Assigning Roles in OEDS

Step by Step

Step 1
User must be the OEDS Organization Administrator for their organization. (For some organizations the role of Superintendent or Treasurer will suffice.)

Step 2
Log into OEDS and navigate to the organization’s Overview page. Click on the Personnel tab located under the organization’s name.

Step 3
Review the list of Roles Associated to the Organization found in the top panel of the Personnel page to see what roles are already assigned and to whom. Use the SEARCH box to limit the list of roles.

Step 4
Review the Persons in this Organization found in the bottom panel of that same page to see persons already assigned to roles within organization. Use the ADD, EDIT and REMOVE buttons as appropriate.

Step 5
Refer to Help Text located on the right hand side of the screen for directions related to each panel on the page.