

School Pathways SIS

IT Department - Defining Users

Add a new staff's login and password

1. Go to Administration>Settings>Securities>Define Users.

» School Pathways LC : Instructor Home » School Pathways LC : Administration » Find Staff

Define Users in cworks

Below is your list of active users [Show disabled users.](#)

Login name	Edit Login	Group List / Set Permissions
Admin (Joe Admin) Active	Set Details	Root Administrator (Set Groups)
a gruber (Amy Gruber) Active	Set Details	Root Administrator Teachers using ReportWriter (Set Groups)
ben (Benjamin Smith) Active	Set Details	Root Administrator Security Administrator Teachers using ReportWriter (Set Groups)
bey (Benedict Fojas) Active	Set Details	Root Administrator Security Administrator Teachers using ReportWriter (Set Groups)
bsullivan (Brad Sullivan) Active	Set Details	Learning Center Instructors/Curriculum (Set Groups)

2. Click on 'Show disabled users' at the top left of the page.
3. Search for the staff member's name you want to add to make sure they aren't already in the system. (Use Foxfire page and click on Edit>Find this Page) If they are, you can click on 'Set Details' to right of the staff name and remove the disable date>Save.
4. Click on 'Add New User' at the top of the page.
5. Enter the login name in the format of first initial and last name with no spaces and all lower case.
6. Click on 'CHANGE PASSWORD' and SAVE
7. Go to the new login and click Set Details to check the password. You can click on 'CHANGE PASSWORD' if you'd like to auto-generate a new password.

Attach login to staff record

1. Go to Administration>Staff Info
2. Search for the staff name
3. Click on 'info' in the staff name row.
4. Scroll down to 'Staff uses login' and click on the login for this staff member.
5. Click on SAVE at the bottom right corner of the page.
6. Send an email to the staff member with their new login and password in the format

xjones
help45er
horizon