

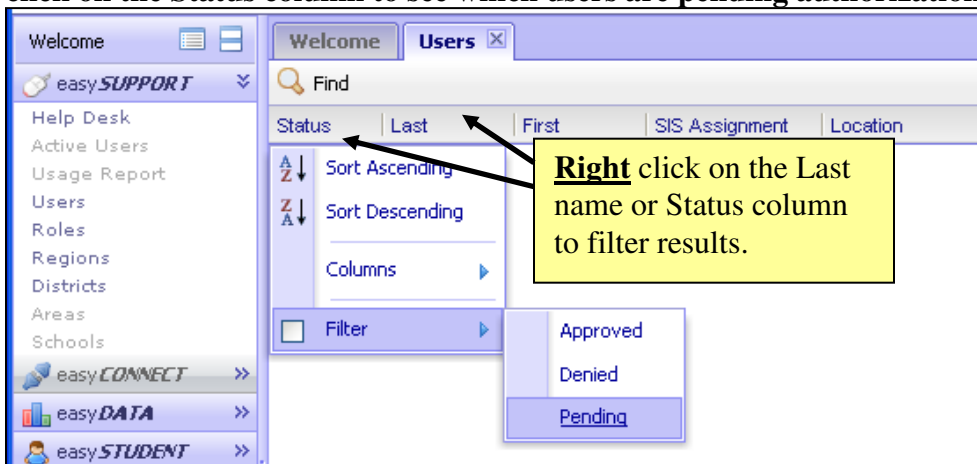


Authorize A User

These instructions are to authorize someone to use Triand who has registered at <http://www.triand.com>. Choose the Support module on the left side of the screen and then select Users to search for a list of users at your district.

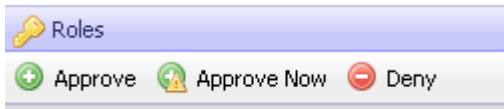


You can Right click on Last name field to filter the list of users, or you can Right click on the Status column to see which users are pending authorization.

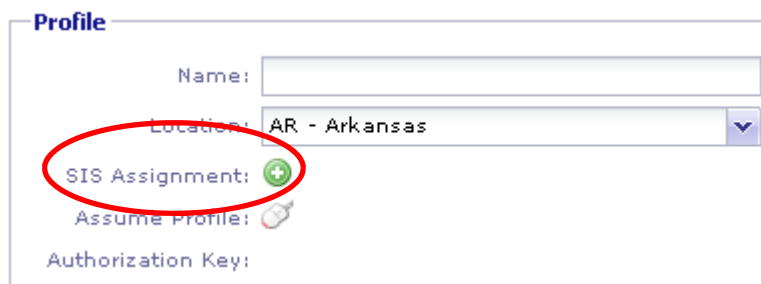


Once you find a user who needs authorization, double-click on that user to edit them. Under the User tab, you will see that the role that they have selected is Pending Authorization. You have three options:

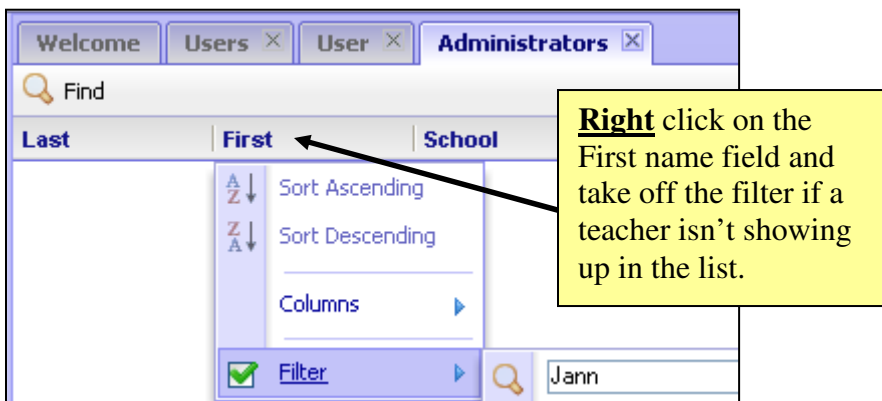
- Approve the role—will send a special key to that user’s email.
- Approve now—will give the user immediate access.
- Deny the user.



If this is a teacher role, you will need to link the teacher to their students by clicking on the SIS Assignment button.



When you click on the SIS Assignment, Triand should automatically filter to that teacher, but sometimes the teacher may not show up. If you Right click on the First name field, you can see that Triand has filled in the first name. APSCN gives Triand the teacher names, but sometimes users have two different first names. For example, a user is listed as C.J. in APSCN, but uses Chris in Triand registration. You can click off the filter under the First name field so that Triand can find the user by the last name field only. In Triand the Last name field will show the user’s last name and part of the first name (like APSCN), so Triand will have an easier time finding the user.



Right click the name and attach the profile to the list of students in the master schedule. You only have to use the SIS Assignment for teacher roles since all other users will have access to all students at the campus or district depending on their role.

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Check <http://www.triand.com> for more product specific manuals within the Help documentation area.