# How to Provide Access to InfoSnap New Student Enrollment

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This job aid describes how to assign the **InfoSnap New Student Enrollment** Security Role for school staff members. The online enrollment process is only for students who are new to the district and only for schools that have boundaries. The online enrollment form cannot be used by dedicated magnet schools, Atypical, or Charter schools.

1. On the **Start Page in PowerSchool**, click the dropdown menu to search for **Staff**.
2. **Enter** in the staff name and s**elect** the desired staff member.
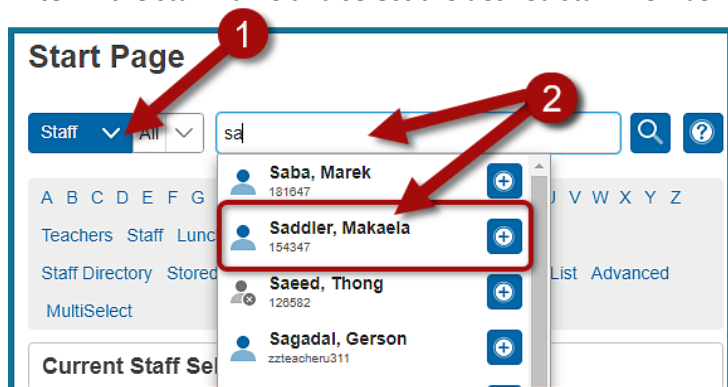
3. On the left hand menu of the **Staff Page**, click **Security Settings.**

4. Click the **Admin and Access Roles** tab shown as step 1 below and then complete the following instructions:
   a. Under S**chool 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.

b. Select **Use All Roles**, if it is not already selected.

c. Scroll down and **select ONE** of the following security roles to provide access to InfoSnap New Student Enrollment. **DO NOT add both security roles for the user.**

The **View Only access role** is for school staff who will be given **view-only** access to InfoSnap. These users will not be able to process new enrollments or deliver students to PowerSchool.

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.

d. Click **OK.**

e. Click **Submit.**

f. The staff member will receive an email the following day indicating their InfoSnap account is now active.

IMPORTANT NOTES:

- For Kearny High users that need access to InfoSnap New Student Enrollment, please make sure you assign the appropriate security role under **Kearny High Complex**. **Do Not** assign the InfoSnap New Student Enrollment security role for the individual Kearny High school.

- 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 New Student Enrollment. School staff must use a **sandi.net** email account with InfoSnap New Student Enrollment. 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).