

User Management Guide

What kind of Role Do I have	I can assign these roles	
Central Level		
Central Office System Admin	Central Office System Admin	
Region	Regional System Admin	
Regional Level		
Regional System Admin	Regional System Admin	
	Region Officer	
Division	Division School System Admin	
	Division Officer	
Region Officer	None	
Division Level		
Division System Admin	Division System Admin	
	Division Officer	
Public School	School Head Representative	
	School System Admin	
	School Personnel	
ALS	ALS – Admin (division als supervisor)	
Division Officer	None	
School Level		
School Personnel	None	
School Head Representative	School Head Representative	
	School System Admin	
	School Personnel	
School System Admin	School Head Representative	
	School System Admin	
	School Personnel	
ALS Level		
ALS Admin (division als supervisor)	ALS Admin (division als supervisor)	
	ALS Facilitator	
	ALS Consolidator	
ALS Facilitator	None	
ALS Consolidator	None	

Public School Tasks

I need to..	Which role can I use to do the task			
	School System Admin	School Head	Class Adviser (School Personnel Role)	
Create Class	✓	✓		
Monograde	✓	✓		
Multigrade	✓	✓		
Set Class Adviser	✓	✓		
Remove/Edit Class	✓	✓		
Enroll Learner	✓	✓	✓	
Batch Enroll	✓	✓	✓	
Update Other Data	✓	✓	✓	
Send Request for Correction	✓		✓	
Basic Profile	✓		✓	
Correction of LRN	✓		✓	
Deactivate LRN	✓		✓	
Change Grade Level	✓			
Correction Request Approval		✓		
EOSY Updating				
Update Learner Status	✓	✓	✓	
Finalizing Class	✓	✓	✓	
Submit EOSY	✓	✓		
Download Form	✓	✓	✓	

ALS Tasks

I need to..	Which role can I use to do the task		
	ALS Admin (division als supervisor)	ALS Facilitator or Consolidator	Issue
Enrol ALS Learner		✓	Why can't I add ALS learner, given that I am logged in as ALS Facilitator already? Answer: ALS Facilitator should be added first to a specific TYPE i.e. Mobile Teacher before it can add a learner.
Add Facilitator to Active Roster	✓		
Update Learner Data		✓	
Add/Update CLC		✓	
Update Status		✓	
Update Delivery Mode		✓	
Update Program		✓	