

Amending Account Roles

A staff member within your school will have been given administration access, if you are not aware of whom this is, please contact us on **0300 300 0000** or email elarning@theictservice.org.uk

You may find that some support staff have had created for them a Starz+ '**staff**' account rather than a '**teacher**' account, this will be because of the SIMS codes that have been assigned to them in the school's SIMS data.

Providing additional 'Roles' for Starz+ accounts

Teacher and Staff accounts have access to different tools and facilities depending on which elements are activated in their respective Starz+ Modules.

Whilst it is not possible to remove those roles automatically assigned due to the SIM codes, it is possible to provide additional 'roles'.

To achieve this:

- An Administrator will need to log into Starz+ using their 'Admin' role
- Select CP>Users from the blue menu bar.
- Search for the adult, inserting the last name of the adult concerned into the search field.
- Once the correct account has been located, click onto the person's name – a pop-up window will appear.
- Select the second tab 'eSchools settings'.
- Under the 'User Groups' heading you will see which roles this account has already been assigned with. To add additional roles, hold down the Ctrl button on your keyboard and click any additional roles that you wish to provide for this account. Most commonly this will be to provide a 'Staff' account with a 'Teacher role or both and 'Teacher accounts with the 'Administrator' role.
- Save any changes that have been made.