

## TE Access Groups

CASAS recommends using **TE Access Groups** to manage user access to *TOPSpro Enterprise*.

- Each agency will decide which TE Access Group is appropriate for staff.
- The TE Data Manager is responsible for adding users to the appropriate TE access group.
- TE access may be restricted to specified menus and data functions.

TE Data access may be:    TE Data functions may be:    Users may be granted:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• List records only</li> <li>• List/View records only</li> </ul> | <ul style="list-style-type: none"> <li>• Create (add) new records</li> <li>• Update records</li> <li>• Delete records</li> </ul> | <ul style="list-style-type: none"> <li>• Access to TE without access to eTests</li> <li>• Access to eTests without access to TE</li> <li>• Access to both TE and eTests</li> </ul> |
|---|--|--|

TE Access Groups & Rights	TE Data Manager	TE Admin Access	TE Basic Access	TE Teacher Access
Has full access to TE	✓	✓		
Has limited access to TE			List records	Own classes
Can generate reports from TE	✓	✓	✓	Own students & classes
Can grant access to eTests	✓			
Has access to eTests		✓*	✓*	✓*

\*Requires completion of eTests Certification for access to CASAS eTests.