

- a. Agency Data Share
 - b. Personally Identifiable Information
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- New Student from a different nearby agency? Request their Data including Demographics, Test results, etc.
- Documentation:
 - Transferring Student Data Between Agencies:
https://www.casas.org/docs/default-source/training-materials/topspro-enterprise/transferring-student-data-between-agencies.pdf?sfvrsn=2977315a_6

- Documentation:
 - CASAS Statement Regarding Privacy and Confidentiality:

https://www.casas.org/docs/default-source/default-document-library/casas-privacy-compliance-statement.pdf?sfvrsn=6bb9265a_6?Status=Master

- Personally identifiable information collected includes:

- (1) Name
- (2) Address
- (3) Telephone
- (4) Email
- (5) Identification numbers
- (6) Social Security number
- (7) Race
- (8) Ethnicity
- (9) Language
- (10) Gender
- (11) Birthdate
- (12) Education
- (13) Employment history
- (14) Disabilities
- (15) Parent's name
- (16) Guardian's name

Show Personal Identifiable Information

Portal Access Rights

Clear Portal Access Rights | Populate with Your Rights

Restrict access to NRS data only

Restrict Access To Portals Based On User Role (default if none checked)

Restrict Access To Admin Portal

Restrict Access To Teacher Portal

Information Access:

Item	Enabled
Show Personal Identifiable Information	<input checked="" type="checkbox"/>
Enable Program Year Selection	<input type="checkbox"/>

Admin Portal Navigator:

Item	Enabled
Federal	<input type="checkbox"/>
State/States	<input type="checkbox"/>
Consortium/Consortia	<input type="checkbox"/>
Region/Regions	<input type="checkbox"/>
Agency/Agencies	<input type="checkbox"/>
Users	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Announcements	<input type="checkbox"/>

Teacher Portal Navigator:

Item	Enabled
Class Dashboard	<input type="checkbox"/>
Class Attendance	<input type="checkbox"/>
Class Reports	<input type="checkbox"/>
My Students	<input type="checkbox"/>
Student Dashboard	<input type="checkbox"/>
Demographics	<input type="checkbox"/>
NRS Benchmarks	<input type="checkbox"/>
Educational Progress	<input type="checkbox"/>
Assessments	<input type="checkbox"/>
Individual Attendance	<input type="checkbox"/>
Class Details	<input type="checkbox"/>
Student Transcripts	<input type="checkbox"/>
Student Graduation Programs	<input type="checkbox"/>

Organization > Users > Double click on the user's name to open > Scroll down to Portal Access Rights > Click to enable access.

Add access to list and view, including SSN if needed

TE Teacher Access ...

New Save Cancel Delete Duplicate Go To Linked Disconnect Section List Collapse All (Default) Edit S

Data Access Rights

Clear Data Access Rights Populate with Your Rights

Supplemental Data Access Rights: Add Access Right

Role Access Rights: Add Access Right

Personal Information Access Rights: Add Access Right

Record Type Rights:

- Enable California Adult Education Program
- Enable Full SSN Display
- Enable eWORKs
- View/Change Student Canvas Password

	Records	View Record	Create Record	Update Record	Delete Record	Check All
Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member in Program Years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regions	<input type="checkbox"/>	<input 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"/>
Program Years	<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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Cancellations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Session Templates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Sessions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tests in Progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Administrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eWORKs Administrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offline Administrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization > Users > Double click on the user's name to open > Scroll down to Data Access Rights > Click "Add Access Right" on Personal Information Access Rights > Enable SSN if necessary > Provide List and View Records for students.

Tech Support Specialist
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800-255-1036, Option 2



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