

# OSTP Data Portal User Role and Permissions Quick Start Guide



The table below has descriptions of roles and permissions.

Role	Responsibilities
<b>District Coordinator (DTC)</b>	<p>The DTC has access to all buildings in the district and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate all other user accounts).</li> <li>• Add and edit student information and set accommodations.</li> <li>• Request and approve student transfers in the Enrollment Transfer screen.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Assessment Technology Coordinator Portal menus.</li> <li>• Access Proctor passwords from Administration home page.</li> <li>• Track shipments and order additional materials.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<b>Deputy District Coordinator (DDC)</b>	<p>The DDC has access to all buildings in the district and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate all other user accounts).</li> <li>• Add and edit student information and set accommodations. Request and approve student transfers in the Enrollment Transfer screen.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Assessment Technology Coordinator Portal menus.</li> <li>• Access Proctor passwords from Administration home page.</li> <li>• Track shipments and order additional materials.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<b>Building Test Coordinator (BTC)</b>	<p>The BTC has access to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate peer BTC accounts, BU, ATC, and RA accounts).</li> <li>• Edit student information and set accommodations.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Assessment Technology Coordinator Portal menus.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>

<b>Building User (BU)</b>	<p>The BU has access to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Edit student information and set accommodations.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<b>Assessment Technology Coordinator (ATC) (IT Coordinator Role)</b>	<p>The ATC is assigned to a district or to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the student kiosk on testing devices.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (building) is ready for student testing.</li> </ul> <p>For more information, see the <i>OSTP Kiosk Installation Guide</i>.</p>
<b>Reports Access Only (RA)</b>	<p>The RA user is assigned to a district or to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Create and view reports for assigned organizations.</li> </ul>

**Note:** ATCs only have access to the Site Readiness component for their assigned building or buildings. A DTC, DDC, or BTC assigned to the building or buildings also has access to perform the site readiness tasks.

The DTC and DDC will have access to all buildings in their district; all other users will be assigned to their specific building(s) within the district. Users cannot access components or information for any organization (district or building) to which they are not assigned.

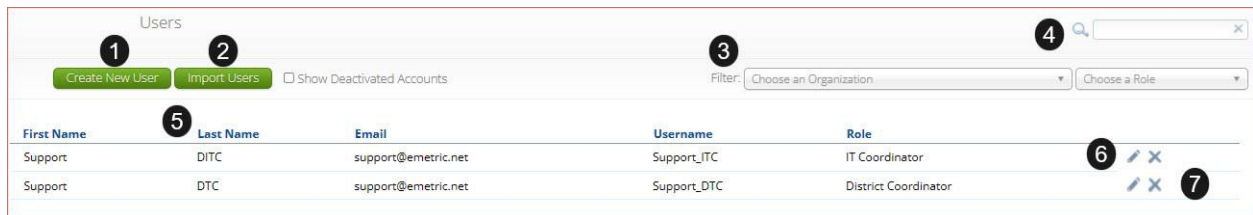
- For assistance with other buildings within your district, contact your District Coordinator.
- For assistance with buildings in another district, contact the Cognia Service Desk at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.

## LOGGING IN

To access the OSTP Data Portal, users will navigate to <https://oklahoma.cognia.org>.

## ADDING USERS

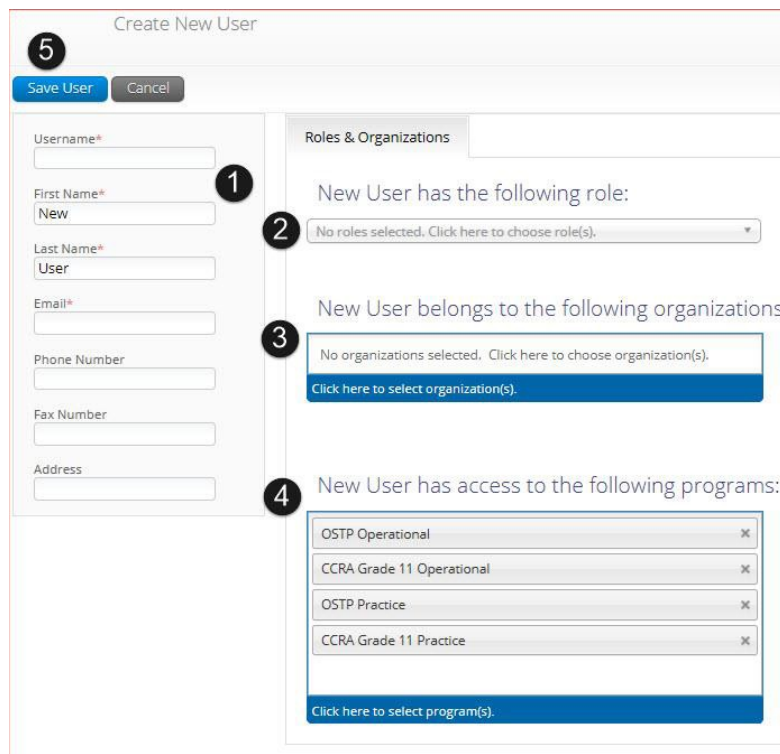
The top menu bar on the portal home page provides the **Users** tab, which provides user management features for the platform. According to your permissions you can view users, add new users and manage existing user accounts for the platform. By default, a list of existing users will be provided.



1. To add a new user account click the [Create New User](#) button.
2. To add or update existing users via file upload click the [Import Users](#) button.
3. Filter the list by selecting an organization in the **Choose an Organization** drop-down menu or by selecting a user role in the **Choose a Role** drop-down menu.
4. To locate a user, in the **Search** (🔍) box in the top-right corner of the page, type the first name, last name, username or email address of the user, and then hit **Enter** or click the search icon 🔍.
5. Sort columns by clicking the column heading.
6. To edit an existing user, select the [Edit User](#) (✎) icon in the user's row.
7. To deactivate a user account, click on the [Deactivate User](#) (✖) icon in the user's row.

### ADD A NEW USER

To add a new user, click the **Create New User** button.



1. Enter the new user's personal and contact information. Fields with a red asterisk (\*) are required.
  - a. Every account requires a unique username.
  - b. Ensure the email address is accurate. New portal users will be sent separate emails containing their username and passwords to the email specified.
2. Select the role you wish the user to have from the **New user has the following role:** drop-down menu. The permissions for the indicated user role will be provided to the individual given the role.
3. In the **New User belongs to the following organizations** list, select the organizations the user should have access to. Users may have access to multiple organizations.
4. In the **New User has access to the following programs** list, select the programs the user should have access to. Programs are listed by default, click the X to remove a program from the list.
5. Click **Save User** to save the new user account.