

Adding Iowa TIER Roles in JMC

Introduction

Iowa TIER requires that users be assigned their TIER security role for **each** school they will need access to in the Iowa TIER system. Roles are set-up in JMC and reported via SIF to the TIER system. There are six TIER roles that can be assigned in JMC. For more information about each role, please reference the Iowa TIER knowledge base.

- UniversalScreeningAssessor
- Teacher
- SiteUser
- Principal
- InternalCoach
- BehaviorCoach (coming in 2016-17 for behavior pilot sites)

Adding TIER Roles in JMC

1. In JMC, go to Attendance > Staff > Teachers.
2. Click the "Edit" button next to a teacher to see his/her detail.

The screenshot shows the JMC interface for Earlham Community School. The header includes the JMC logo and the text "STUDENT RECORD MANAGEMENT SOFTWARE". The school name "Earlham Community School" and the date "Day: 1 - 08/13/2014 - Wednesday" are displayed. A navigation menu on the left includes "Home", "File", "Edit", "Attendance", "Student", "Reports", "Day", "Calendar", "Staff", "Rooms", "Teachers", and "Advisor List". The "Teachers" menu item is highlighted. The main content area shows a table of teachers with columns for "#", "Display Name", "Last", "Former Last", "First", "Username", "Password", and "Email". There are "Edit" buttons next to each row. The table contains the following data:

| # | Display Name | Last | Former Last | First | Username | Password | Email |
|----------------------|--------------|--------------|-------------|--------|----------|-----------|-----------------------|
| Edit | 114 | | | | | | |
| Edit | 115 | | | | | | |
| Edit | 116 | | | | | | |
| Edit | 117 | Rachel Kruse | | Rachel | testing | something | rachel.kruse@iowa.gov |

3. Make a selection from the "Staff Type" drop-down to assign that role the staff member. Most often, staff will only need one TIER role per building. Click 'Update' when you are finished.

| # | Display Name | Last | Former Last | First | Username | Password | Email | File Folder Number |
|-----|--------------|-------|-------------|--------|----------|-----------|-----------------------|--------------------|
| 114 | | | | | | | | |
| 115 | | | | | | | | |
| 116 | | | | | | | | |
| 117 | Rachel Kruse | Kruse | | Rachel | testing | something | rachel.kruse@iowa.gov | 123 |

Teacher Data:

| | |
|--|--|
| Display Name: Rachel Kruse Last Name: Kruse Former Last Name: First Name: Rachel Username: testing Password: something Email: rachel.kruse@iowa.gov | File Folder Number: 1234567 Teacher ID: 117 Sort Priority: 1 Staff Type 1: Internal Coach Staff Type 2: Not Specified Staff Type 3: Teacher Staff Type 4: Site User Staff Type 5: Universal Screening Assessor Staff Type 6: Internal Coach Staff Type 7: Principal |
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