

Administrative Guide

Learn the basics of SameGoal administration. Most actions below may be completed only by a user with an administrative account.

- [Admin Training Video](#)

Users

- [Add user accounts](#)
- [Manage user accounts](#)
- [Delete/undelete user accounts](#)

User roles

- What are user roles
- Manage user roles
- Delete/undelete user roles
- Assign user roles/building permissions
- Gen Ed Staff Access

Students

- Students
- Add students
- Update students
- Delete/undelete students
- Collapse student records

Student building and grade level

- Buildings
- Manage buildings
- Delete/undelete buildings
- Grade level
- Manage grade level

Forms and documents

- Form settings
- Delete/undelete forms
- Mark documents incomplete (for correction)
- Undelete documents
- District-to-District transfer
- Permanently purge student document(s)
- Translation

Reports

- Running reports
- Report settings
- Navigating reports
- Troubleshooting and FAQs

Misc. settings

- Building Calendars
- Bulk loader
- District banks
- District information
- Student Information System integration
- Administrative options
 - Document validation
 - Electronic signatures
 - Draft watermark
 - District-to-district transfer
 - Translation options
 - Multi-factor authentication
- Technical settings
 - User authentication
 - Linked accounts reauthentication interval