LAS Links Online

Guide to Adding Users to the INSIGHT Portal

www.drcedirect.com

User Management
Adding/Editing Users

Adding a Single User

Adding a Single User

User Administration

| Edit User | Add Single User | Upload Multiple Users |

* Indicates required fields

First Name [_____] * **Middle Initial** [___] **Last Name** [_____] *

Email Address [_____] *

Administration [LAS Links ▾] * **User Role** [(Select) ▾] *

District [____ ▾] **School** [____ ▾]

💬 **Tip: When you select a permission, its description will display below the list**

Available Permissions
- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- DRC IRS - Access
- DRC IRS - District
- DRC IRS - EPM
- DRC IRS - School
- DRC IRS - Teacher
- eDIRECT Setup - Document and Report ▾

Assigned Permissions

To see the description, select a permission

[Save]

- Fill in the required information (anything with an asterisk*****)

- Double check that you have typed in the email address correctly as this will be the User's username and once saved cannot be edited nor deleted.
  - If done incorrectly, you will need to inactivate the incorrect User and create a correct User

- Choose the desired Role and School then the permissions (permission set). **The permissions matrix can be found in the Portal User Guide.**

- When you click Save, the new User at the email address provided, will get an auto email from no-reply@datarecognitioncorp.com allowing them access to their account.

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Uploading Multiple Users

User Administration

| Edit User | Add Single User | Upload Multiple Users |

First time? Download the **File Layout** (PDF document) and a **Sample File** (CSV text file).

⊞ **Instructions**

* Indicates required fields

Administration

LAS Links ▾ *

File

[   ] Browse... *

Upload

User Listing

First Name	MI	Last Name	Email Address

If there are errors in your file, then they will

Note: Once you have uploaded the file, you must assign permissions to each User before they can gain access to the Portal.

Uploading Multiple Users

- Insert your District Code and School Codes in the corresponding columns. District and School codes can be found by clicking on the District and School drop down buttons in INSIGHT.

- If you are a large district and need a list of your school codes (as opposed to using the drop down school list), please contact Tech Support.

District and School codes are found in the drop down menu(s)

Assigning Permissions after Upload

- Refresh your screen until you see that the file successfully uploaded;
- Click on the edit button to add permissions en masse:

Assigning Permissions after Upload

Assign Permissions

You can only assign permissions on this screen, not remove them. Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set

School

n, its description will display below the

Available Permissions

Administrator
Administrator - Mass Assign Role
Documents - Delete
Documents - Upload
Documents - View
eDIRECT Setup - Document and Report
Educator Scoring
Maintain Administration
Maintain Administration - Edit Applicatic
Online Testing - Secured Resources
Online Testing Statistics

Assigned Permissions

To see the description, select a permission

Save   **Cancel**

- Choose the permission set from the drop down or choose from the available permissions.

- The permissions matrix may be found in the Portal User Guide

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Assigning Permissions after Upload

- You will see confirmation that permissions were assigned successfully:

- To edit one User at a time, find the User then click one of the action buttons.
- View/edit will allow you to change the Users permissions and to add another site to the Users profile
- Reset will provide the User with a new auto/activation email from no-reply@datarecognitioncorp.com

Editing User Profiles en Masse

To edit multiple User permissions at a time, click on the profiles tab:

Editing User Profiles en Masse

Note: you may only change permissions en masse for Users with the same Role (i.e. District, School - OR - Test Administrator);

- Click on the radio button of the Users whose permissions you need to change

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⊞ Instructions

💬 **Filters are required. See Instructional Text if unsure how to filter**

Administration
LAS Links

User Role
(All)

District
Sales and Training Dist

School
(All)

First Name

Last Name

Email

☐ Hide Inactive Users

[**Find User**] [**Clear**]

Click the "Role" header to sort Users by Role

| Users | Profiles |

User Profiles

	Last Name ▲	First Name ▲	Email ▲	Role	Administration ▲	District	School
☐	ACCOUNT	TRAINING	michele@rusrus.com	School	LAS Links	99998	1023
☐	Achord	JoAnn	funny@eleel.com	School	LAS Links	99998	1006
☐	Alamo	Martina	beatriz@test.com	School	LAS Links	99998	1006

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Editing Multiple User Profiles en Masse

- Once you have chosen the Users, click on the button of choice at the bottom of the page;
- A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

Adding Multiple Schools to a User Profile

- When you click the view/edit action button, a pop-up will appear;
- Click Add then another popup will appear;
- Choose the User Role, School and the permissions (permission set) the User should have at that site; then click Save

Support

- LAS Links Help Desk:
  - 866.282.2250
  - 7:00 a.m. - 8:00 p.m. EDT
- LASLinksHelpDesk@datarecognitioncorp.com
  - If you already called in and have a case, provide your case number for expedited service