9. Choose a role

   You can override the default security group when you select a role. This means that a user could have view and modify access to the home school with group security, and view-only access to another school with role security.

10. Click **OK**

11. Click **Add** to affiliate other schools with this user

12. When you are finished, click **Submit**

Enabling Application Access

Use the Applications tab to assign office staff access to the mobile version of PowerSchool, PowerTeacher Administrator, and/or ReportWorks Developer.

1. In the staff pages menu on the left, click **Security Settings**

2. Click the Applications tab

3. Check **PowerTeacher Administrator** to give the user access to this feature

4. Check **ReportWorks Developer** to give the user access to this feature

5. Check **Oracle Application Express Account (APEX)** to give the user access to this feature

   Enter a password so the staff member can use this feature. Confirm the password.

6. Click **Submit**

Removing S stem Access for a Teacher or a Staff Member

Instead of deleting staff records and losing data when staff members leave, take away their access to the system.

1. On the Start Page, click **Staff Search** and search for the staff member

2. In the staff pages menu, click **Security Settings**

3. On the Teachers and Affiliations tab, clear the "Sign in to PowerTeacher" check box

4. Click **Submit**

5. On the Admin Access tab, clear the "Sign in to Administrative Portion of PowerSchool" check box

6. Click **Submit**

   The staff member's record is still active, but he or she cannot sign in to PowerTeacher or PowerSchool.

Viewing the Staff Director