

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**.