



Iowa TIER New Staff/New Role Setup Instructions

Welcome to Iowa TIER!

In order to get started using Iowa TIER and all of its features, you will need to follow a few steps for setup. Please review and follow these steps carefully to prevent troubleshooting later. **Step 1** describes individual staff set up. **Step 2** is only needed to set up new sites/buildings.

1. **Staff account setup and access** –Please complete the following steps;
 - i ***Set up staff user security roles for Iowa TIER in your local Student Information System (SIS)*** – You will need to set up all staff members at your location with user security roles that will match the most closely with the level of access they will need in order to do their work, while being mindful of the privacy of student level data. They will also need to have a current location, email address, current term info, and if teaching a class, will need to have their class folders established. Specific setup documents with the required steps for each SIS system are as follows;
 - **Infinite Campus** –[Adding TIER Roles – Infinite Campus](#)
 - **Powerschool** – [Adding Tier Roles – Powerschool](#)
 - **JMC** – [Adding TIER Roles - JMC](#)
 - ii ***Create staff A&A accounts in EdPortal*** – All staff members accessing Iowa TIER will need to create their own unique A&A account to access Iowa TIER. All new accounts must use the same email address that is entered in your local SIS as the email address on their A&A account in order for Iowa TIER access to be automatically granted. **If an A&A account already exists for other roles or purposes, do not create a new A&A account for Iowa TIER.** See the reference document below and/or change your A&A account email to the same email in your SIS system. Do not have a single person create accounts for staff. **Each staff member must create their own account and password, and are responsible for tracking their login information. Iowa TIER cannot provide support for access to A&A accounts; the EdPortal help desk handles these directly.**
 - **Suggested reference document** –
 - [Setting up an A&A Account](#)
 - iii ***Iowa TIER added to Staff Iowa Education Profile*** – Once staff have created their A&A account, the Department will attempt to match the A&A information with the information from the SIS and give automatic access to Iowa TIER. If automatic access is granted, staff members will receive an email, according to the scheduled dates below, and should have the Iowa TIER link available when they log into the Iowa Education Portal with their A&A account, in the top blue bar under the heading Iowa Department of Education.



iv Email verification within Iowa TIER – When first time users log in to Iowa TIER, they will be required to verify their email address. After clicking on the Iowa TIER link in the portal for the first time, users will be taken to an email verification screen within Iowa TIER. They will enter or verify their work email address and click verify. They will then receive an email from *noreply@edspring.org* at that email address with a link to click on to complete the email verification process.

- Please have your district technical personnel make sure the emails from *noreply@edspring.org* are white-listed and not considered junk or spam.
- **Suggested reference document** –
 - a Technology Requirements for TIER Systems

2. Data feed setup via the Schools Interoperability Framework (SIF) using Student Information System (SIS) data FOR SETTING UP NEW SITES ONLY – In order for Iowa TIER to receive and display data from your location, we use a language protocol known as the Schools Operability Framework (SIF). This protocol takes data from your local School Information System (SIS) and attaches an ID tag to each piece of data which will give a value that can be mixed in with other areas. In order for this to work effectively, you will need to complete the following steps.

i Complete all student, staff, and class data entry into SIS – Be sure all of the appropriate student, staff, and course data are entered into your SIS. This work can be done at any time during the summer and as soon as data change in your SIS, they will be updated in Iowa TIER through the SIF connection.

- Although it may vary by district, it is likely that this work will be completed by SIS/technical staff in your district.
- SIS/technical staff will need to work with building and district leadership to assign staff the appropriate Iowa TIER security role.
- **Suggested Reference Document** –
 - o Required Data Entry in SIS for Iowa TIER

ii Set up connections from your Local SIS to Iowa TIER – See below for steps to follow according to the local SIS system your location uses. Please remember that setting up a new location in Iowa TIER incurs a cost to the state both financially and in work resources. We are happy to do so; please be sure the location will utilize TIER to collect and use student data.

iii Validate data in Iowa TIER – After your SIF connection has been made and confirmed by Iowa TIER, the district and technical contacts will be given access to review the data in a dedicated Iowa TIER validation site. Contacts will receive an email with log-in information and instructions to validate your data. Data validation will include spot checking student and staff data.