

## System Access for General Education Staff

### General education staff access

Districts often want general education staff to have limited access to SameGoal that enables them to collaborate on specific forms. Giving these staff a SameGoal user account (districts are not charged for creating additional accounts) with a specific Gen Ed user role, collaboration efforts are streamlined. If your district doesn't already have a user role for general education staff, it may be beneficial to create one.

**💡 Tip** It's recommended to use single sign-on with general education staff. This allows them to log in to SameGoal using their district credentials, making SameGoal very easy for them to access.

## Creating a general education user role

**Steps** *To create a user role for general education staff:*

1. Check whether your district already has an existing gen ed user role.
2. If not, create a new user role.
3. When assigning permissions, consider giving access to progress reports.
4. Assign the user role along with buildings to users as necessary.

## Bulk add general education users with permissions

An administrative user may create user accounts for general education staff one at a time, but if your district recently decided to give several general education staff access, you may choose to bulk load these users with permissions.

**Steps** *To bulk load general education staff with user roles:*

1. Ensure you have a general education user role.
2. Create a .csv file with all of your staff listed. This file must follow the users.csv file format.
3. Ensure you specify the necessary **role(s)** and **building(s)** in the file.
4. Once the .csv has been prepped, go to **Settings > Bulk Loader**.
5. Select **Choose File** for Users.
6. Select your .csv and click **Load**.