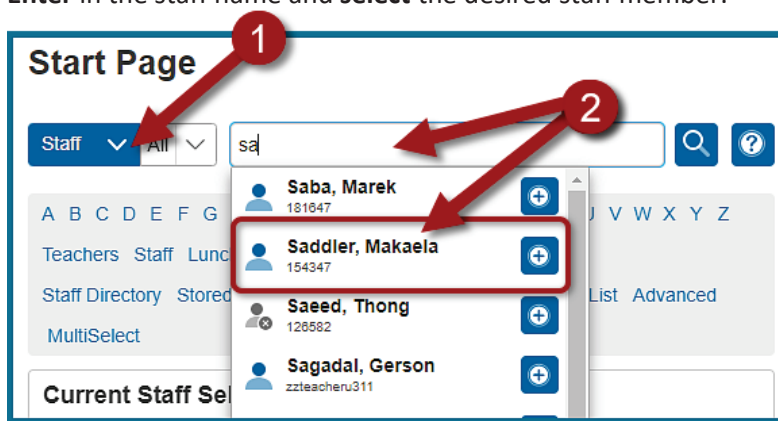


How to Provide Access to InfoSnap Enrollment Options

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This job aid describes how to assign the appropriate security access to the staff member responsible for maintaining the School Choice list in PowerSchool. Your school site PowerUser will enable the security role in PowerSchool to access InfoSnap Enrollment Options. Please note, a valid employee email is required to complete the access process.

1. On the **Start Page in PowerSchool**, click the dropdown menu to search for **Staff**.
2. **Enter** in the staff name and **select** the desired staff member.



3. On the left hand menu of the **Staff Page**, click **Security Settings**.



4. Click the **Admin and Access Roles** tab shown as step 1 below and then complete the following instructions:
 - a. Under **School and Roles (Group Name)** look for your school.
If your school is already listed, **click the pencil icon** shown in step 2 below.
If your school is *not* listed yet, use the **Add button** to add your school.

Security Settings - Admin Access and Roles - Saddler, Makaela Denise 154347

Teachers and Affiliations | **Admin Access and Roles** | Applications

Sign in to Administrative Portion of PowerSchool ☐

Admin Username: 154347 LDAP Enabled: ☒

Admin Password:

Default Group: No Access (50)

Roles and Schools

School	Roles (Group Name)	Action
Audubon K-8	Default Group Access (No Access)	
Barnard Elementary	Default Group Access (No Access)	
Zamorano Elementary	Default Group Access (No Access)	

Add **Submit**

- b. To **Edit User Access Roles** select **Use All Roles** to look for your school.
- c. Scroll down and **select** the following security role to provide access to **the School Choice Workspace**.

Edit User Access Roles

Audubon K-8

☐ Use Default Group

☒ **Use All Roles**

☐ Use Roles Without Security Groups

☐ Edgenuity View MyPath (No Access)

☐ FAST School Manager (No Group Defined)

☐ FAST Specialist (No Group Defined)

☐ Illuminate Access (No Group Defined)

☐ **InfoSnap Enrollment Options (No Access)**

☐ InfoSnap New Student Enrollment (No Access)

☐ InfoSnap New Student Enrollment - View Only (No Access)

☐ OSPS Read (No Access)

☐ OSPS Write (No Access)

☐ Psych Assignment for GATE (No Access)

☐ No Access (No Access)

Cancel **OK**

This role provides access to the **School Choice Workspace**.

NOTE: If the user already has other roles selected, leave them unchanged (unless the access is not appropriate for the school employee). If the user does not have any other roles selected, then you may need to consider adding the role for **both** InfoSnap **as well as** the role which reflects the user's Group Default access. For example, if the user has a Group Default of **Attendance and Enrollment**, you may need to select the roles for both InfoSnap **as well as** Attendance and Enrollment.

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- a. Click **OK**.
 - b. Click **Submit**.

The staff member will receive an email the following day indicating their InfoSnap Enrollment Options account is now active. Follow the email instructions to complete user access.

Important Notes:

- If the staff member does not have an email address in PowerSchool (or if it is set to peoplesoft@sandi.net) they will not be provided with access to InfoSnap Enrollment Options. School staff must use a **sandi.net** email account with InfoSnap Enrollment Options. If the staff member does not have a sandi.net email account, please ask them to contact the Help Desk for assistance at 619-209-HELP (4357).
- If a user's access needs to be removed from InfoSnap Enrollment Options, remove the security role within PowerSchool. The user will have their access removed the following day.