# Manage Users

Schools can create and manage their own users. The data held within your Perspective Lite account is sensitive. It has been decided that head teachers should adopt the role of data governor and decide who should/should not have access to pupil sensitive data and important documents. Expecting head teachers to be responsible for all user administration is not realistic. You can assign that capability to one or several trusted and data security experienced staff members – such as SLT, school business manager or data manager. These staff members can then administer users on your system.

To set up a new user, logon into Perspective Lite and click on the "cogwheel" icon in the top right to display the User Settings sub-menu. Then click the "Manage Users" button.
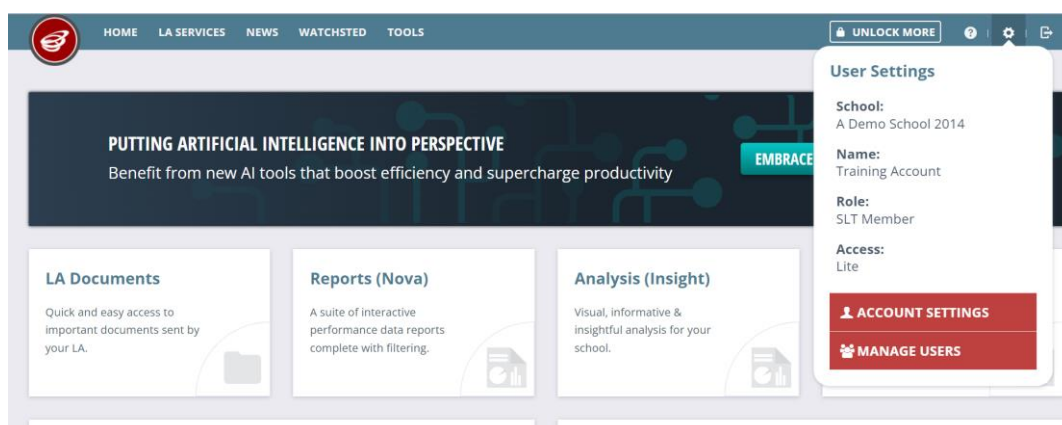
The below webpage will be displayed. If you are an authorised user you can create, edit, archive, and delete standard users for your school. However only the Headteacher can add/edit or archive the SLT team in Perspective Lite.

To create a user, click on the **Create New User** and fill in all the relevant details then click the **Save** icon. *Please Note:* First Name, Last Name and Email address are ALL required fields.
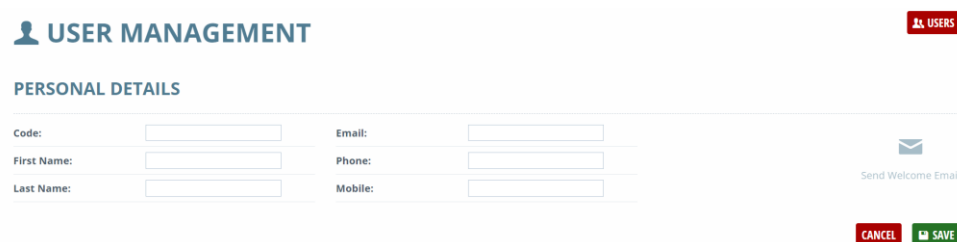
The Code field is free form, use it to group users such as SLT, Att (for attainment), Census, Data, or SBM. Later in the year we will introduce a standard set of Perspective Lite roles/codes across all

schools in Hillingdon, this will ease communication between the schools and ourselves and vice versa.

When you are ready to send the new user their welcome email which contains details of how to access Perspective Lite and set up their password, then simply click **Send welcome Email**.

To edit, archive or delete a user, simply click the relevant option next to their name in the User Management Screen.

To delete or archive several users at once, tick the box to the left of the names of all the users you want to delete/archive, then click **Delete Selected** or **Archive Selected** respectively.

Deleting a user will permanently delete them from the system. *Archiving* a user will archive them in a way that lets you recover them later if necessary. You can do this from the **Archived Users** screen which you can access via the **View Archived Users** button in the **Manage Users** screen.

User Permissions

To edit the user's permissions, click on the permissions tab in the **User Management** screen. Once you arrive at the Permissions screen, you will see the following options:

Data controls access to the Real Time Data module (attainment data bar charts) and school-level data in the Reports module.

LA / Org Documents controls access to the documents sent to you by the Local Authority. It also controls whether someone can send files back to your LA.

Visits controls access to the records of visits sent by your Local Authority.

Admin controls who can edit and update users. Please note, you will also need to add a user into the SLT team for full admin permissions.

There are three permission options that you can give users access to:

Off: The user cannot access this area of the system.

Read: The user has basic access to the area. This gives them viewing rights only (for example, Read access will allow a user to see that a visit has occurred, but they won't be able to download the report).

Action: Gives the user full access to the module and all downloadable content.

Archive Users

You can remove someone's access to Perspective Lite quickly, by setting them as an archived user. This will stop them from being able to access the system in future. You can reactivate their account if needed.

To archive a user: Click on **Settings** (cog icon), then select **Manage Users**. Locate the user that you would like to archive and then click the **Archive** button. **Only the Headteacher or an SLT member can archive users.**

To reactivate a user: click **View Archived Users** on the **Manage Users** page. This will list all staff that have previously been archived. Click **reactivate** next to their name to un-archive them.

Access and Security

The Academy/school must have policies and systems in place to ensure information held on its information systems is held securely and in compliance with industry security standards and legislation. You must make sure you have procedures in place to do everything reasonable to:

- Make accidental compromise or damage unlikely during storage, handling, use, processing transmission or transport.
- Deter deliberate compromise or opportunist attack.
- Dispose of or destroy the data in a way that makes reconstruction unlikely.
- Promote discretion to avoid unauthorised access.

When using the secure document transfer web portal **'NCER Perspective Lite'** the headteacher of the academy/school is responsible for ensuring that only authorised staff within the academy/school have access to documents containing personal or commercially sensitive data shared via the portal by the Council.

Academies/schools should have in place procedures for reviewing who has access to this portal and ensure staff that leave or change roles in the academy/school have their access rescinded.

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