

How to Create User Access Groups

- 5.1.1 On the **Organization** menu, select **Access Groups**. Click **Refresh**.
- 5.1.2 Click the **New** icon.
- 5.1.3 Enter information about the new access group using the graphic below.

Access Group Info

Container: 4908 / 11 - North City ESL

Group Name: Rolling Hills Teaching Staff

Select Container

Container: 11 - North City ESL

Access Group Info

Name: Rolling Hills Teaching Staff

Users: **Add User**

Menu Access Rights

Rights:

- File
 - Unlock
 - Lock
 - Connect
 - Disconnect
 - Change Password
 - Options...
- View
 - Dashboard
 - Shortcuts
- Organization
 - Agencies
 - Sites
 - Classes
 - Definitions

- 5.1.4 Click **Save**.
- 5.1.5 Under **Menu Access Rights**, check all boxes to give this new user access to all TE menus.

- 5.1.6 Under **Data Access Rights**, check the boxes in the List Records and **View Record** columns to provide the new user with those capabilities.

Data Access Rights

Container Access Rights: **Add Access Right**

Role Access Rights: **Add Access Right**

Record Type Rights:

List / Record Type	<input checked="" type="checkbox"/> List Records	<input checked="" type="checkbox"/> View Record	<input type="checkbox"/> Create Record	<input type="checkbox"/> Update Record	<input type="checkbox"/> Delete Record	Check All
Access Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Definitions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Instances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Employment Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Functional Roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel in Program Years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Places of Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sites	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Dated Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Demographic History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Demographics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Employment Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students in Classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students in Classes (dated records)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students in Program Years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students in Programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students in Programs (dated records)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 5.1.7 Click **Save**.

- 5.1.8 Return to the **Access Groups** lister. Locate the new group you just created.

Access Groups

New **State/Agency/Site** 4908 - Rolling Hills Adult School **Subsites** **Filter**

Container	Group Name
1 - North Campus	Read-Only
1 - North Campus	Rolling Hills Teaching Staff
1 - North Campus	Test 1

- 5.1.9 On the **TOPSpro** Enterprise menu, click **Disconnect**, then reconnect to TOPS Enterprise using the login credentials below. Use the password *coordinator*. Click **Connect**.



The screenshot shows the TOPSpro Enterprise login interface. On the left is the TOPSpro logo. On the right is the CASAS logo. The login form consists of the following fields:

- Server:** A dropdown menu with the selected value: "eTests Training - Rolling Hills2 - https://etestsonline.org/Training/RollingHills2/..."
- State/Agency/Site:** A text input field containing "4908/11".
- User:** A text input field containing "coordinator50@rhas.org".
- Password:** A masked text input field containing "*****".

A **Connect** button is located at the bottom center of the form.

- 5.1.10 Open the **Students Demographics** lister and click **Refresh**. Open the top student on the list. Note that both New and Edit Mode buttons are now grayed out according to the data access rights you selected, and that the Agency/Site drop box only includes **Site 11 – North City ESL** with a lower record count.

- 5.1.11 Close all pages.