

Infinite Campus Annual User Rights Reset:

Access to Infinite Campus for the 2018-19 school year will be assigned based on the staff member's job code. Here's what you need to know this year: (things to remember are listed on page 2)

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/position. Starting the process on the 16th allows the system to work with the new teacher contract dates and to correct systematic errors in the automation before all staff return to the buildings. Staff members who utilize Infinite Campus will receive a notification of the user right annual reset on August 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 their job code/position 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 16th will no longer have these rights. Another example are the building associates that are asked to do attendance or Census will need a rights request.*
 - a. 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 must be completed by an administrator in the building or, in the case of district level staff, their immediate supervisor. **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.**
 - b. Additional rights request MAY require training. This training may be offered via a KITE module or at a face-to-face training. Not all training is available through a KITE module so please plan accordingly. We do not have the staffing capacity for one on one trainings at the beginning of the year.
3. **District level staff not assigned to a specific building in IFAS are being handled in a separate process.** This includes ELL, special education, SUCCESS, traveling music teachers, nurses, food service, athletics, and gifted & talented staff. Staff in those departments should be submitting the location information for their staff via Formsite by August 13th. 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 13th 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 18-19 approved application on file. If not, rights will not be reset on the 16th. They will have to complete the 18-19 form and wait for the process to be completed before rights can be assigned inside Infinite Campus. All others will 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 their 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 18-19, 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!

THINGS TO REMEMBER:

1. **Do not pre-emptively send in rights requests.** Please make sure there is an issue with the staff member's access before submitting a rights request. Last year there were 100+ requests where access was not missing. The staff member assumed they had lost access because they were looking in the wrong place, had not switched years, or just assumed they would lose access. This takes time away from legitimate requests and slows down the process.
2. **Make sure they are looking at the 18-19 calendar year.** If the staff member reporting an issue is not a year-round employee, they may not have changed the year to 18-19. Infinite Campus tries to remember what they were doing the last time they logged in – for many teachers, it will display 17-18 data since that was the last time they logged into the system.
3. **Make sure they are looking at the right school.** Some positions have access to multiple buildings. If they are having a hard time accessing student information, make sure they have the correct school displayed.
4. **Rights requests can be denied.** If the request will have a negative impact on security, is deemed unnecessary for the position, or is turned down by the data owner, the request will be denied. An email will be sent to the administrator and the staff member with the information on the denial.
5. **All rights requests must be sent to the team through the form.** All emails and phone calls will be routed to the form. All forms are processed as first come, first serve. Submitting a form will fix your position in the queue.