Utah STATE OFFICE of Education
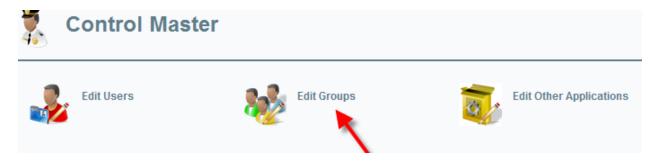
USOE - SIS 2000+

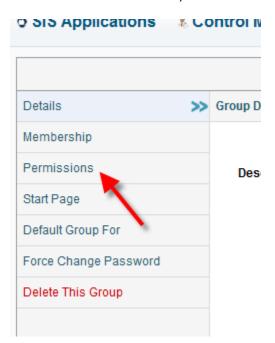# Create Groups

Control Master

Edit Groups

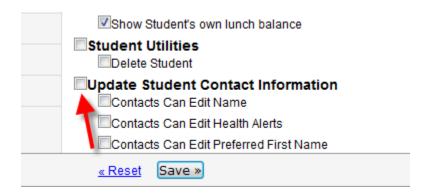### Create "Parent/Contact" Group

- Select "Edit Groups"

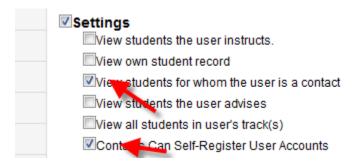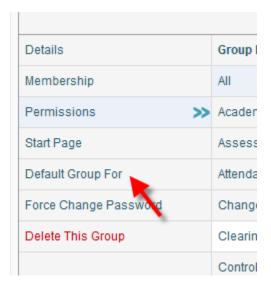- Select "Create New", Name it "Parents" or "Contacts"

- Select "Permissions"

- Select "Update Student Contact Information", you can also select other options for what you would like parents to have access to, such as reports and lunch balances
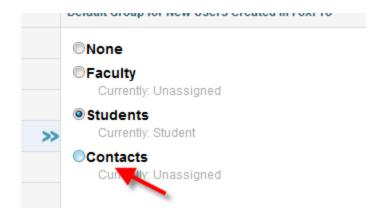

- Select "View students for whom the user is a contact" and "Contact Can Self-Register User Accounts"

- Select "Default Group for"

- Select "Contacts", make sure that none of the others are selected

The link on the login page will be available.

Updated on January 26, 2011