Literacy Assistance Center

INSTRUCTIONS FOR SUBMITTING ASISTS USER ACCOUNT INFORMATION

To gain access to the ASISTS data management system, each program staff member will need an ASISTS user account. The ASISTS staff at LAC will create these accounts based on information submitted by programs. A designated person at the program should fill out the attached form and send it to the LAC at asistssupport@lacnyc.org. Please use as many copies of the form as necessary.

How to fill out the form:
Staff Name. Please write down the first and last name of the staff person who will be using this account.

User Name. Please write a short one word user name, the length of which should not exceed a combination of 10 numbers and/or letters. The user name should also start with a letter, not a number. This could be the person's first or last names or some combination of the two.

Password. Please select a password. The password should contain a minimum of 8 characters, using a combination of letters and numbers. It should also contain, at a minimum, 2 numbers. It is advisable, when selecting a password, not to choose words or letters that can be easily guessed by others, such as birth dates or a pet's name.

Address, Phone, Email. Self Explanatory. Please enter information in these fields even if you think we already have it.

Security Level. Program staff will use ASISTS through one of 8 (A through G) security levels. Please indicate the security level that is most appropriate for this user based on the information provided below:

These levels differ in:
- Scope of data (program, site or class)
- Ability to change data (delete, add/edit, review)

Next are descriptions of the security levels:

Security Level A. This person has the overall responsibility for the maintenance of the ASISTS system at their program and the primary contact with the LAC. Only two people at any given program can have this security level, one of the persons being a primary and the other the backup. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	Yes
2. Should the person be able to edit program information on the agency information screen?	Yes
3. Should the person be able to edit and add information on all other screens?	Yes
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	Yes
5. Should the person be able to run reports for the entire program, including all sites and classes?	Yes

A person at this level would be responsible for:
- The collection of NRS, EPE and other reporting data from teachers and its accurate entry into the system
- The quality of the entire program's data and would communicate problems with the program manager and staff, the LAC and RAEN directors. This person may or may not be a program manager **him/herself.**
- Letting the LAC know when users need to be added or deleted to ASISTS for that program
- Ensuring that the agency information listed for that program in ASISTS, including address, phone number and EPE rate, is accurate

Security Level B. This person will have the ability to edit and add data for the entire program and run reports but NOT the rights to edit agency information or delete data. There are no restrictions on the number of people having this security level at any program. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	Yes
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit (change information within a field) and add information on all other screens?	Yes
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	NO
5. Should the person be able to run reports for the entire program, including all sites and classes?	Yes

This security level is most appropriate for those who enter data into ASISTS every day.

Security Level C. This person will have the ability to review data for the entire program and run reports but NOT the rights to edit or delete data. There are no restrictions on the number of people having this security level at any program. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	Yes
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit and add information on all other screens?	NO
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	NO
5. Should the person be able to run reports for the entire program, including all sites and classes?	Yes

An example of a person at this level would be a program manager who monitors program performance and/or data quality but with no direct responsiblities for entering data into ASISTS. Data entry and editing will be largely carried out by people with a Security Level of B.

NOTE: Security Levels D through F pertain to programs with more than one SITE location.

Security Level D. This person has the overall responsibility for the maintenance of the ASISTS data for a specific **SITE** (but NOT for the entire program) and run reports. Only two people at any given site can have this security level, one of the persons being a primary and the other the backup. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	No, One site only
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit and add information on all other screens?	Yes
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	Yes
5. Should the person be able to run reports for the entire program, including all sites and classes?	No, one site only

Security level D would be most appropriate for a program staff person who has the responsibility for the following tasks at a site:
- The collection of NRS, EPE and other reporting data from teachers and its accurate entry into the system
- The quality of the site's data and **the** communication of problems with the program manager and staff. This person may or may not be a site manager him/herself.
- Letting the program manager know when users need to be added or deleted to ASISTS for that site
- Ensuring that the information listed for that site in ASISTS, including address, phone number and EPE rate, is accurate

Security Level E This person will have the ability to edit and add data for the SITE (but not the entire program) and run reports but NOT the rights to delete data. There are no restrictions on the number of people having this security level at any program. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	No, One site only
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit and add information on all other screens?	Yes
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	NO
5. Should the person be able to run reports for the entire program, including all sites and classes?	No, One site only

This security level is most appropriate for those who enter data into ASISTS every day for a site.

Security Level F. This person will have the ability to review data for the SITE**,** and run reports but NOT the rights to edit or delete data. There are no restrictions on the number of people having this security level at any program. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	No, One site only
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit and add information on all other screens?	NO
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	NO
5. Should the person be able to run reports for the entire program, including all sites and classes?	No, One site only

An example of a person at this level would be a site manager who monitors program performance and/or data quality but with no direct responsiblities for entering data into ASISTS. Data entry and editing for the site will be largely carried out by people with a Security Level of E.

NOTE: Security Levels G and H pertain to programs wanting to give TEACHER access to data.

Security Level G. This level is designed to give teachers the ability to review and enter limited data for the classes they teach. A person at this level will only be able to review information and run reports on classes for which s/he is listed as an instructor. S/he will also be able to add attendance hours for students in his/her classes. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	No, Own classes only
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit and add information on all other screens?	Hours for own classes only
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	NO
5. Should the person be able to run reports for the entire program, including all sites and classes?	No, Own classes only

Security Level H. This level is designed to give TEACHERS the ability to review but NOT enter data for the classes they teach. A person at this level will only be able to review information and run reports on classes for which s/he is listed as an instructor. Please review the profile for this security level:

Factors that determine security level	Answer for this level
1. Should this person have access to data for the entire program, including all sites and classes?	No, Own classes only
2. Should the person be able to edit program information on the agency information screen?	NO
3. Should the person be able to edit and add information on all other screens?	NO
4. Should the person be able to delete data, including students, classes, funding sources, etc.?	NO
5. Should the person be able to run reports for the entire program, including all sites and classes?	No, Own classes only