

# SDS Security Administration Guide

2023

## Table of Contents

Introduction .....	3
Security Administration .....	3
Authorization Forms .....	4
Process .....	4
Important Questions.....	5
Security Administration Module.....	8
Access.....	8
Remote User Administration .....	9
Adding a New User/Creating a New Account.....	13
Resetting a User Password .....	17
Inactivating / Disabling / Removing an Existing Account .....	18
Change Password.....	20
Security Administration Audit Steps/Due Diligence .....	21
Help & Hints .....	22

### [Security Authorization Forms](#)

Form 3 Authorization for Guidance Counsellors to Access Student Information

Form 4 Security Authorization for SDS

Form 4.1 Security Authorization for SDS (Administrator)

This document was created by the Ministry of Education.

Information Management and Support Branch  
Student and Educator Services

Email: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

Website: [www.saskatchewan.ca](http://www.saskatchewan.ca)

# Introduction

## Security Administration

This guide provides policy and procedures for those who have been assigned the Division Security Administrator's Role.

School divisions, the Conseil des écoles fransaskoises and the Saskatchewan Distance Learning Corporation level activities assigned and maintained by the Ministry Security Administrator are:

- the Student Data System (SDS) (includes Educator Reporting);
- Student Support Services (SSS); and,
- English as an Additional Language (EAL).

School level activities assigned by Division Security Administrators are:

- the Student Data System (SDS);
- Student Support Services (SSS); and,
- Student Assessment and Support (SAS).

# Authorization Forms

## Process

All Security Administrators must complete the *Security Authorization for SDS (Administrator) Form 4.1*, obtain the proper signatures and submit the form to the Registrar's office.

The *Security Authorization for SDS Form 4* includes authorization, organization assignment and role definitions for individuals requiring access to SDS, SSS, EAL and Assessments. Completed forms are handled as follows:

- For users requiring school level access, the form is signed off by the Division Security Administrator and Director of Education. The Division Security Administrator creates, modifies, disables or inactivates the account as required. The form is kept on file by the Division Security Administrator (***retention period is six years after the account has been disabled and/or inactivated***).
- For users at the Division office level, the form is signed off by the Division Security Administrator and Director of Education and submitted to the Ministry Security Administrator. The Ministry Security Administrator creates, modifies, disables or inactivates the account as required. The form is kept on file by the Ministry Security Administrator (***retention period is six years after the account has been disabled and/or inactivated***).

**Note: Please review the role definitions which appear on the reverse of the form.** Only assign the roles that best define the user's duties. Roles are designed to appropriately group user tasks so that **multiple security roles are rarely required**.

Example 1: The **School Admin Reports (School Level) role** is assigned for generating reports at the school level.

Example 2: The **View Student Enrolment role** is assigned to allow users read only access to the student enrolment and individual class registration page.

Example 3: The **Counselling Students** role allows counsellors to access all high school level students in the province. The counselling role was redesigned to better facilitate program and intake counselling. It is intended for school level use.

If a student is not enrolled in your school, SDS users with the Counselling Students role must have written authorization from the student to access the record by completing [\*Authorization for Guidance Counsellors to Access Student Information \(Form 3\)\*](#). This proof of authorization must be retained for a **minimum of five years** (at the school). Security Administrators must be aware of the breadth of this role and ensure that it is being assigned appropriately. It is not intended for users working at the division level as students typically are not available onsite to complete an authorization form.

Additional examples are included in [Help & Hints](#).

## Important Questions

**1. Who needs access to the SDS?**

- Principals, Guidance Counsellors, Directors/Approved Supervisors and Office Managers.
- Student Support Services: Intensive Supports and English Additional Language (EAL) superintendents/coordinators/consultants to generate reports.
- Human Resource officials (for Educator Reports).
- Assessment Teachers to generate reports.

**2. What form does a Security Administrator complete?**

All Security Administrators must complete the *Security Authorization for SDS (Administrator) Form 4.1*, obtain the required signatures and submit the form to the Registrar's office.

The process, roles and responsibility assumed by Security Administrators are described on the form.

**3. Do all Security Administrators need to fill out the Security Authorization for SDS (Administrator) Form 4.1 at the start of each school year?**

No. The user ID carries over from one year to the next.

**4. What form does an SDS user/applicant complete?**

The [Security Authorization for SDS Form 4](#) is intended for users other than Security Administrators. This form includes authorization, organization assignment and role definitions for SDS, Student Support Services, EAL and Assessment. On the reverse side of the form, the roles and responsibilities of users are described. Existing accounts are carried over from one year to the next. It is the responsibility of the Security Administrator to verify that the role requested by the user is consistent with the level of access they require to perform their duties.

**5. Do all users need to fill out the Security Authorization form at the start of each school year?**

Any new user or users whose roles and/or organization have changed are required to fill out a form.

**6. Where can Security Authorization Forms be obtained?**

Fillable forms are available online on the Ministry of Education website, under the [Forms](#) section in the Registrar's Handbook.

**7. Will 'unused' user accounts expire?**

When access to the system is no longer needed, please remember to disable (or inactivate) the account. The difference between disable and inactivate is explained in question #8.

In addition, the ministry has implemented the following process for handling unused accounts over time.

If a user has not logged into SDS between June 30<sup>th</sup> of the prior cycle and October 15<sup>th</sup> of the current cycle, SDS roles are disabled by the Ministry of Education. For example, if a user has not signed in between June 30, 2022 and October 15, 2023 their account will be disabled.

**8. *When is a user account disabled versus inactivated? What is the difference?***

On the Add / Manage User Accounts working screen, each user has a value of Yes or No set in the User Enabled field. By default, User Enabled is set to Yes.

When the User Enabled button is set to No the account is disabled. On this same working screen there is an Inactive Date field. If a date is added the account is inactivated as of the date indicated.

**Disabling** an account means that a user, temporarily, cannot access the systems to which they were authorized. All organizations and roles remain intact so that the account can be enabled and maintained at a later date. The account will be present on the drop-down list of users for the Security Administrator authorized to maintain the account. Subsequent attempts to access, or search for, this account will be successful. An example of a situation where disabling an account would be appropriate is:

- A user going on leave (they will return to their position at a later date) or a user moving from one school to another, or within another Saskatchewan school system to another.

**Inactivating** an account means you are deleting the account. An account becomes inactivated on the date that has been entered to inactivate the account. All security roles and access privilege for the user are removed as of that date and the account is no longer intact. Subsequent attempts to access this account will not succeed and the user name will not be used for any future accounts. An example of a situation where inactivating an account would be appropriate is:

- A user who is permanently leaving the Saskatchewan school system.

**9. *What should be done when the Remove option is indicated on the form for a school, school division, the Conseil des écoles fransaskoises or Saskatchewan Distance Learning Corporation (i.e., organization)?***

- a) Verify if the intention is a complete removal of the user (inactivation), a temporary disabling of the account or simply a removal of privileges for a specific role or organization.
- b) If the user is leaving the Saskatchewan school system add an inactive date. This will revoke all access and privileges assigned to that account for SDS.
- c) If the user is leaving the organization on temporary leave or is moving to another Saskatchewan school system, disable the account.

**10. *What do I need to know about the Electronic Educator Profile (EEP) online application?***

An email message will be sent to Directors in mid-August asking them to remind teachers to complete their online EEP (security administrators will receive a copy of this message). To access the application teachers go to [www.saskatchewan.ca](http://www.saskatchewan.ca).

Note: If the school division, the Conseil des écoles fransaskoises or the Saskatchewan Distance Learning Corporation are submitting the EEP information electronically on behalf of the educators, they should be contacting their teachers to alert them if there is a change in process for their teachers.

If the teachers are filling out the online EEP, they will need to enter their legal name (as it appears on the teaching certificate), date of birth and teacher certificate number in order to access the application.

# Security Administration Module

## Access

Security Administrators access the Security Administration module by opening an internet browser and going to SDS Home Page.

The **Student Data System Home Page** will be displayed.

**Saskatchewan**

SERVICES FOR:  
Community  
Family  
Educator

HONOURABLE  
DON MORGAN  
Visit Web Page >>

You are not logged on.

Student Records Home  
SDS Home  
My Report Dashboard  
New SK Student  
Demographics  
Enrolment  
Registration  
Marks  
Electronic File Transfer  
General Proficiency Awards  
Reports  
Educator  
Student Assessment  
Intensive Supports  
EAL  
eIIP  
Security Administration  
System Updates  
Help  
Application Maintenance

**Welcome to the Student Data System**

**October 12, 2016**

**Notice to all users of the SDS Web Application.**

The Student Data System, including XML (batch and real-time), eIIP, EAL, Intensive Supports, EEP, and all other screens and reports in SDS, will be SHUT DOWN for maintenance from Wednesday, October 19 at 5:00 p.m. until Wednesday, October 19 at midnight.

**September 7, 2016**

Please refer to the **2016-17 Electronic Educator Profile (EEP)** and the **2016-17 Fall Data Collection Due Date Reminders** sections of the August 23, 2016 [Bi-Weekly Bulletin](#) for information regarding the submission of data.

**August 22, 2016**

Welcome to the 2016/2017 school year!

The 2016/2017 **Registrar's Handbook for School Administrators** and all supporting documents are available on our new website [www.saskatchewan.ca](http://www.saskatchewan.ca). Please bookmark [Registrar's Handbook](#) for a direct link to this important resource for school administrators. Reminder: All forms saved or printed previous to August 2016 should be destroyed.

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Select **Security Administration** from the menu bar on the left.

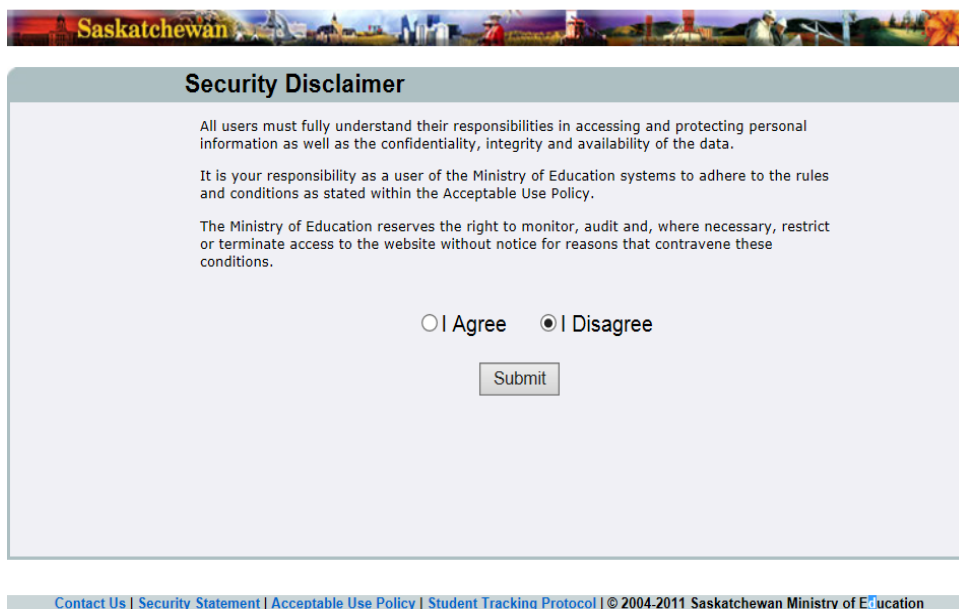


## Remote User Administration

Two options are presented. To add or manage user accounts for SDS select **Remote User Administration**. The **Change Password** option allows individual users to change their own password.

The screenshot shows the Saskatchewan SDS web application. At the top is a banner with the Saskatchewan logo and a photo of three children. To the right of the banner, it says "SERVICES FOR: Community, Family, Educator" and "HONOURABLE DON MORGAN" with a "Visit Web Page" button. Below the banner, it says "You are not logged on." On the left is a navigation menu with links like "Student Records Home", "SDS Home", "My Report Dashboard", "New SK Student", "Demographics", "Enrolment", "Registration", "Marks", "Electronic File Transfer", "General Proficiency Awards", "Reports", "Educator", "Student Assessment", "Intensive Supports", "EAL", "eIIP", "Security Administration", "System Updates", "Help", and "Application Maintenance". The "Security Administration" link is highlighted, and a sub-menu is open showing "Remote User Administration" and "Change Password". The main content area is titled "Welcome to the Student Data System" and shows the date "October 12, 2016". It contains a "Notice to all users of the SDS Web Application." stating that the system will be shut down for maintenance from Wednesday, October 19 at 5:00 p.m. until midnight. Below this, it shows the date "September 7, 2016" and a notice about the "2016-17 Electronic Educator Profile (EEP)" and "2016-17 Fall Data Collection Due Date Reminders". It also shows the date "August 22, 2016" and a welcome message for the 2016/2017 school year, mentioning the "Registrar's Handbook for School Administrators" and providing a link to [www.saskatchewan.ca](http://www.saskatchewan.ca).

All users are required to understand the responsibilities of accessing student and school information on the Ministry of Education's SDS site. Security Administrators must read and understand the primary goals and statements regarding privacy, protocol and integrity contained in the following documents: [Information Security and Acceptable Use Policy \(Appendix\)](#) and [Student Tracking Privacy Policy Framework \(Appendix\)](#). Links to the documents appear on the login screen.



The screenshot shows a banner at the top with the word "Saskatchewan" and a landscape image. Below the banner is a section titled "Security Disclaimer" with a light blue background. The text in the disclaimer reads: "All users must fully understand their responsibilities in accessing and protecting personal information as well as the confidentiality, integrity and availability of the data. It is your responsibility as a user of the Ministry of Education systems to adhere to the rules and conditions as stated within the Acceptable Use Policy. The Ministry of Education reserves the right to monitor, audit and, where necessary, restrict or terminate access to the website without notice for reasons that contravene these conditions." Below the text are two radio buttons: "I Agree" (unselected) and "I Disagree" (selected). A "Submit" button is located below the radio buttons. At the bottom of the page is a footer with links: "Contact Us | Security Statement | Acceptable Use Policy | Student Tracking Protocol" and copyright information: "© 2004-2011 Saskatchewan Ministry of Education".

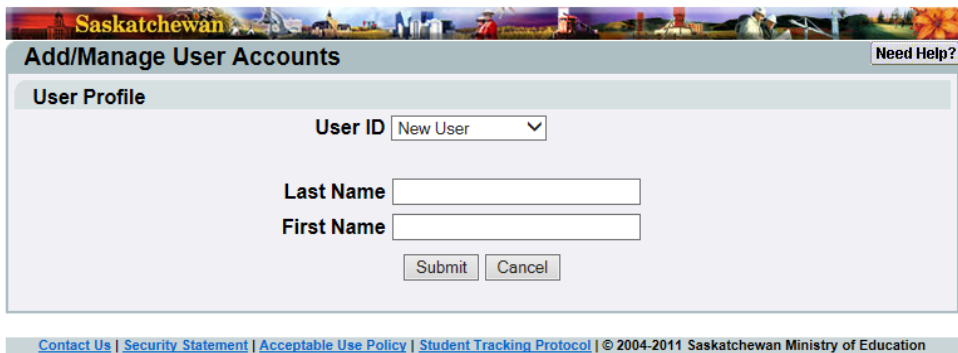
To continue, indicate that the terms and conditions outlined in these documents have been accepted by clicking on **I Agree** and **Submit**. (If consent is not given, you will be directed to Ministry of Education's home page.)



The screenshot shows the login page of the Saskatchewan Ministry of Education website. At the top is a banner with the word "Saskatchewan" and a landscape image. Below the banner is a large "Saskatchewan" logo. To the right of the logo is a photo of three children. Further right is a section titled "SERVICES FOR:" with a list: "Community", "Family", and "Educator". Below this is a section for "HONOURABLE DON MORGAN" with a "Visit Web Page" link and a small photo of Don Morgan. The main content area has a light blue background and contains the following fields: "User Name:" with a text input box, "Password:" with a text input box, and a "Log In" button with a lock icon. Below the fields are links for "Help" and "Forgot your password?". At the bottom of the page is a footer with links: "Contact Us | Security Statement | Acceptable Use Policy | Student Tracking Protocol" and copyright information: "© 2004-2011 Saskatchewan Ministry of Education".

Enter the **User Name** and **Password** that was assigned to you and click **Log In** or hit Enter.

The **Add/Manage User Accounts** screen is presented.



**Saskatchewan**

**Add/Manage User Accounts** [Need Help?](#)

**User Profile**

User ID

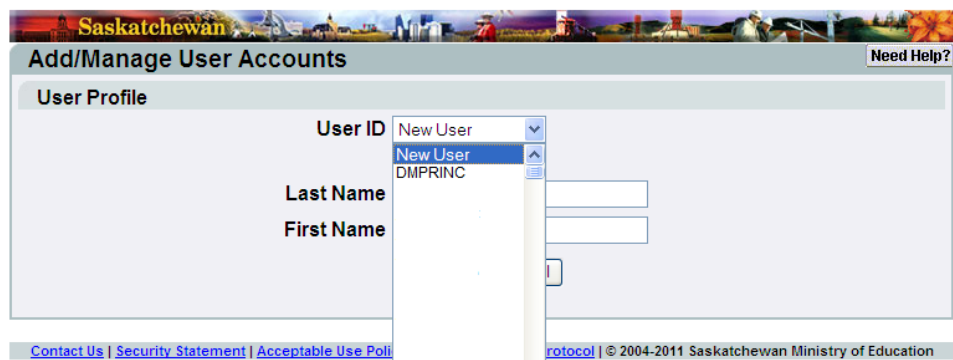
Last Name

First Name

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To exit from this screen, select **Cancel**.

To display existing accounts under your management, click on the User ID field. A drop down list will be displayed. This list assists you in determining if a new User Account is to be created or if an existing User Account is being maintained. If the User Account can be identified from the drop down list, select it.



**Saskatchewan**

**Add/Manage User Accounts** [Need Help?](#)

**User Profile**

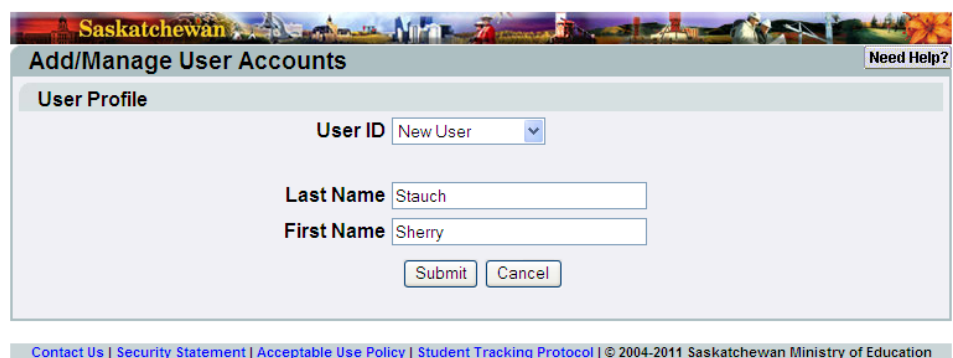
User ID

Last Name

First Name

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If more than one appears and you require more information, enter **full last name** and **full first name**. Click **Submit**.



**Saskatchewan**

**Add/Manage User Accounts** [Need Help?](#)

**User Profile**

User ID

Last Name

First Name

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The search results screen then displays all existing accounts (active and inactive) for that name as shown below. Inactive indicates Y if the user id is inactive. The inactive date refers to the organization role being inactive i.e.: STAUCHS no longer has access to Technology Supported Learning. If a match is found, select the active account you wish to edit (Note: you **cannot** reactivate an inactive account). Select “None of the above” to create a new account.



User ID	Inactive Indicator	Name	Inactive Date	Previous Organization
<input type="radio"/> STAUCHS		Stauch, Sherry		Ministry of Education
<input type="radio"/> STAUCHS		Stauch, Sherry	01-DEC-2008	Technology Supported Learning
<input type="radio"/> None of the above				

Submit Cancel

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The next section provides instructions for adding a new user or creating a new account for an existing user.

## Adding a New User/Creating a New Account

If the Last and First Name combination entered did not result in a match, or if you selected “None of the above,” the Add/Manage User Accounts screen will be displayed.

The first step is to complete the **User Profile**.

**Add/Manage User Accounts**

**User Profile**

User ID: New User

Last Name: Stauch

First Name: Sherry

Active Date: June 23, 2014

Inactive Date:

User Enabled: ☒ Yes ☐ No

**User Security Profile**

Organization(s)	Security Role(s)
Organization	Granted
33 Central (1110313)	<input type="checkbox"/>
4 Directions Child & Family Services Inc (9593411)	<input type="checkbox"/>
Abbey Hutterite School (2410121)	<input type="checkbox"/>
Abbey School (2410113)	<input type="checkbox"/>
Aberdeen Composite School (4110123)	<input type="checkbox"/>
Aden Bowman Collegiate (4154302)	<input type="checkbox"/>
Agency Chiefs Tribal Council ()	<input type="checkbox"/>
Ahtahkakoop (9594060)	<input type="checkbox"/>
Ahtahkakoop School (9596913)	<input type="checkbox"/>

Submit Cancel

The Last Name and First Name entered on the search screen will be displayed.

Enter the date the User Account is to be active in the **Active Date** field. A date may be entered by selecting the month, day and year from drop down lists or by clicking on the [...] box to activate the calendar feature. The current date is displayed by default. This date may be left in place to grant access from today forward. The Active Date may also be set to a future date.

Leave the **Inactive Date** field blank for a user when creating a new account.

**User Enabled** is preset to Yes. If a user is not to have immediate access to the account, but will have access in the future, leave User Enabled set to Yes and enter an Active Date set to the future date on which the user is authorized to use SDS.

The next step is to complete the **User Security Profile**. This consists of granting access to Organizations (e.g., schools) and Security Roles (i.e., the tasks authorized to perform).

Note that **both** the Organization(s) and Security Role(s) must be completed **before** clicking the submit button. These sections work in combination to define the user security profile.

The list of **Organizations** shown will be limited to those organizations which the Security Administrator is authorized to assign access to. Typically, school divisions, the Conseil des écoles fransaskoises and the Saskatchewan Distance Learning Corporation within a region or schools within those organizations.

**Saskatchewan**

**Add/Manage User Accounts** [Need Help?](#)

**User Profile**

User ID:

Last Name:

First Name:

Active Date:

Inactive Date:

User Enabled: ☒ Yes ☐ No

**User Security Profile**

**Organization(s)** **Security Role(s)**

Organization	Granted
Midale Central School (1110713)	<input type="checkbox"/>
Midwest Family Connections Inc ()	<input type="checkbox"/>
Milden Colony School (4310813)	<input type="checkbox"/>
Milestone School (1210523)	<input type="checkbox"/>
Miller Comprehensive High School (2163404)	<input type="checkbox"/>
Miller School (2650301)	<input type="checkbox"/>
Minahik Waskahigan School (6711913)	<input type="checkbox"/>
Ministry of Education (8888888)	<input checked="" type="checkbox"/>
Mistahi Sipiy School (9594811)	<input type="checkbox"/>

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Click on the boxes under the Granted column to indicate the organization to which the User will be given access according to the information supplied on the [Security Authorization for SDS Form 4](#).

Click the **Security Roles** tab. Remember to complete both Organization(s) and assign Security Role(s) before clicking the submit button.

User Security Profile		
Organization(s) Security Role(s) Organizational Role(s)		
Business Area	Security Role	Granted
AFL	Assessment Teacher	<input type="checkbox"/>
COM	School Division Security	<input type="checkbox"/>
SDS	Counselling Students	<input type="checkbox"/>
SDS	Electronic File Transfer	<input type="checkbox"/>
SDS	Generate Reports (school division level)	<input type="checkbox"/>
SDS	Generate Reports (school level)	<input checked="" type="checkbox"/>
SDS	PAA Module Recording	<input type="checkbox"/>
SDS	Principal/School Administration Activities	<input type="checkbox"/>
SDS	Remote Security Administrator	<input type="checkbox"/>
SDS	Teacher Activities	<input type="checkbox"/>

Submit Cancel

Refer to the Security Roles that have been approved for the user on the [Security Authorization for SDS Form 4](#). (Note: It is the responsibility of the Security Administrator to verify that the role requested by the user is consistent with the level of access they require to perform their duties within the school or division. Please do not check all boxes. Most users require only one role.). Click on the box in the Granted column to select the Security Role(s) to be assigned to the User.

Click Submit to process the User account.

A confirmation screen is presented.

**Saskatchewan**

**Add/Manage User Accounts Confirmation** [Need Help?](#)

User Security Profile

Last Name Stauch  
First Name Sherry  
Active Date 23-Jun-2014  
Inactive Date  
Enabled Yes  
Last Updated By null  
Last Updated null  
Organization(s) Ministry of Education (8888888)   
Security Role(s) Electronic File Transfer

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Click **Submit** to confirm creation of or changes to the User account; click **Cancel** to abort. (If Cancel is selected, the Add/Manage User Account screen is redisplayed.)

The following screen confirms the successful transaction.

**Saskatchewan!**  
Education: The future within us.

SERVICES FOR:  
Community  
Family  
Educator

**Success!** [Need Help?](#)

User Administration information has been accepted.

Shortcut: [Add / Manage User Accounts](#).

[Student Records Home](#)  
[SDS Home](#)  
[New SK Student](#)  
[Demographics](#)  
[Enrolment](#)  
[Registration](#)  
[Marks](#)  
[Electronic File Transfer](#)  
[General Proficiency Awards](#)  
[Reports](#)  
[Educator](#)  
[PAA Module Recording](#)  
[Student Assessment](#)  
[Intensive Supports](#)  
[EAL](#)  
[eIP](#)  
[Security Administration](#)  
[System Updates](#)  
[Help](#)

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User ID and password information, for the new user, are emailed to the Security Administrator. Please ensure that you notify the ministry at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) if your email address has changed.



## Resetting a User Password

A password for an existing user can be reset on the Add/Manage User Accounts screen. The existing password is hidden. To reset a password, type a new temporary password in the **Password** field, retype the same password in the **Verify Password** field.

Click **Submit** to initiate the transaction.

**Add/Manage User Accounts** [Need Help?](#)

**User Profile**

User ID:

Last Name:

First Name:

Password:

Verify Password:

Active Date:

Inactive Date:

Enabled: ☒ Yes ☐ No

Last Updated By:

Last Updated:

**User Security Profile**

**Organization(s)** **Security Role(s)** **Organizational Role(s)**

Organization	Granted
Ministry of Education (8888888)	<input checked="" type="checkbox"/>
33 Central (1110313)	<input type="checkbox"/>
4 Directions Child & Family Services Inc (9593411)	<input type="checkbox"/>
Abbey Hutterite School (2410121)	<input type="checkbox"/>
Abbey School (2410113)	<input type="checkbox"/>
Aberdeen Composite School (4110123)	<input type="checkbox"/>
Aden Bowman Collegiate (4154302)	<input type="checkbox"/>
Agency Chiefs Tribal Council ( )	<input type="checkbox"/>
Ahtahkakoop (9594060)	<input type="checkbox"/>

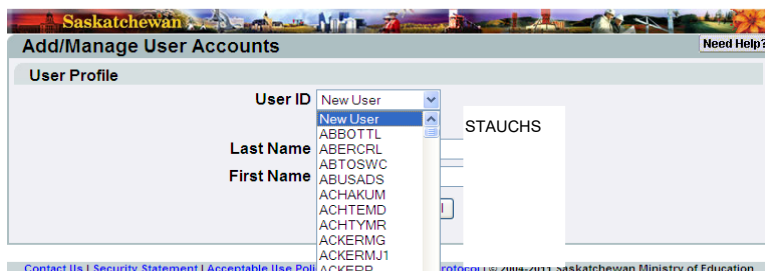
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On the Confirmation screen, click **Submit** to complete the password reset transaction. Ensure that "Success!" is displayed. The user must be contacted with their new temporary password information. The user will be prompted to change this temporary password the first time they re-sign on to SDS.

## Inactivating / Disabling / Removing an Existing Account

**When is a user account Disabled versus Inactivated? What is the difference?** The question is answered on page 6 of this document under Important Questions. Please read the response to determine if the account should be disabled or inactivated.

Select the user name for the account to be inactivated or disabled.



Saskatchewan  
Add/Manage User Accounts Need Help?

User Profile

User ID: New User

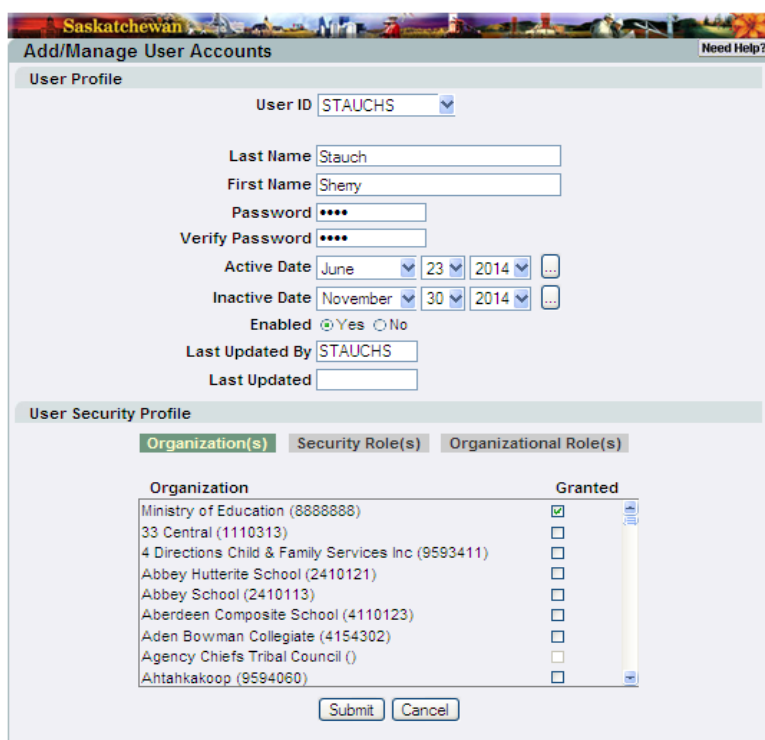
Last Name: STAUCHS

First Name:

ABBOTT  
ABERCRL  
ABOSWC  
ABUSADS  
ACHAKUM  
ACHTEMD  
ACHTYMR  
ACKERMJ  
ACKERP

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To inactivate the account: set the Inactive Date to the current date for immediate inactivation, or a future date to allow access until that time. **All Security Roles will be removed as of the date entered. This effectively deletes the account.** The inactivated user name cannot be reactivated or used for a new user account.



Saskatchewan  
Add/Manage User Accounts Need Help?

User Profile

User ID: STAUCHS

Last Name: Stauch

First Name: Sheny

Password: \*\*\*\*

Verify Password: \*\*\*\*

Active Date: June 23 2014

Inactive Date: November 30 2014

Enabled: ☒ Yes ☐ No

Last Updated By: STAUCHS

Last Updated:

User Security Profile

Organization(s)	Security Role(s)	Organizational Role(s)
Organization		Granted
Ministry of Education (8888888)		<input checked="" type="checkbox"/>
33 Central (1110313)		<input type="checkbox"/>
4 Directions Child & Family Services Inc (9593411)		<input type="checkbox"/>
Abbey Hutterite School (2410121)		<input type="checkbox"/>
Abbey School (2410113)		<input type="checkbox"/>
Aberdeen Composite School (4110123)		<input type="checkbox"/>
Aden Bowman Collegiate (4154302)		<input type="checkbox"/>
Agency Chiefs Tribal Council ( )		<input type="checkbox"/>
Ahtahkakoop (9594060)		<input type="checkbox"/>

Submit Cancel

To disable the account: toggle Enabled = No. The account is disabled immediately. When an account is disabled, all security roles and organizations remain intact. The account can be Enabled, and be fully accessible, at a later date by toggling Enabled = Yes.

A confirmation screen is presented; click **Submit** to confirm changes to the user account.

**Saskatchewan**  
Add/Manage User Accounts Need Help?

**User Profile**

User ID: STAUCHS

Last Name: Stauch

First Name: Sherry

Password: \*\*\*\*

Verify Password: \*\*\*\*

Active Date: June 23, 2014

Inactive Date:

Enabled: ☐ Yes ☒ No

Last Updated By: STAUCHS

Last Updated:

**User Security Profile**

**Organization(s)** Security Role(s) Organizational Role(s)

Organization	Granted
Ministry of Education (8888888)	<input checked="" type="checkbox"/>
33 Central (1110313)	<input type="checkbox"/>
4 Directions Child & Family Services Inc (9593411)	<input type="checkbox"/>
Abbey Hutterite School (2410121)	<input type="checkbox"/>
Abbey School (2410113)	<input type="checkbox"/>
Aberdeen Composite School (4110123)	<input type="checkbox"/>
Aden Bowman Collegiate (4154302)	<input type="checkbox"/>
Agency Chiefs Tribal Council ( )	<input type="checkbox"/>
Ahtahkakoop (9594060)	<input type="checkbox"/>

## Change Password

The Change Password option, under Security Administration, allows users to maintain their own password.

The screenshot shows the Saskatchewan Ministry of Education website. At the top, there is a banner with the text "Saskatchewan! Education: The future within us." and a photo of three children. To the right, it says "SERVICES FOR: Community, Family, Educator". Below the banner, it says "You are logged in as ursulep. Logout". On the left, there is a navigation menu with links like "Student Records Home", "SDS Home", "New SK Student", "Demographics", "Enrolment", "Registration", "Marks", "Electronic File Transfer", "General Proficiency Awards", "Reports", "Educator", "PAA Module Recording", "Student Assessment", "Intensive Supports", "EAL", "eLIP", "Security Administration", "System Updates", and "Help". The "Security Administration" link is highlighted. On the right, under "Security Administration", there are two links: "Remote User Administration" and "Change Password". The "Change Password" link is selected. Below the link, it says "Users can update their password by clicking on the above link." At the bottom of the page, there is a footer with links like "Contact Us", "Security Statement", "Acceptable Use Policy", "Student Tracking Protocol", and "© 2004-2011 Saskatchewan Ministry of Education".

**Change Password**

Old Password

New Password

New Password (Verification)

'Hard to Guess' Question

Answer to 'Hard to Guess' Question

Complete ALL fields, submit, and then confirm to continue.

## Security Administration Audit Steps/Due Diligence

### School Division, the Conseil des écoles fransaskoises' and the Saskatchewan Distance Learning Corporation's Role:

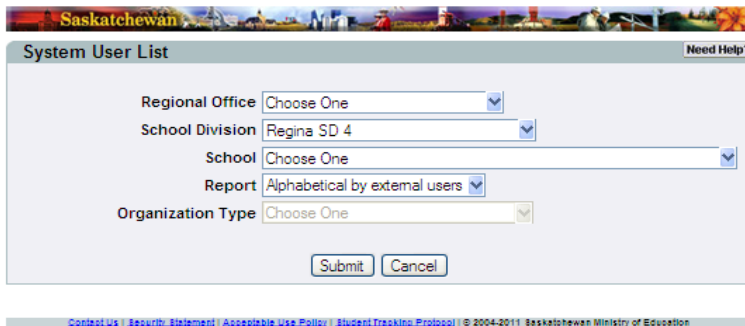
- Adoption of Acceptable Use Policy.
- Communication of privacy policies to all users in division.
- Perform Quarterly review of accounts (remote security administrator)
  - Run System User List report; and,
  - Disable or Inactivate accounts as required.
- Audit checks to ensure Guidance Counselor Role is used appropriately are performed at the ministry level. The ministry will contact the school division, the Conseil des écoles fransaskoises or the Saskatchewan Distance Learning Corporation Security Administrator to assist in monitoring compliance (retention of student authorization form for not enrolled student).

### Ministry's Role:

- Close unused accounts each fall; and,
- Annual system wide audit reports to identify unacceptable use.
  - Feedback to Director and Remote Security Administrator for follow-up

### Accessing the User List

SDS Web App > Reports > System User List



The screenshot shows the 'System User List' web application interface. At the top is a banner with the word 'Saskatchewan' and a landscape image. Below the banner is a form with the following fields:

- Regional Office: Choose One (dropdown menu)
- School Division: Regina SD 4 (dropdown menu)
- School: Choose One (dropdown menu)
- Report: Alphabetical by external users (dropdown menu)
- Organization Type: Choose One (dropdown menu)

At the bottom of the form are two buttons: 'Submit' and 'Cancel'. In the top right corner of the form area is a link that says 'Need Help?'. At the very bottom of the page is a footer with links: [Contact Us](#), [Security Statement](#), [Acceptable Use Policy](#), [Student Tracking Protocol](#), and copyright information: © 2004-2011 Saskatchewan Ministry of Education.

## Sample Report

Saskatchewan Learning  
Student Data System  
List of Users

Page 1 of 55  
Wednesday February 22 2006 2:26 PM

Alphabetical by External users

Name	ID	Organization Name	Organization	Role
[REDACTED]	[REDACTED]	White City School	2111613	Sds_Counseling_Students
[REDACTED]	[REDACTED]	Davidson SD 31	3110000	Sg_Secretary_Treasurer_Sd Sds_School_Division
[REDACTED]	[REDACTED]	Ruth M. Buck School	2155801	Sg_Principal Sds_School_Administrator Electronic_File_Transfer Sds_School_Admin_Reports
[REDACTED]	[REDACTED]	Coronation Park School	2151001	Sds_School_Administrator Electronic_File_Transfer Sds_School_Admin_Reports

## Help & Hints

1. **Use legal first and last names** when creating user accounts (i.e., use Robert as opposed to Bob). This will help reduce duplicate accounts for the same individual.
2. Review the Security Roles on the Security Authorization form. Roles are set up in a hierarchical fashion such **that multiple security roles are rarely required**. If the SDS role **'Counselling Students'** is indicated, Security Administrators must ensure that the account holder is aware of the requirement for **signed authorization** (i.e., Form 3) when accessing a record of a student that is not enrolled in their school.
3. If a **user has access to multiple organizations**, they will be assigned the same security roles for all organizations. Any role changes that are made will affect ALL organizations assigned to that account. If security roles are different between organizations, then separate accounts will be required.
4. **Do not use someone else's user ID and password**. Create separate user IDs for each individual.
5. **Do not use general/generic user IDs** (e.g., Office1). All 'general' user IDs will be inactivated by Ministry of Education.
6. When a **name contains a hyphen**, or other special characters, use spellings with and without the punctuation when searching for an existing account for the user.