Teacher/Staff Portal - Setup

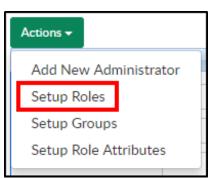
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The Teacher/Staff portal must be setup on the Administrator side. Follow the instructions below to setup permissions:

1. From the Setup menu, click Admins

☆ H	ome	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹
Home	Home Information								Semes	Semester		
									Classroom			
	A	on s	Schedules	31 Semester	Cla	Classroom List				Classroom Summary		oom Summary
	1 Information				Cente	Center				Classrooi		
Infor					DC	DCW Transactional- CENTER 1				A Cente		
				0 Pending	DC	DCW Transactional- CENTER 1 DCW Transactional- CENTER 1				After Scl	Vacation fi Third Party	
	Birthday		Se Billing		DC					AM, Bef		
· · · ·					DC	DCW Transactional- CENTER 1				Flexible		
Bir					DC	DCW Transactional- CENTER 1				Flexible		
					DC	DCW Transactional- CENTER 1			F	Flexible	Senedale	
	0	ns	2 Changes	Pot New Family	DC	DCW Transactional- CENTER 1			F	Flexible	Bus	
					DC	DCW Transactional- CENTER 1				Full Day	Health	
Regis	tration				DC	DCW Transactional- CENTER 1				Tammy F		ist
	0		1 Program	•							Daily S	heets
	U										Admin	s
Wa	aitlist	Changes		Live Ratios	1<	I< < Records from 1 to 9 >>I					System	Config

2. Click Actions, then select Setup Roles



3. Select Teacher/Teacher Portal in the Role List section

Role List		
Role	Teacher/Teacher Portal	•
Copy to Role	Select Role	• СОРУ
Copy to Role	Select Role	СОРУ

4. By default, this role will only be able to log in through the portal

- https://connect.schoolcareworks.com
- https://family.daycareworks.com
- 5. The most common Activity IDs modified are listed below:
- 6. DCW Connect Document Merge- these are options that if enabled will allow staff to batch pull information records:
 - 1331 Document Type -Immunization/PDF
 - 1332 Document Type- Child Form/PDF
 - 1333 Document Type Information Record and Immunization/PDF
 - 1334 Document Type- Dynamic Child Form/PDF
 - 1335 Document Type- Phlote/PDF
 - 1336 Document Type- Enrollment Form/PDF
 - 1337 Document Type Enrollment Form/PDF and Child Form/PDF
 - 1338 Document Type Enrollment Form/PDF and Dynamic Child Form/PDF
 - 1339 Document Type- Custom Form Selection
 - 1340 Document Type- Child Information Record Alt 1
 - 1341 Document Type- Child Information Record Alt 2
 - 1342 Document Type- Child Information Record Alt 3
- 7. DCW Connect Vendor/Teacher Portal
 - 1430 Session Roster- Program Reports
- 8. DCW Connect Vendor/Teacher Portal
 - 1401 As PDF Program Reports
 - 1402 As Excel Program Reports
 - 1403 Roster Excel Program Reports
 - 1404 Roster PDF Program Reports
 - 1405 Roster (by student) Excel Program Reports
 - 1406 Roster (by student) PDF Program Reports
 - 1407 Roster Excel (by program) Program Reports

- 1408 Semester Roster Excel Program Reports
- 1409 Event Roster Excel Program Reports
- 1410 Registration Excel Program Reports
- 1411 Registration PDF Program Reports
- 1412 Registration Semester Excel Program Reports
- 1413 Field Trip Permission Slip PDF Program Reports
- 1414 Field Trip Permission Slip PDF v2 Program Reports
- 1415 Weekly Schedule by Grade PDF Program Reports
- 1416 Weekly Schedule by Name PDF Program Reports
- 1417 Registration (Adult) Excel Program Reports
- 1418 Current Roster v2 Excel Current Roster v2 Excel
- 1419 Weekly Roster Summary Excel Program Reports
- 1421 Directory Tab Directory Tab
- 1422 Attendance Tab Attendance Tab
- 1423 At a Glance Tab At a Glance Tab
- 1424 Schedule Tab Schedule Tab
- 1702 Weekly Roster Summary PDF Program Reports
- 9. Reports Room/Program Tab
 - 164 Available Merged Documents- Displays the Documents
 Merged List