

Managing Users in Host Site Manager

Users who need direct access to K12Docs will need to be set up in Host Site Manager by an administrator and given the applicable access to each application by assigning the user to specific roles. Host Site Manager can be accessed at: <https://intellicloud1.intellinetics.com/K12Docs/hsm>

Adding a New User through Host Site Manager:

1. Log into Host Site Manager.
2. From the Application Administration screen, select **Manage Roles/Users** in the Sites section.
3. At the Role/User Security screen, click the **Users** option.
4. Complete the fields in the lower left-hand side of the screen. See **Diagram A**.
 - a. Enter the full name for the user in the User Full Name field. The name is optional and can be up to **100** characters long.
 - b. Enter the description for the user in the User Description field. The description is optional and can be up to **100** characters long.
 - c. Enter a login name for the user in the User Login Name field. The name is required and can be up to **64** characters long.
 - d. Enter a password for the new user in the User Password field. The password can be alphanumeric and up to **32** characters long (no spaces).

Note: If desired, to create a random password for the new user, click the **Create Random** button. A random password will appear below the button. Enter this password into the User Password and Confirm User Password fields.
 - e. Reenter the new password again in the Confirm User Password field.
 - f. Enter the user's email address in the User Email field. The email address can be up to **100** characters long.

Tip: The User Email field must be completed in order for the user to utilize the Forgot Password feature when logging into K12Docs. The email address entered in this field can also be used with sending custom notification emails for search activity workflows, if desired.
 - g. To require the user to change their password at their next login, select the Must change password at next login field. A checkmark will appear in the box if the field is selected.
 - h. Leave the remaining three checkbox fields unselected.
5. Click the **Add** button. The new user will be added to the list of existing users.
6. Click the **Close** button in the lower right-hand corner to close the Role/User Security screen.

From the Users screen, enter the information for the new user, either assign a specific password or choose to create a random password, and when complete, click the **Add** button to save the new user.

Id	Login Name	Full Name	Description	Status
52	BAS	Becky Sampson		Active
1	HSMAdmin	HSMAdmin	HSMAdmin	Active
2	HSMNotify	HSMNotify	HSMNotify	Active
4	SAS	SAS	SAS	Active
3	SUIAdmin			Active
5	Svcuser	Service User	Service User	Active

Roles Users

Beginning Previous Next End Items: 6 Page: 1 of 1 Rows: 1 thru 6 Goto

User Full Name: Julia Anderson
 User Description: Julia Anderson
 User Login Name: ANDEJUL
 User Password: t6e1e6
 Confirm User Password: t6e1e6 t6e1e6
 User Email:

Must change password at next login
 Account is disabled
 Account is an Active Directory Group
 Account is a Service Account

Member of Role:
 Board_Meetings_Full_Access
 ClientAdmin
 Student_Records_Full_Access
 SUI_All_Access_And_HSM_Administrator
 SUI_AP_Documents_Full_Access
 SUI_AP_Vendors_Full_Access
 SUI_AR_Customers_Full_Access
 SUI_AR_Documents_Full_Access
 SUI_FA_Assets_Full_Access
 SUI_FA_Documents_Full_Access
 SUI_Full_Access

Items: 28 Page: 1 of 3 Rows: 1 thru 11
 Beginning Previous Next End

Diagram A

Assigning Roles to New or Existing Users through Host Site Manager:

Note: Users can either be assigned to roles for easy access to each application or they will have to be separately assigned access to an application. Unique roles have already been setup in Host Site Manager for your use. When adding a new user, assign the corresponding role to the application so they will have direct access to it in K12Docs.

1. Log into Host Site Manager.
2. From the Application Administration screen, select **Manage Roles/Users** in the Sites section.
3. At the Roles/User Security screen, click the **Users** option. A list of users will appear.
4. Select the user to assign roles.

Tip: If there are more than 11 defined users, use the navigation buttons (Beginning, Previous, Next, or End button) in the middle of the screen to scroll through all users, or enter search criteria into the search box and select the **Goto** button to be taken to the page of users containing the search information.
5. The user will appear in the lower left-hand corner. Assign the applicable roles to the user by selecting the checkbox next to each role in the Member of Role section. Use the navigation buttons in this section to scroll through the various roles. Below is a list of predefined roles and the applicable rights for access to K12Docs. See **Diagram B** and example role assignments on **Page D**.
 - a. Board_Meetings_Full_Access: Users will have full access to the Board_Meetings application and all subfolders.
 - b. ClientAdmin: This is an administrative role used for setting up the customer's domain and should not be changed.
 - c. Student_Records_Full_Access: Users will have full access to the Student_Records application and all subfolders.
 - d. SUI_All_Access_And_HSM_Administrator: Users will have full access to all SUI applications, including the Board_Meetings and Student_Records applications, and will have full access to all employee folders and subfolders, as well as full access to Host Site Manager.
 - e. SUI_AP_Documents_Full_Access: Users will have full access to the SUI_AP_Documents application and all subfolders.
 - f. SUI_AP_Vendors_Full_Access: Users will have full access to the SUI_AP_Vendors application and all subfolders.
 - g. SUI_AR_Customers_Full_Access: Users will have full access to the SUI_AR_Customers application and all subfolders.
 - h. SUI_AR_Documents_Full_Access: Users will have full access to the SUI_AR_Documents application and all subfolders.
 - i. SUI_FA_Assets_Full_Access: Users will have full access to the SUI_FA_Assets application and all subfolders.
 - j. SUI_FA_Documents_Full_Access: Users will have full access to the SUI_FA_Documents application and all subfolders.
 - k. SUI_Full_Access: Users will have full access to all SUI applications, including the Board_Meetings and Student_Records applications, and will have full access to all employee subfolders.
 - l. SUI_GL_Cash_Receipts_Full_Access: Users will have full access to the SUI_GL_Cash_Receipts application and all subfolders.
 - m. SUI_GL_Documents_Full_Access: Users will have full access to the SUI_GL_Documents application and all subfolders.
 - n. SUI_HR_Benefits_Full_Access: Users will have full access to the SUI_HR_Benefits application and all subfolders.
 - o. SUI_HR_Documents_Full_Access: Users will have full access to the SUI_HR_Documents application and all subfolders.
 - p. SUI_HR_Training_Events_Full_Access: Users will have full access to the SUI_HR-Training_Events application and all subfolders.

- q. SUI_NG_Documents_Full_Access: Users will have full access to the SUI_NG_Documents application and all subfolders.
 - r. SUI_PR_Documents_Full_Access: Users will have full access to the SUI_PR_Documents application and all subfolders.
 - s. SUI_PR_Documents_Sensitive_Full_Access: Users will have full access to the SUI_PR_Documents_Sensitive application and all subfolders.
 - t. SUI_PR_Employees_Full_Access: Users will have full access to the SUI_PR_Employees application and all subfolders.
 - u. SUI_PR_Employees_Human_Resources: Users will have restricted access to the SUI_PR_Employees application with rights to only the Human Resources, Contracts, Benefits/Deductions, and Transportation subfolders.
 - v. SUI_PR_Employees_Payroll: Users will have restricted access to the SUI_PR_Employees application with rights to only the Contracts, Benefits/Deductions, Payroll, and Leave Requests subfolders.
 - w. SUI_PR_Employees_Transportation_Only: Users will have restricted access to the SUI_PR_Employees application with rights to only the Transportation subfolder.
 - x. SUI_PR_Payees_Full_Access: Users will have full access to the SUI_PR_Payees application and all subfolders.
 - y. SUI_ServiceUser: This is an administrative role used for connecting K12Docs to the School Accounting System and should not be changed.
 - z. If using the Location index values for employees, then these additional roles can be utilized:
 - SUI_PR_Employees_Elementary_Human_Resources_Only: Users will have restricted access to the SUI_PR_Employees application with rights to only the Human Resources subfolder for those employees assigned to the Elementary location index.
 - SUI_PR_Employees_High_School_Human_Resources_Only: Users will have restricted access to the SUI_PR_Employees application with rights to only the Human Resources subfolder for those employees assigned to the High School location index.
 - SUI_PR_Employees_Middle_Human_Resources_Only: Users will have restricted access to the SUI_PR_Employees application with rights to only the Human Resources subfolder for those employees assigned to the Middle School location index.
 - aa. SUI_All_Read_Only_Access: Users will have search, read, and print access to all applications, including all employee folders and subfolders.
6. Once all applicable roles have been assigned, click the **Modify** button.
 7. Click the **Close** button in the lower right-hand corner to close the Role/User Security screen.

The screenshot displays the 'Role/User Security' configuration interface. On the left, the user profile for 'Becky Sampson' is shown with fields for User Full Name, User Description, User Login Name (BAS), User Password, Confirm User Password, and User Email. Below these are checkboxes for account settings like 'Must change password at next login' and 'Account is disabled'. At the bottom left are 'New', 'Modify', and 'Remove' buttons. On the right, the 'Member of Role:' section lists various roles with checkboxes. Three roles are checked: 'Board Meetings_Full_Access', 'Student_Records_Full_Access', and 'SUI_AP_Vendors_Full_Access'. A callout box with an arrow pointing to the 'Modify' button contains the text: 'After selecting the roles, click the **Modify** button to save the changes.' Another callout box with an arrow pointing to the three checked roles contains the text: 'In this example, Becky Sampson has been assigned to three roles, giving her full access to the Board Meetings, Student Records, and SUI_AP_Vendors applications.' At the bottom right, there are 'Beginning', 'Previous', 'Next', 'End', and 'Close' buttons.

Diagram B

Sample Role Assignment for Users

Below are examples of K12Docs users with specifically assigned roles.

Example 1: User with Full Access to all SUI Applications and Host Site Manager

Role Needed:

SUI_Full_Access_And_HSM_Administrator

Example 2: User with Full Access to all SUI Applications

Role Needed:

SUI_Full_Access

Example 3: Accounts Payable User

Roles Needed:

SUI_AP_Documents_Full_Access

SUI_AP_Vendors_Full_Access

Example 4: Human Resources User

Roles Needed:

SUI_HR_Benefits_Full_Access

SUI_HR_Documents_Full_Access

SUI_HR_Training_Events_Full_Access

SUI_NG_Documents_Full_Access

SUI_PR_Documents_Full_Access

SUI_PR_Documents_Sensitive_Full_Access (if applicable)

Either SUI_PR_Employees_Full_Access or SUI_PR_Employees_Human_Resources_Only

Example 5: Payroll User

Roles Needed:

SUI_PR_Documents_Full_Access

SUI_PR_Documents_Sensitive_Full_Access (if applicable)

Either SUI_PR_Employees_Full_Access or SUI_PR_Employees_Payroll

Example 6: Elementary School Principal User

Roles Needed:

Not Using Location Index for Employees:

SUI_PR_Employees_Human_Resources

Using Location Index for Employees:

SUI_PR_Employees_Elementary_Human_Resources_Only

Example 7: Transportation Supervisor User

Roles Needed:

SUI_PR_Employees_Transportation_Only

Example 8: User with Read Only Access to all Applications

Role Needed:

SUI_All_Read_Only_Access