

USER ROLES



- Set staff membership in the *employment tab*. Determine which school level the staff member has access to.
- Add them to default user groups in the *security tab* of their profile

USER GROUPS



- User profiles are used for Guardians, Teachers, and Staff.



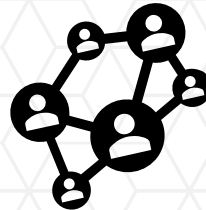
- Students have their own profile data fields



- Users become Teachers when attached to a class/course



- Users attached to dependants with a relationship have guardian access to their UI
- Determine access rights to student data using [permissions](#)



- Create user groups with access to specific modules.
- Admissions team can access **Admissions, Finance, and Reporting**
- Front desk staff need access to **Communications, Student Contact and Attendance** functions
- Medical staff have access to **Medical records, Contact details, and Attendance** modules
- Subject heads can access **Subject management, Assessment, and Academic** modules

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Links to related knowledge base guides

- [Basic profile management](#)
- [User groups advanced](#)

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