**Infinite Campus Annual User Rights Reset:**

Access to Infinite Campus for the 2017-18 school year will be assigned based on the staff member’s job code.  Here’s what you need to know this year:

1. **User rights annual reset will happen on August 16th**.  All users will be assigned consistent rights aligning to the job duties associated with their job code. Starting the process on the 16th allows the system to work with the new teacher contract dates and allows time to correct systematic errors in the automation before all staff return to the buildings.  All staff who utilize Infinite Campus will receive a notification of the user right annual resetonAugust 15th.
2. **Some staff may experience a loss of access**.  Any job duties assigned to a staff member which go above or beyond the normal duties associated with a job code will be lost. *For example, a nurse typically does not handle attendance at the building level. Any nurse that had attendance rights prior to August 16, 2017 will no longer have these rights.*
   1. In the event a staff member loses access necessary to their assigned duties for your building, complete the IC User Rights Request form found in Infinite Campus > Electronic Forms > Administrative Forms.  The form will be available for submission on August 16th at noon. **THIS IS THE ONLY WAY RIGHTS WILL BE ADJUSTED.** Email and phone requests will be redirected to the Rights Request form, which could result in delays in processing your request.
   2. Additional rights request MAY require training. This training may be offered via a KITE module or at a face-to-face training.
3. **District level staff not assigned to a specific building in IFAS are being handled in a separate process after August 16th.** This includes ELL, SPED, traveling music teachers, nurses and gifted & talented staff. Staff in those departments should be submitting the location information for their staff via Formsite by August 11th.  This information will be uploaded into IFAS prior to August 16th.  They will have access to Infinite Campus, but may not be able to see all their buildings immediately on the morning of the 16th.  Staff whose forms were submitted past August 11th will not have immediate access to all their buildings.
4. **Any access granted based on special training sessions (i.e. – survey, messenger, Ad Hoc), will be preserved and will not need a rights request.**
5. **AUP Employees will see a short delay with the rights reset.**  Each AUP employee must have a current 17-18 approved application on file.  If not, rights will not be reset on the 16th. All others with have their rights reset manually after the automated process is complete.  The goal is for all AUP employees (School based therapists, I-Jag, SRO, MACs, AEA, etc.) to have they access reset by noon on August 16th.  **All AUP employees should have received information from HR in June instructing them on completing the form. If they need to complete a form for 17-18, they must call CSD to start the process at 242-8161.**

Thank you for your support as we implement this systematic approach to student data access in Infinite Campus!