MO DVT

USER GUIDE

Keeping User Accounts Updated

This document summarizes how LEA admins and Building admins maintain accounts for MO DVT users.

- LEA admins manage accounts for Building admins and LEA users but not school users.

- Building admins manage accounts for school users.

These admins create accounts for new hires, update accounts for users and admins who have transferred or changed roles, and deactivate accounts for those who have left to prevent unauthorized access to the sensitive data available through MO DVT reporting.

To Update Accounts

1. Click **Admin** at the top of any MO DVT window.

Search ▾   Account   Admin   Contact Us   Sign Out

2. To modify or deactivate any account, click on the row containing that account.

Recommendation: Review and update existing accounts before creating new accounts.

- **Deactivate an account**:

  1. Click the account and choose **Deactivate account** from the Account Options box.

  2. If necessary, click the **Send deactivation notice** box to notify the account holder of the deactivation.

  3. Click **Deactivate Admin** to deactivate the account.

- **Transfer a Building admin to another building:**

  1. Click the account and choose **Move admin** from the Building Options box.

  2. Click **Select a building** and choose the building for the transfer. Click **Next.**

  3. Type in the **Employee ID,** if needed**.** Click **Next.**

  4. Review the details for the **Building admin** on the next page to make sure the information is correct.

  5. Check the **Send email to** box to send the **Building admin** an email notification of the transfer, if needed. Click **Move Account** to complete the transfer.

- **Convert a LEA user to a Building admin or Building admin to a LEA user:**

  1. Click the account and choose **Move admin** from the Building Options box.

  2. Click **[Building admin/LEA user]**. Click **Next.**

3. Type in the **Employee ID,** if needed. Click **Next.**

4. Select the applicable schools in the **Available Schools** box.

5. Click the **Student Report Access** box and select **[Yes/No].** Click **Next.**

6. Review the changes on the next page to make sure the information is correct. Click the **Send email to user** checkbox to send an email containing the user's account information if necessary. Click **Convert Account** to convert the **[Building admin/LEA user]** to a **[Building admin/LEA user].**

To Create Building Admin Accounts

LEA admins or LEA users with the account management permission are the only users who can create Building admins. Before starting, verify that all existing Building admins are assigned to the correct buildings. You should create a Building admin account for any building that shows a blank in the column titled Admin Name.

- **Add an admin**:

1. Click on the row of the building for which you are creating the account. Click **Add an admin.**

2. Enter the name and email address of the new admin. Click **Next.**

3. Review your entries and click **Create Admin** to complete the action. You can create only one active admin account for any building.

- **Modify access**:

1. Click **Modify access.** Type in the **Employee ID,** if necessary.

2. Select the buildings to which the admin will have access. Click the **Student reports for selected schools** box if the admin will have access to the Student reports for the buildings to which access is granted. Click the **LEA reports** box if the admin will have access to LEA reports.

3. Click **Next.** Review your entries are correct and click **Submit Changes** to complete the action. LEA and Building admins have access to all reporting for their own LEA or building.

To Create a New User Account

There is no limit on the number of LEA user accounts that LEA admins can create. There is no limit on the number of school user accounts that Building admins can create.

- **Create a New User Account:**

1. Go to the list of current users.

2. Click **Create a New [LEA/School] User**, which is the first option in the row of links just above the list of current users.

3. Enter the name and email address for the new user. Click **Next**.

4. Select the schools to which they will have **Student Report** access. Click the **Student Report Access** box and select **Yes** to provide **Student Report Access.** You can change the access for the account at any time by clicking on the account and choosing **Modify access** from then Options box.

5. Click **Next.** Review and confirm your selections are correct.

6. An email can be sent to the new user with all the information needed to access the account. Select the **Send email to user** checkbox to send the email to the new user. Click **Create User** to complete the action.

Finding Help and Support

- Click **Help** or **Contact Us** at the top of any MO DVT window.