Student Security Administrator Checklist

This list should be completed at least once a year. The <u>student security administrator</u> should complete this checklist.

As the student security administrator, you have complete access to ASCENDER. You are responsible for creating, editing, restore and maintaining roles and users. You must make changes to security as needed when personnel enter, leave, or change positions. The superintendent should determine what permissions each employee receives.

District Admin:

_____ Verify District Session Timers are set according to district policy

_____ Verify TeacherPortal Session Timer is set according to district policy (In TeacherPortal)

_____ Verify Login Preferences are set according to district policy

Security Administration:

_____ Verify Security Administrators – (One business & One student appointed by the superintendent)

_____ Add new roles for next school year if needed

_____ Edit existing roles for next school year as needed

_____ Add new users per Access Request Form

_____ Edit existing users per Access Request Form

_____ Verify all current users are still employed at the district, if not remove

_____ Run Report – List of Users by Permissions

_____ Have superintendent verify **_all_** permissions are still **_needed_** for users

_____ Edit/ Delete existing users per superintendent discretion

District Portal Admin:

_____ Verify only Security Admin have access to add/remove Portal Admin Users

_____ Add new users per Access Request Form

_____ Edit existing users per Access Request Form

_____ Verify all current users are still employed at the district, if not remove

_____ Have superintendent verify **_all_** permissions are still **_needed_** for users

_____ Edit/ Delete existing users per superintendent discretion

_____ Verify Hint Questions are all secure and applicable to both Teachers and Students

_____ Verify Hint Questions are all secure and applicable to all Parents

_____ Verify if any Teacher's access needs to be updated from the standard access

Completed by: _____ Date: _____

Superintendent: _____ Date: _____