

California Commission on Teacher Credentialing

Accreditation Data System

How to Assign and Update User Permissions

Individuals who are registered and have an Accrediation Data System (ADS) account may be assigned with a permission to create program decks, enter data, as well as, save, print and submit program reports to the Unit Head. The institution Unit Head and Security Delegate may assign individuals with user permissions.

For detailed information about ADS users, please refer to the "ADS Users" on the Accreditation Data System webpage.

It is highly recommended that the Unit Head or Security Delegate confirms that the staff to be assigned a permission has an ADS account.

Proceed with the user guide if the staff has created an ADS account.

STOP if staff has not created an ADS account.

Click the page number to navigate to a specific section				
Α.	Assign Users with Permissions for the First Time			
В.	Update Users with Existing Permissions			



Navigate to

https://edprepdata.ctc.ca.gov

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From the sign in screen, enter your email address and Sign In password, and click SIGN IN Email Address Password Remember me I forgot my Login or password Create an account CONTACT US 2) Click the institution name Commission on O.GOV (hyperlinked in the NAME **Teacher Credentialing** column). PROFILE LOGOUT ABOUT CONTACT US REPORTING - MESSAGES WELCOME, SAMPLE Show All Institutions Search: NAME E SEGMENT t ROLE t COHORT California Sample Institution Institution Staff Private 3) Click MANAGE CONTACTS Gov Teacher Credentialing **Commission on** below the institution name. ABOUT CONTACT US REPORTING - MESSAGES 😝 PROFILE 🛛 🚽 LOGOUT **CALIFORNIA SAMPLE INSTITUTION** INSTITUTION CONTACT ACADEMIC YEAR COHORT MANAGE CONTACTS EDIT INSTITUTION 2016-17 Report Set Status: No Reports Created REPORT SET Required Reporting Active Programs Not Active Programs

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ASSIGN USERS WITH PERMISSIONS FOR THE FIRST TIME Α.



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4)	On the Institution Contacts page, ensure that your staff has been assigned a ROLE . Permissions cannot be assigned until your staff is listed on the Institution Contacts page.	Institution Contacts Institution Name : California Sample Institution Contact Name : Search:
	If your staff has not been assigned a role, continue to #5. If your staff has been	ROLE LAST NAME LAST NAME LAST NAME No data available in table Back @ CREATE CONTACT ADD CONTACT TO INSTITUTION MANAGE USER PERMISSION
	assigned a role, continue to #7 .	
5)	To assign your staff with a role, click ADD CONTACT TO INSTITUTION	Institution Contacts Institution Name : California Sample Institution Contact Name : Search:
		ROLE JE FIRST NAME 11 EMAIL 11 ACTION 11
		No data available in table Back CREATE CONTACT TO INSTITUTION MANAGE USER PERMISSION
6)	On the Add User page,	
	 click the User Lookup drop down menu, and select the staff's name and email address; 	Add User
	 select the Institution Role for the staff; 	Institution Name California Sample Institution
	 enter the dates for which this staff has 	User Lookup: Sample Person (sample@ctc.ca.gov)
	access to the institution (leave blank for non- expiring access);	Institution Role: Staff 2
	4. then, click ADD USER .	Valid To
	The staff with a role will be added on the Institution Contact page.	4 ADD USER CANCEL



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	If your staff does not appear on the User Lookup drop down menu, send an email to the Commission <u>HERE</u> . It is likely that the staff has created an account using a different email domain (i.e., gmail.com) and is not able to connect automatically to the institution.	
7)	On the Institution Contacts page, click MANAGE USER PERMISSION.	Institution Contacts Institution Name : California Sample Institution Contact Name : ROLE Is FIRST NAME II LAST NAME II Search: ROLE Is FIRST NAME II LAST NAME II ACTION II Staff Sample Person sample @ctc.ca.gov II II ACTION II Back Image: CREATE CONTACT ADD CONTACT TO INSTITUTION MANAGE USER PERMISSION
8)	On the Assign Permission page, click the User Lookup drop down menu, and select the staff's name and email address. Next, select Permissions (it will be highlighted), and click the right arrow button. Then click ASSIGN PERMISSION. The staff's permission will be listed on the right side box.	Assign Permission Institution Name User Lookup: Permissions: Security Delegate Program Delegate Institution Staff ASSIGN PERMISSION CANCEL



B. UPDATE USERS WITH EXISTING PERMISSIONS

1) Navigate to	Commission on Teacher Credentialing Accreditation Data System
https://edprepdata.ctc.ca.gov	Accreditation Data System
From the sign in screen, enter your email address and password, and click SIGN IN .	Sign In Finil Address Exter your email address Password Exter your password Remember me SiGN IN Sign In Sign In
2) Click the institution name (hyperlinked in the NAME column).	Commission on Teacher Credentialing ABOUT CONTACT US REPORTING - MESSAGES OPROFILE DOGOUT WELCOME, SAMPLE
	Show All Institutions Search: NAME I_E
3) Click MANAGE CONTACTS below the institution name.	California Sample Institution Private Institution Staff Commission on Feacher Credentialing Contract us REPORTING



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4)	On the Institution Contacts page, click MANAGE USER PERMISSION.	Institution Contacts Institution Name : California Sample Institution Contact Name : Search:
5)	To add a permission, click the User Lookup drop down menu, and select the staff's name and email address. Next, select Permissions (it will be highlighted), and click the right arrow button. Then click ASSIGN PERMISSION.	Assign Permission Institution Name User Lookup: Permissions: Security Delegate Institution Staff
	The staff's permission will be listed on the right side box.	ASSIGN PERMISSION CANCEL
6)	To remove a permission for a staff, click the User Lookup drop down menu, and select the staff's name and email address. Next, select the Permission on the right side	Assign Permission Institution Name California Sample Institution
	box and click the left arrow button.	User Lookup: Sample Person (sample@ctc.ca.gov)
	Then click ASSIGN PERMISSION. The staff's permission will be updated, and the permission will no longer be displayed	Permissions: Institution Staff Program Delegate
	on the right side box.	3 ASSIGN PERMISSION CANCEL