

Managing and Creating Users

There are five types of Users in PRISM... (To see the menu items to which each of the above User Types has access, visit http://bit.ly/PRISM_Emails and click the [Roles – Permissions](#) tab at the bottom):

System Users – Typically, only DeLCs and eRegistrars



Be extremely cautious when assigning **System User** access in PRISM as the user will have access to information for all students as well as full control of courses, registrations, and so on.

System GC User – Typically, Guidance Counsellors who require access to all students in all schools in their Board (e.g., GCs at Remote Virtual Schools)

System IT User – Typically, IT Staff who require access to only the student records in PRISM

School Users (Registration) – Guidance Counsellors... This user can register students for courses and remove them from courses.

School Users (No Registration) – Other school staff who need see all students in their schools and be able to edit their information (e.g., a SERT uploading IEPs, an SST monitoring student progress, an Office Administrator running reports for SIS, etc.)... This user cannot register students for courses and remove them from courses.

Class Users – eTeachers

There are two options for creating new users in PRISM:

1. [Bulk Creation of Multiple Users](#)
2. [Manual Creation of Individual Users](#)

Manual Creation

To manually create an individual new user, please:

Go to **Users** and click the **New User**  button. Select the appropriate **User Type** (see definitions above), complete each of the fields (Ministry Education Number, MEN, is optional), then click **Save**.



Note: When creating a Guidance Counsellor, you must check the **Guidance Counsellor** checkbox. Otherwise, the user will not appear in the dropdown GC list when registering a student and, as a result, cannot be assigned to the student or tied to student registrations.

Guidance Counsellor

Note: When creating a Class User (eTeacher), an option will appear allowing you to assign the teacher to an additional school:

Select School
Demo School



Select Other Schools (Optional)

Note: When creating a new user, you may wish to use the first part of the user's email address as the username (e.g., 'todd_pottle@kprdsb' would be 'todd_pottle').

Note: When creating a new user, an email containing the URL, username, and password is automatically generated and sent to the user.

Note: To change a user's password and/or update a user's name, username, or email, simply make the changes, then click **Update**.

Note: **You cannot delete users in PRISM...** If there is a user you require deleted (and for whom there are no registrations tied), please email coordinator@oelc.ca.

Bulk Creation

To create multiple users simultaneously via bulk upload in PRISM, create a CSV containing the following fields (in the order shown and ensuring you do have a header row with these labels):

School Mident (6 digit number - leave blank for System Users), First Name, Last Name, Email Address, MEN # (Ministry Educator Number - optional)

Go to **Files – Import Users from CSV**, select your **School Board**, select the **User Type**, choose the file you created, and then click **Upload File**.

Note: All the users being imported will have new accounts created for them even if their email address is currently assigned to a different account. You can request the removal of any duplicate user accounts by emailing coordinator@oelc.ca.



It is extremely important that you routinely review your list of users in PRISM, create new users as required, **inactivate those who no longer require access**, and **ensure that each user's information is current and accurate**.

To **inactivate** a user, edit a user's name, username, or email, or to change a user's password, please:

Go to **Users** and **Filter by School** and/or **User Type** OR **Search by Name** or **Email**. Click the Action



button next to the user, then click **Edit**.

To inactivate, simply turn off the **Active Status**:



Active Status