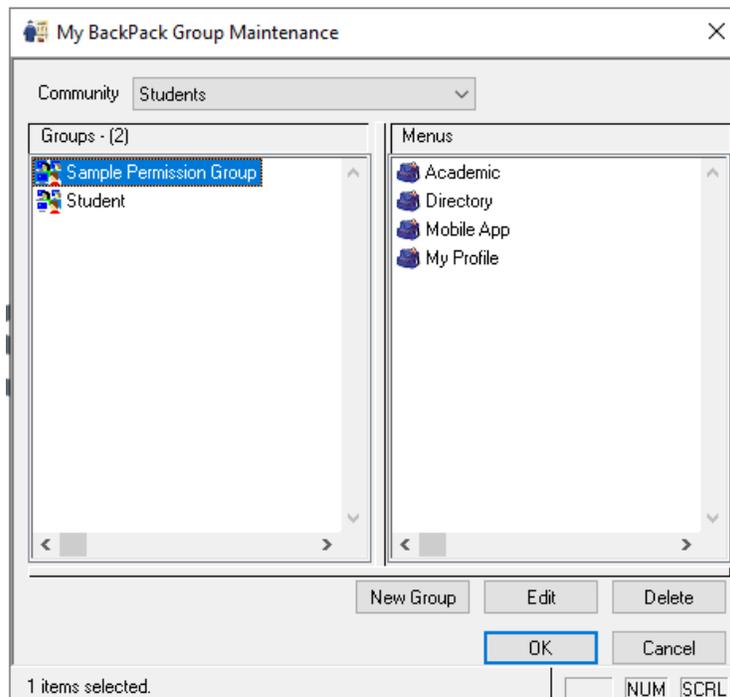
Choose the Community you wish to create a Permissions Group for (in the example, we are creating a new Student Permission Group), give the Permissions a Name, and, optionally, a Description, and click OK to proceed.



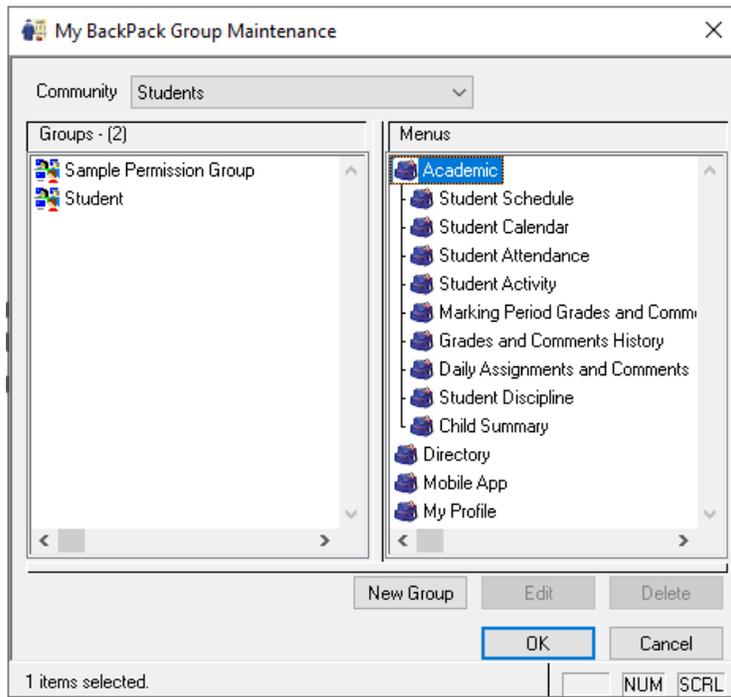
The system will display the Create New Group window again; click Cancel to continue.



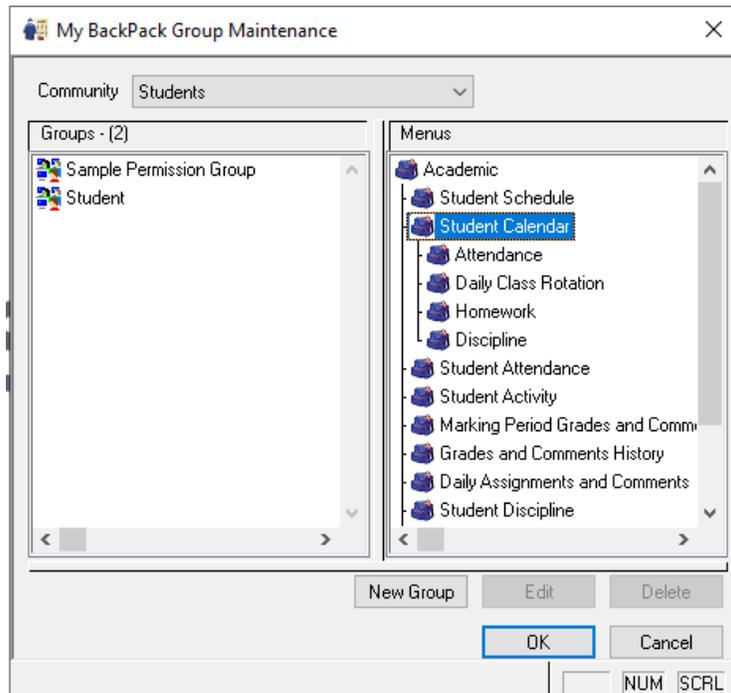
In the My BackPack Group Maintenance window, for the Community in which the Group is being created, the new Group will now appear



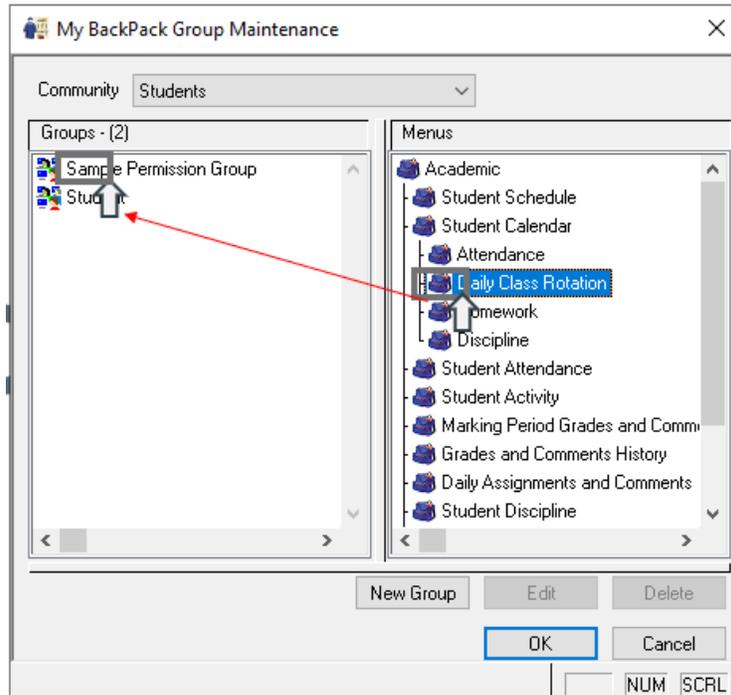
On the right-hand side of the screen, in the Menu section, double-click any of the headings, to expand the available Permission Keys. Each heading is grouped to find various keys more easily, as related to the different viewable items in My BackPack.



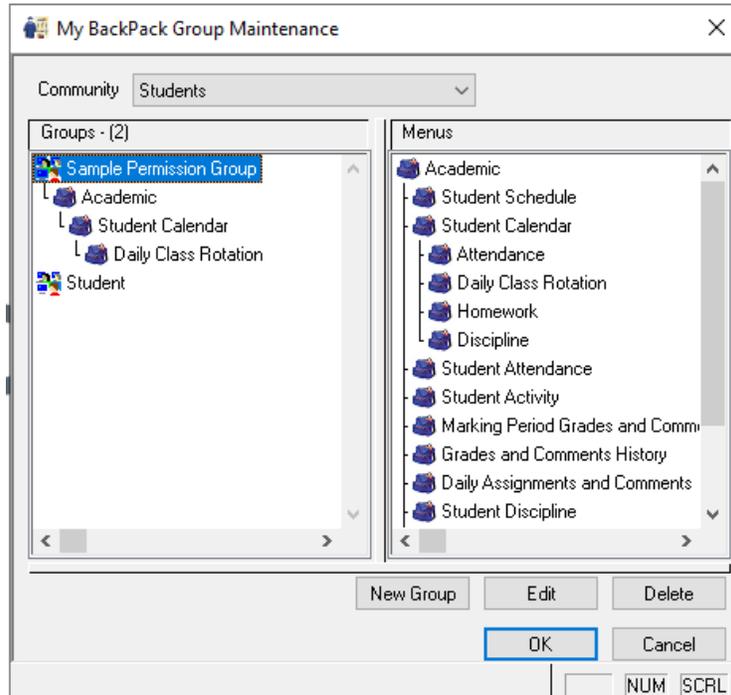
Double-clicking any Permission Key will expand the item to display a sub-set of related permissions. (NOTE: Not every key can be expanded)



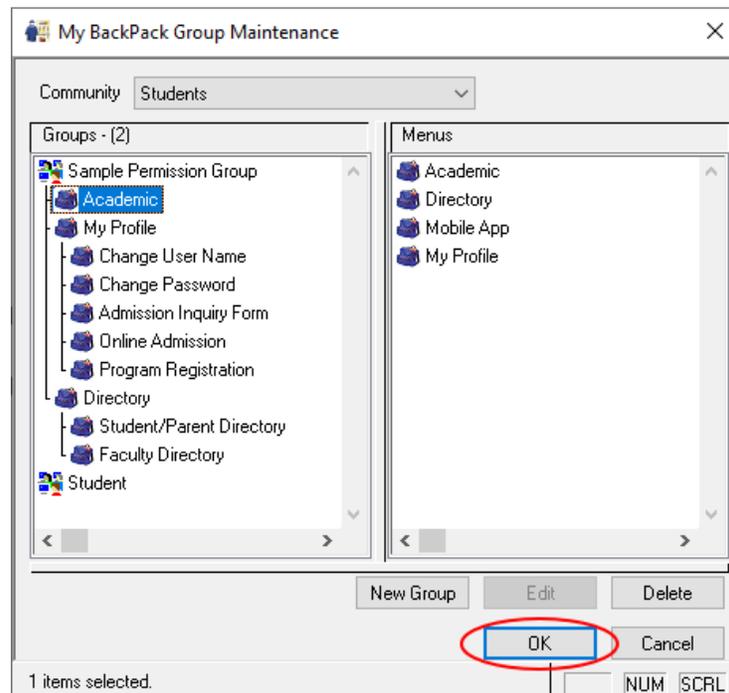
To add a permission key to the new Group, hover the mouse over the icon for the permission key, then hold the left mouse button down until a small “box” icon appears. With the left mouse button still held down, drag the key to the left. Once over the new Group, release the left mouse button.



The key will now appear under the new Group, indicating it is now assigned as part of that Group



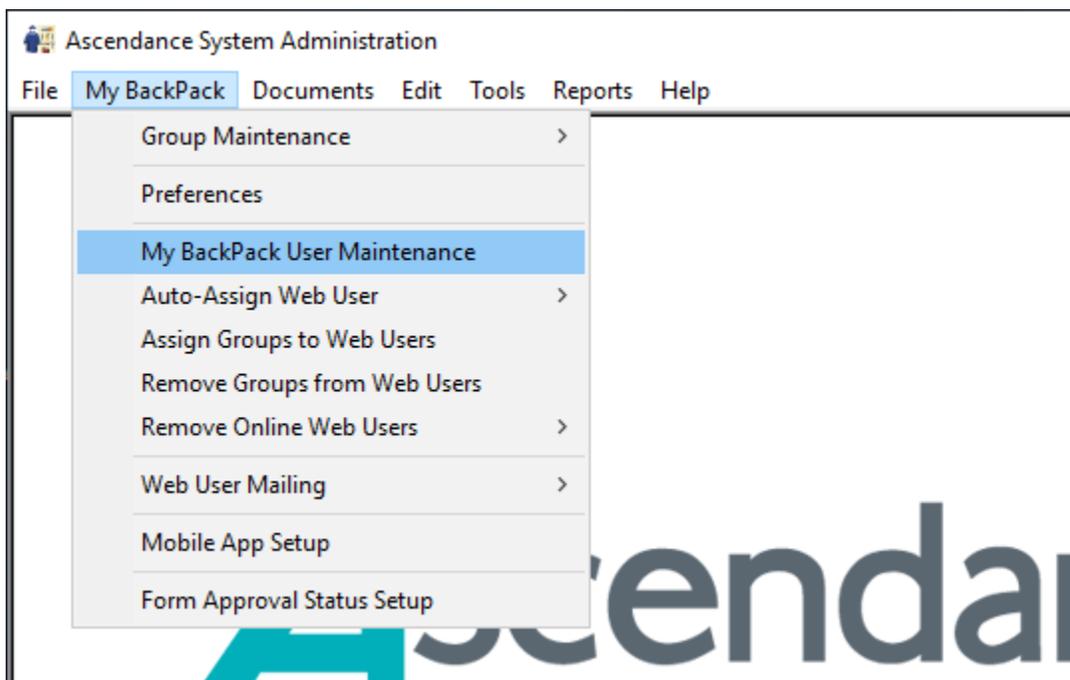
Continue this process until all required Permission Keys are added to the new Group. Once complete, click OK to save the changes.



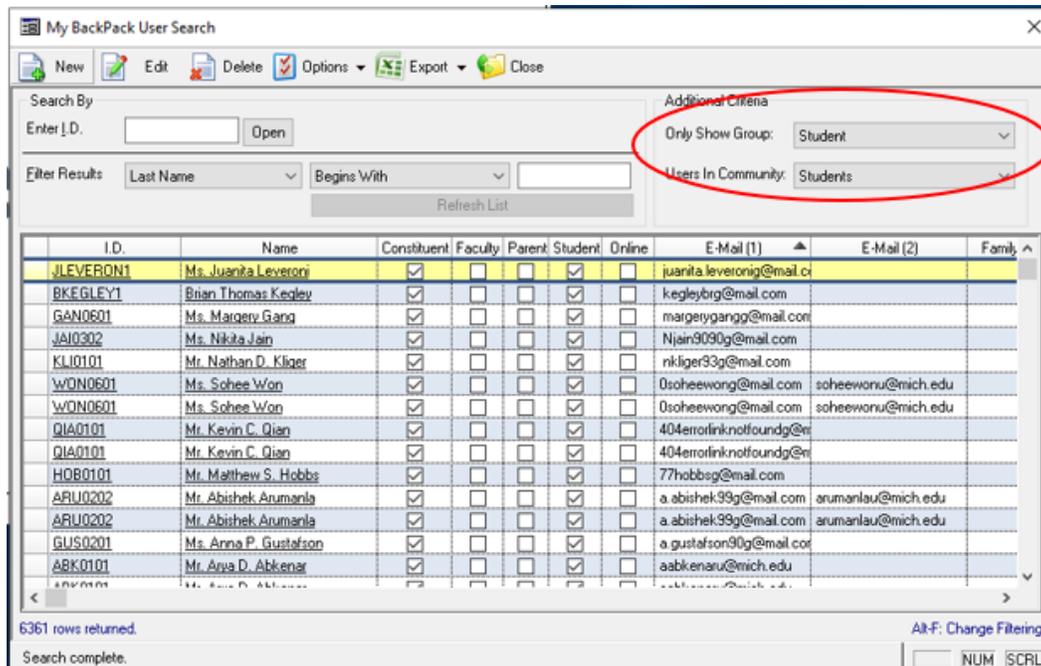
As noted, creating and assigning Web Users to Groups is how to manage what functionality a user can access in My BackPack. In the example below, student AAR0103 is logged into My BackPack, but does not see any Student-specific functions when on the MBP home page.



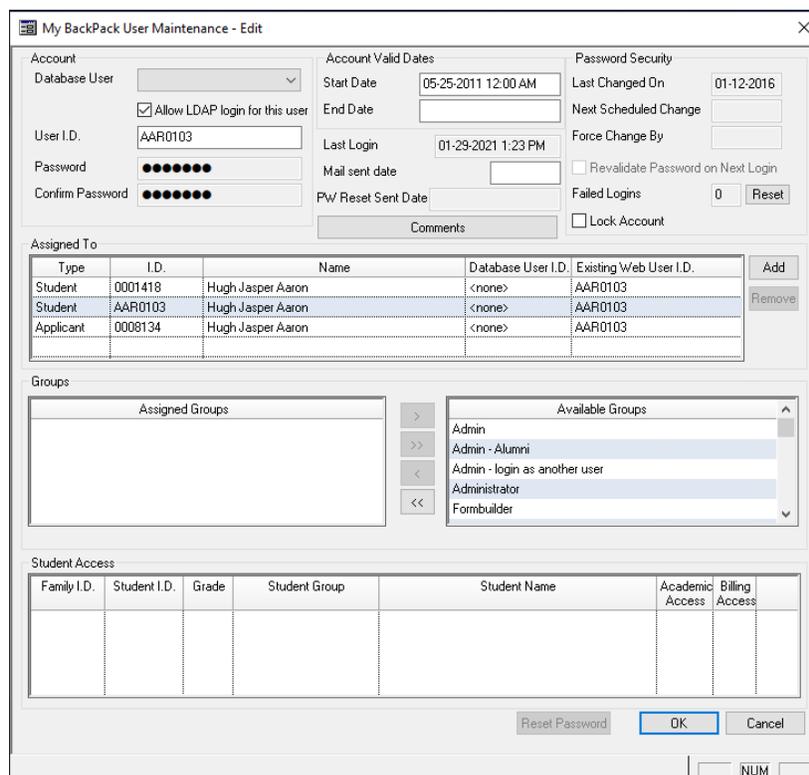
To now add the new Permission Group to a user, so that they can see/use My BackPack functionality, go to System Administration>My BackPack>My BackPack User Maintenance



From the User Maintenance window, search for the user (in this case, a WebIDs noted as a Student record)



Find the user to whom the new Group should be added (AAR0103) and open the record.



In the Groups section of the Web account, on the right-hand side of the section (Available Groups), find and highlight the newly created Group

Groups

Assigned Groups

Available Groups

- Power User
- Web Services
- Web Site Development
- Sample Permission Group
- Student

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Student Access

Family I.D.	Student I.D.	Grade	Student Group	Student Name	Academic Access	Billing Access

NUM

Click on the single, left-facing arrow to “move” the Permission Group to the Assigned Groups list

Groups

Assigned Groups

Available Groups

- Power User
- Web Services
- Web Site Development
- Sample Permission Group
- Student

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Student Access

Family I.D.	Student I.D.	Grade	Student Group	Student Name	Academic Access	Billing Access

NUM

My Backpack User Maintenance - Edit

Account

Database User:

Allow LDAP login for this user

User I.D.:

Password:

Confirm Password:

Account Valid Dates

Start Date:

End Date:

Last Login:

Mail sent date:

PW Reset Sent Date:

Password Security

Last Changed On:

Next Scheduled Change:

Force Change By:

Revalidate Password on Next Login

Failed Logins:

Lock Account

Assigned To

Type	I.D.	Name	Database User I.D.	Existing Web User I.D.
Student	0001418	Hugh Jasper Aaron	<none>	AAR0103
Student	AAR0103	Hugh Jasper Aaron	<none>	AAR0103
Applicant	0008134	Hugh Jasper Aaron	<none>	AAR0103

Groups

Assigned Groups

Sample Permission Group

Available Groups

- Online Contracts
- Power User
- Web Services
- Web Site Development
- Student

Student Access

Family I.D.	Student I.D.	Grade	Student Group	Student Name	Academic Access	Billing Access

Click OK to save the changes to the Webbed

When the user NOW logs into My BackPack, any functions assigned within that Permission Group will be available.

Home

Child Summary  Hugh	Academic Info Student Schedule Student Calendar Student Attendance Marking Period Grades and Comments Grades and Comments History Daily Assignments and Comments Student Discipline	My Forms/Documents Admissions Inquiry Admissions Applications Program Registration My Documents (14 new)	Search Student/Parent Directory Faculty Directory
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