Decision Analytics & Information Management (DA&IM)

Updating User Access – Administrators Only

User access controls are handled through an automated process, but occasionally an administrator may need to update a user's access to better fit the needs of your school or team. This walkthrough shows the method behind updating access for administrators. If you need support through this process, please contact support@brightbytes.net.

1) Log in to BrightBytes at **scs.clarity.brightbytes.net**
2) Click on **"Blue Person" button** at the top of the page:
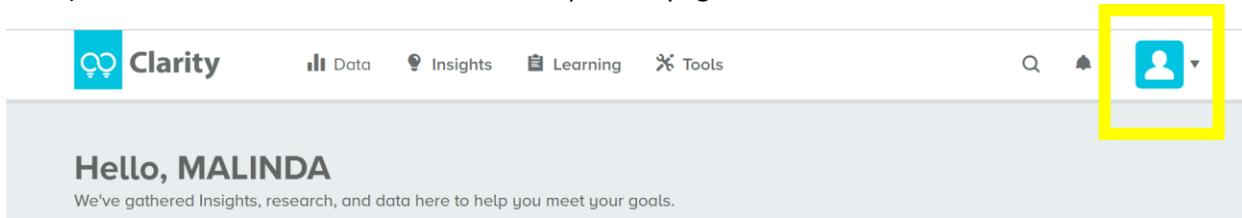
3) Select **Manage Team** from the menu that appears.
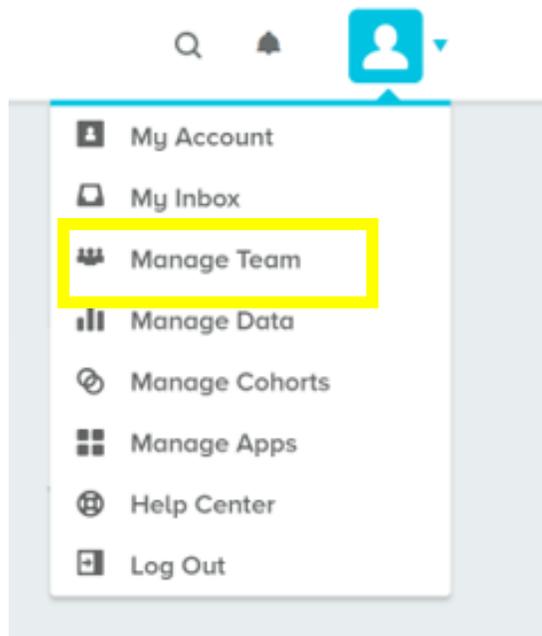
4) Search for the name of the staff you would like to add to your building in the **Search Team Members box**. Please use the name that is associated with their email account. (If you do not

find the team member that you are looking for, please contact support@brightbytes.net and let them know that you need assistance in setting access. Please note that a user must have had an SCS email account for at least 1 week before they appear in the platform.

5) After you find the team member for which you would like to update access, select the **gear icon** beside their name and then select **Edit Account**

6) **Section 1 – Contact Info** – Here you can edit user contact information and update their role.

Role has a list of organizational roles to select from. Note: Teacher means that the user has access to only their rostered students in PowerSchool. Other user types have access to all students in your

building. Please use caution when selecting the user type. If you are unsure of what role to assign, please contact support@brightbytes.net. Select to move to the next section.

7) **Section 2 – Organizations** - Verifying School Assignments

Use this section to make sure that your team member is correctly assigned to your school from the drop-down menu. Multiple schools can be assigned depending on your access level, so please use caution when assigning schools to team members. Select Next to move to the next section.

8) **Section 3 – Access** - Determining Access

Personally Identifiable Information (PII) is only selected for users that need **access to an entire school or district**. Teachers do not need this checked to see their students. Please use caution when using this check mark.

Module Access

Only Student Success and Intervention should be edited (you may not see the other modules pictured below). In the dropdown menu for each module, you will see 3 choices—No Access, Standard, and Admin.

Admin means that a user can edits settings within the platform and only school administrators and select leadership should have this access level.

Standard means that a user will have access related to the role you previously selected.

After you make your selection, you may hit **Submit** to save your settings.