

Gifted Eligibility Form

How to Assign access in SLDS

This instruction document will describe how the "Profile Manager" will be able to assign the Gifted Eligibility Form (**GEF**) to the System's desired users.

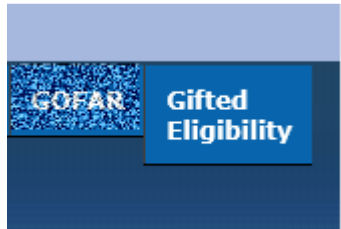


Figure 1 Menu Bar icon

The new GEF is now available to be provisioned to the desired personnel within your District. To access the GEF area, the user would click on the new Gifted Eligibility icon (see Figure 1).

In order to access the GEF- users will need to be provisioned inside of the District's SIS **and** inside of SLDS. This provisioning will follow the normal "Profile Manager" instructions.

There are three levels of access:

- District
- School
- Teacher

When a user is designated at the Teacher level- they can **ONLY** submit a student's information as it pertains to Gifted eligibility.

When a user is designated at the District or School level - they can submit and/or approve a student's eligibility.

The School level designee can only see students at their school, whereas, the District can see all schools' students.

When provisioning the users, the District Super Users (D5U) will notice the new Application called Gifted. To assign the designated **ROLE** with access to the GEF, the D5U will place a checkmark in the checkbox for the desired level.

Please remember to always **SAVE** (and you must be error free before leaving)



Figure 2 Profile Manager Applications