Guide to User Management

1

Guide to User Management

Click on MY APPLICATIONS >> User Management:

2

2

Adding a Single User

If you utilize both *pre*LAS Online and LAS Links Online, you must first choose between LAS Links and *pre*LAS Online.

If you only utilize LAS Links, the administration will default to LAS Links.

Adding a Single User

- Once the administration is chosen, click the Add Single User tab

- 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 will get an auto email from no-reply@datarecognitioncorp.com allowing them access to their account.

Adding Existing Users to *pre*LAS Online
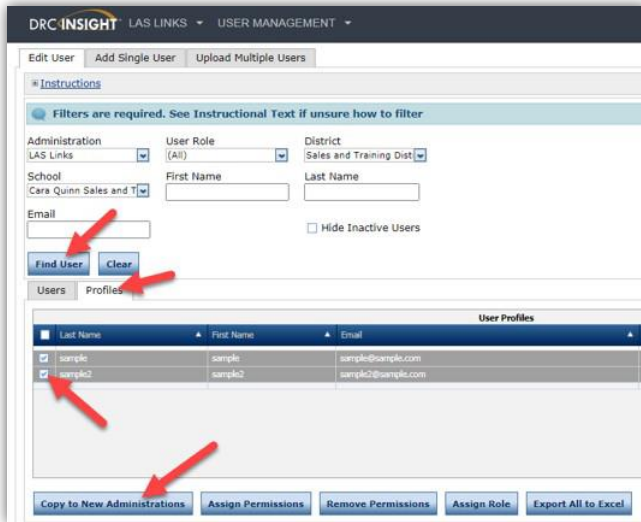
You can easily and quickly assign existing LAS Links Online Users to *pre*LAS Online by:

1. Clicking on the Find User tab
2. Click on the Profiles tab,
3. Choose the Users to associate to *pre*LAS Online
4. Click the Copy to New Administrations tab
5. Then choose *pre*LAS Online when prompted

5

5

Uploading Multiple Users Simultaneously
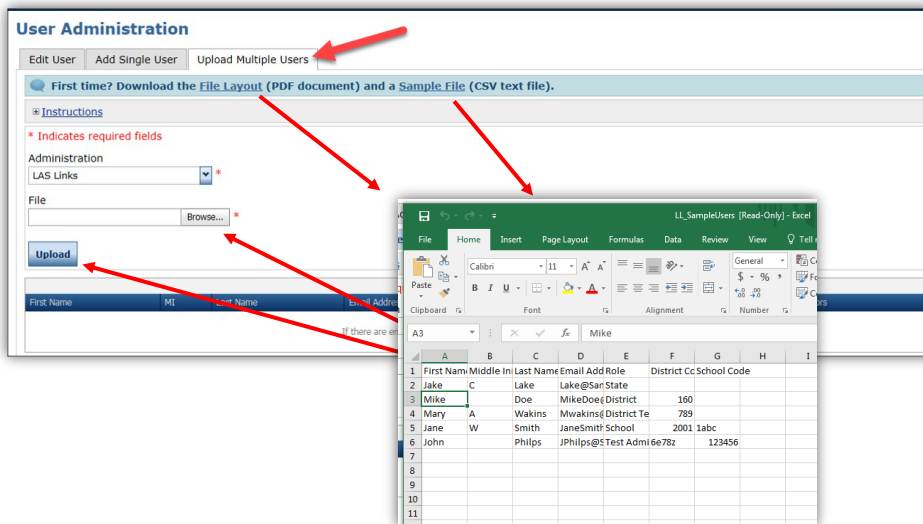
- Users may load multiple users using an upload file.

- Use the File Layout and Sample file to guide you.

6

6

Slide 7

Uploading Multiple Users Simultaneously

First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	1abc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

District

LAS Links Sample Dist

(All)
LAS Links Sample District - 123456
Sample District - 99999

School

LL Sample School 1 -

(All)
LL Sample School 1 - 101
LL Sample School 2 - 102
LL Sample School 3 - 103
LL Sample School 4 - 104
LL Sample School 5 - 105
LL Sample School 6 - 106

- 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 Texas Technical Support.

Slide 8

Uploading Multiple Users Simultaneously

First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	1abc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

Batch User File Upload Layout - LAS Links

- The Multiple User Upload file has a specific lay-out, and the upload data file MUST be in **.CSV** format.
- Be sure to keep the headings in place and save your file on your desktop so you can browse for it from the portal.
- Once you see the file title in the File Field, you will click on Upload.

Assigning Permissions After Successful Upload

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

User Administration

Edit User | Add Single User | Upload Multiple Users

✅ File successfully uploaded. Users have been successfully created and will receive emails with login instructions.

⚠️ Newly created users have very limited access. You should use the grid below to assign permissions.

Assign Permissions

Uploaded Users	Assigned Permissions?	
2 School users	☐	

Upload Another File

9

Assigning Permissions After Successful 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 | Assigned 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

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
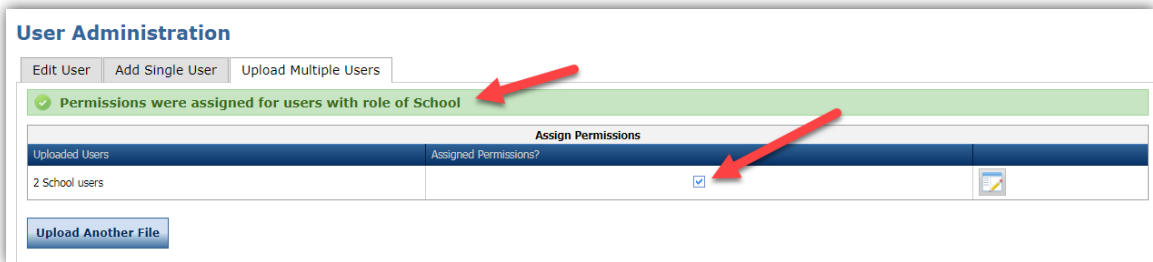
10

Assigning Permissions After Successful Upload

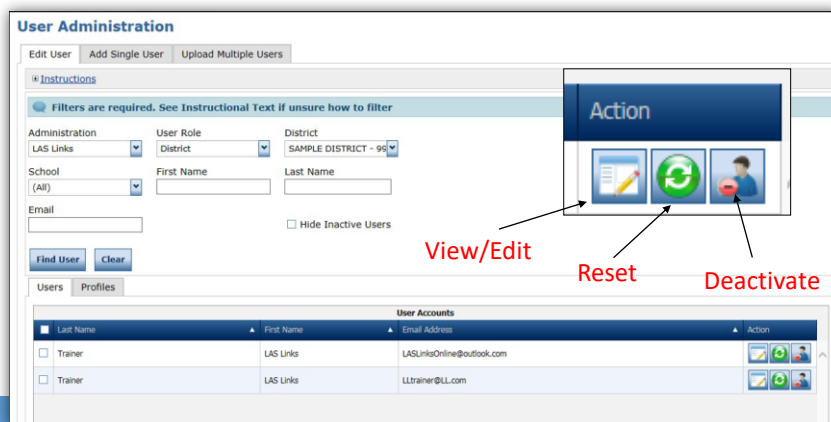You will see confirmation that permissions were assigned successfully:

11

Editing a User's Profile

- 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

12

Editing Multiple Users En Masse

User Administration

Edit User | Add Single User | Upload Multiple Users

⊞ Instructions

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

Administration
LAS Links

User Role
School

District
Sales and Training Dist

(All)
District
School
Test Administrator
District Technology Coordinator
School Technology Coordinator

School
(All)

Email

Inactive Users

Find User | Clear

Users | Profiles

	Last Name	▲	First Name
☐	Test		Bobby
☐	Test		Sam

To edit multiple Users at one time:

1. Choose the specific User Role
2. Click Find User
3. Click on the profiles tab
4. Either click on the header radio button or on each individual radio button

13

Editing Multiple Users 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)

Users | Profiles

☑	Last Name	▲	First Name
☑	Test		Bobby
☑	Test		Sam

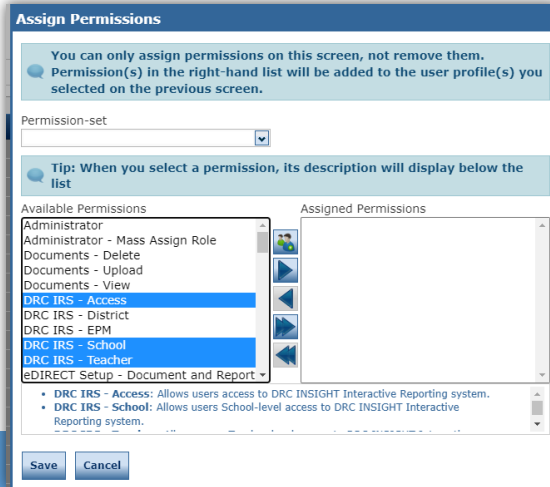Copy to New Administrations | Assign Permissions | Remove Permissions | Assign Role

14

Editing Multiple Users en Masse

- Choose Permission-set to assign all associated permissions; or
- If you are assigning additional/specific permissions, choose the permissions you need to add:


Adding Additional Schools to a School User's Profile

If you have a User who needs to be associated to multiple schools but not all schools (unlike a District User):

- Click the view/edit action button next to the User's name
- A pop-up will appear then click Add
- Another popup will appear then choose the:
  - User Role, School and the permissions (permission set) the User should have at that site;
- Click Save
- The list of schools for that individual will display
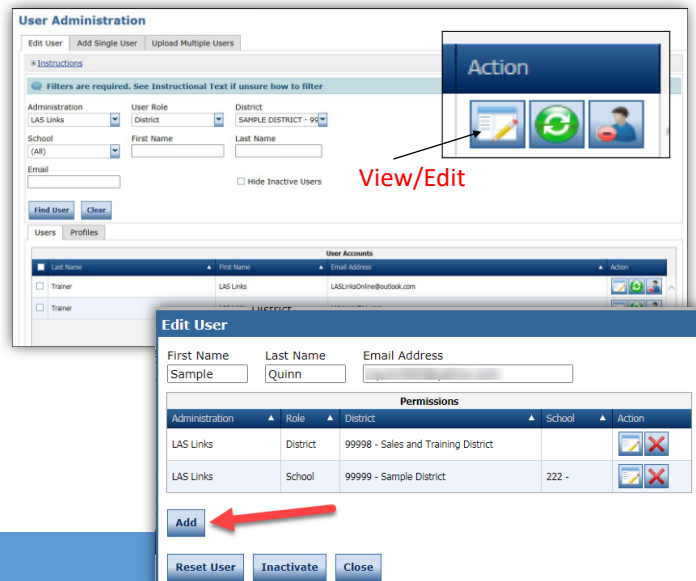
Support

LAS Links Ordering Support
800-538-9547 Option 2
8:00a.m. – 4:30p.m. CST
Email: shelfcustomerservice@datarecognitioncorp.com

LAS Links Technical Support
866-282-2250 Option 2
8:00a.m. – 4:30p.m. CST
Email: laslinkshelpdesk@datarecognitioncorp.com

17