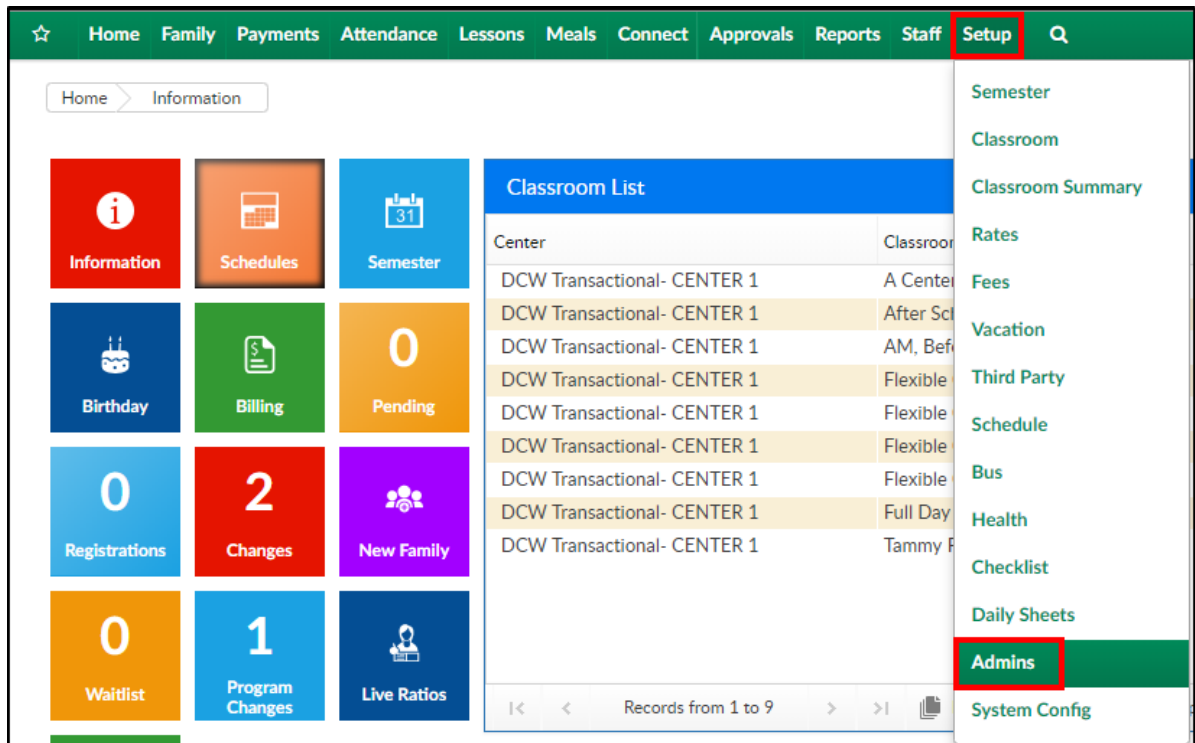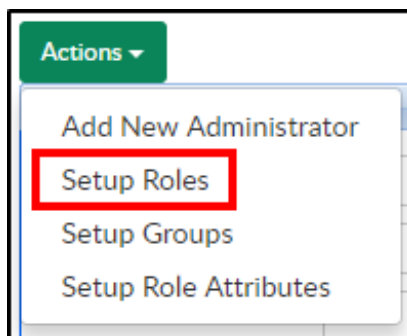# Teacher/Staff Portal - Setup

Last Modified on 12/04/2018 10:36 am EST

The Teacher/Staff portal must be setup on the Administrator side. Follow the instructions below to setup permissions:
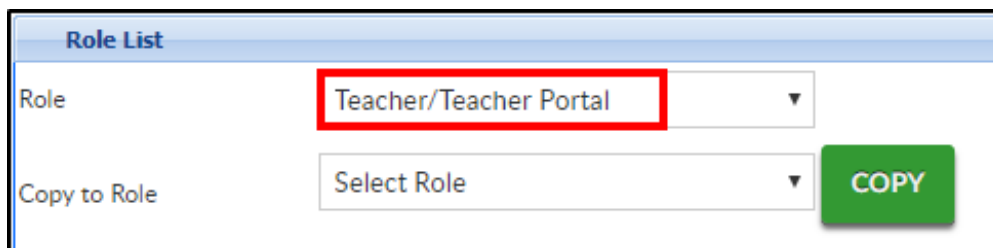
1. From the Setup menu, click Admins

2. Click Actions, then select Setup Roles

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

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