

1. There must be at least one user with the role “Administrator”. An Administrator has access to all the functions on the **Administrator Menu** and the **Tutor Menu**.
2. Users will register, and cannot navigate anywhere immediately because they do not yet have a role of “Active”.
3. There should be at least one Administrator with the role of “ReceiveRegistrationEmail”, and a new user registration will cause an email to be sent from admin@SenecaHeightsEducationProgram.org to each user who has the role of “ReceiveRegistrationEmail”, with the content for example: *“New Registration: George Johnson kisso2@aol.com”*
4. The Administrator should verify the newly registered user, and go to [Maintain User Roles | Create New](#) and select the user, select the role “**Active**”, and click [Create](#). Users who log on without having the role “Active” will see a message “This account is awaiting confirmation” and be denied access. The Administrator can notify the user that she is activated on the Maintain User Roles Screen by clicking her email address under the “Email (to notify activated user)” column.
5. Administrator can Change Any Password (in the event that a user forgets hers), and has the option to send a standardized admin email to the user with the new credential, requesting that they log on and immediately change their password. The email text will not mention the word “password”, and instead will say: *“Temporary New Credential: (+ newPwd). Use this to log into the website, and immediately change it to your desired value. Please do not reply to this email.”*
6. In Maintain Students the age date has to be entered manually because the little popup calendar does not let us skip years, and so is not connected. At present we are not making use of the student’s age anyway.

USER ROLES

The current user roles (a role is the permission to access specific functions) are Active, Administrator, ReceiveRegistrationEmail, Staff, and Tutor.

A user with **no role** will receive a message at login that he is awaiting Administrator approval. A user with the role of **Active (and no other roles)** has access to the Tutor Menu options, however cannot add, edit, or delete any records.

An **Administrator** can access all functions.

ReceiveRegistrationEmail role is described above (#3).

A user with the **Staff** role has access to the Tutor Menu option however cannot add, edit, or delete records on the [Student Information Page](#). Staff members will appear in the Contact List,

and can be selected to be a [Case Manager](#) in a Parent's record. Staff members also can Add, Edit, or Delete a Parent or Student, and are generally responsible for maintaining the Parent records of their case assignments.

Tutors may Add, Edit, or Delete Students or Parents, and are generally responsible for assigning a Parent to a Student's record. Tutors can also Add or Edit Session Notes, and can upload documents to the Students' records, such as teaching tips or report cards.

TUTOR CLASIFICATIONS

Each Student may have a **Primary Tutor** ("Tutor"), who is selected in the Student's record. The Primary Tutor's contact information appears at the top of the [Student Information Page](#) when a student is selected. The Primary Tutor generally has the responsibility to design the student's instruction.

Any Tutor may be a **Co-Tutor** for any student for which she is not the Primary Tutor. Her contact information will also appear at the top of the [Student Information Page](#). Co-Tutors generally fill in for other Tutors who need a substitute or whose students have additional weekly sessions.

A student can have multiple Co-Tutors, and a Tutor can also be assigned as an Co-Tutor to a student with no Primary Tutor. Associate Tutor assignments are the responsibility of Administrators only.

TEACHERS

Each student may have a single Teacher, who is selected in the Student's record. Teachers are not users, and their data must be maintained by the Tutor. The Teacher's contact information appears at the top of the [Student Information Page](#) when a student is selected.

TUTOR SCHEDULE

In order to produce a tutor schedule in Excel format for the front desk, there is a [Maintain Tutor Schedules](#) item on the Administrator Menu. The Administrator can Add/Edit/Delete anyone's schedule. Each user with the role of "Tutor" will also have an [Update My Schedule](#) item in the Tutor Menu to maintain only his own schedule. There is no automatic notification system that informs you when a schedule has been modified.