



Adding an Administrator to Radius

Persons managing the enrollment contracts will need to be assigned security groups in Radius. The faculty record must be created in Ascendance and given time to sync to Radius.

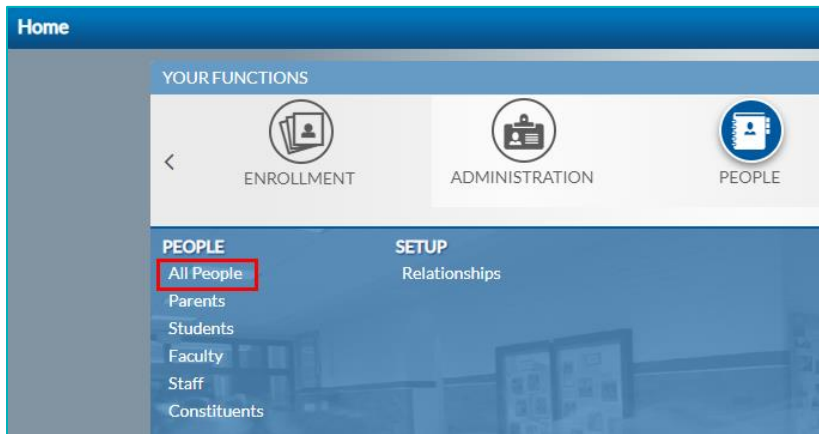
Faculty will continue to use My Backpack for attendance and grading. The Radius Portal is targeted for Parents and Students users. They will use the same credentials as an Administrator in Radius and to log into My Backpack.

1. [Add a Radius administrator](#)
2. [Best Practice for changing administrator passwords](#)

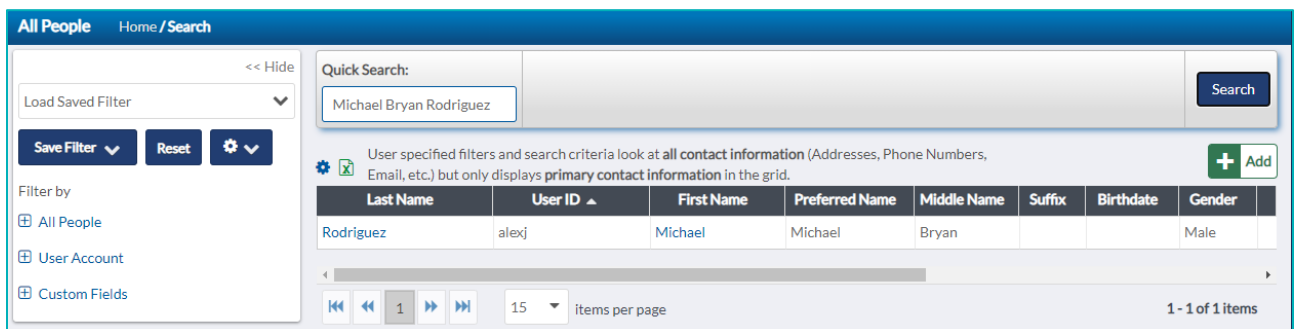
Add a Radius administrator

Verify the new user is in Radius

People | People | All People



- Search for user using Quick Search
- Select Name; blue text indicates a hyperlink in Radius



- From person menu select Role
- The user must be set as faculty, additionally, they could also roles including be a parent

Role	Role	Description
No	Constituent	Any person affiliated with your organization may be considered a constituent. They like to participate in fund-raising efforts or community networking.
Yes	Faculty	A teacher or member of the community that interacts with the students and ma
No	Other	A category to capture contacts and other people who do not fit into any of the c
No	Parent	The parent or guardian of a student. This role can be granted access to profile e
No	Prospect	A candidate for admission to your school. From prospects to applicants, this rol Collect and manage applicant related data, checklists and applications, schedul Access can be granted to all of the features within Online Admissions.
No	Prospect Par...	The parent or guardian of a candidate for admission to your school. This role ca Online Admissions, including inquiry and application forms, questionnaires, pro
No	Staff	An employee of the school that may need access to administrative or business-r
No	Student	A person who is attending your school or other academic program. This role is t Track academic and tuition related data and grant access to online profile editin

Assign User Security Groups

Administration | Settings | Security Groups

- Under SETUP submenu, select Merchant Accounts

YOUR FUNCTIONS	ENROLLMENT	ADMINISTRATION	PEOPLE
SETTINGS	ORGANIZATION	SETUP	
Custom Fields	Organization	Merchant Accounts	
Roles	Operating Units	Payments	
Code Tables	Business Units	Schools	
Security Groups	Locations	Interests	
COMPANIES			
Companies			

- Select All Keys from Group column

The screenshot shows the 'Security Groups' interface. On the left, there are filter controls including 'Load Saved Filter', 'Save Filter', 'Reset', and 'Filter by' with 'Security Groups' selected. A 'Quick Search' box is at the top right. The main table has the following data:

Group	Key Count
Admin	1416
All Keys	1250

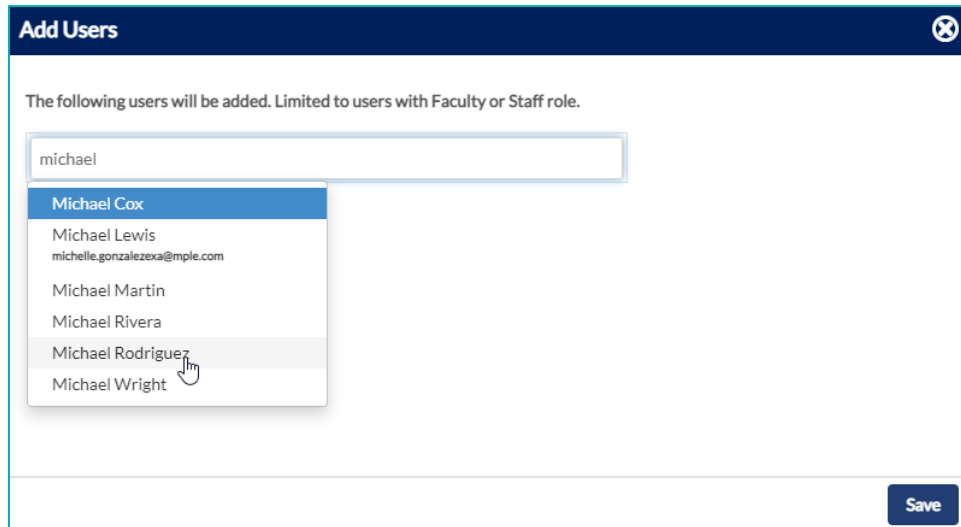
- Select Assigned Users from left side menu
- Select Add button

The screenshot shows the 'All Keys' page for a Security Group. The top bar indicates 'EDITING ON' and 'Home / Search / Security Group'. Below the header, it says 'All Keys Keys: 1250 Users Assigned: 2'. On the left, a menu has 'Assigned Users' highlighted with a red box. The main table lists assigned users with the following data:

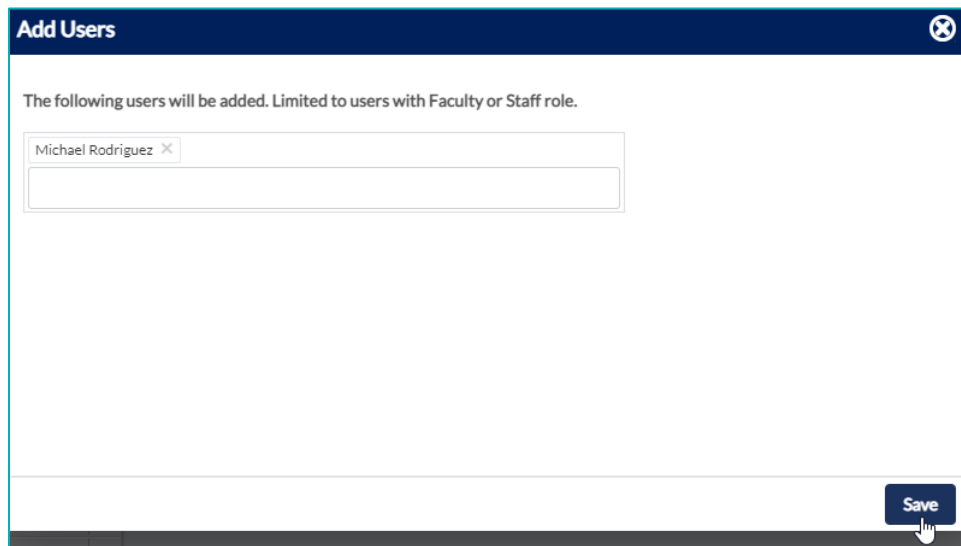
Actions	First Name	Last Name	Middle Name	Email
	Jeffrey	Baker	Gabriel	jbakers@enioracademy...
	Alexander	Adams	Roger	Angela.Longo@commun...

An 'Add' button with a plus icon is highlighted with a red box in the top right corner of the table area.

- From the Add User window begin to type the name of person you are adding
- Note that the system will filter the records based on name and role
- Select the name from drop down list
- You may add multiple users in this step

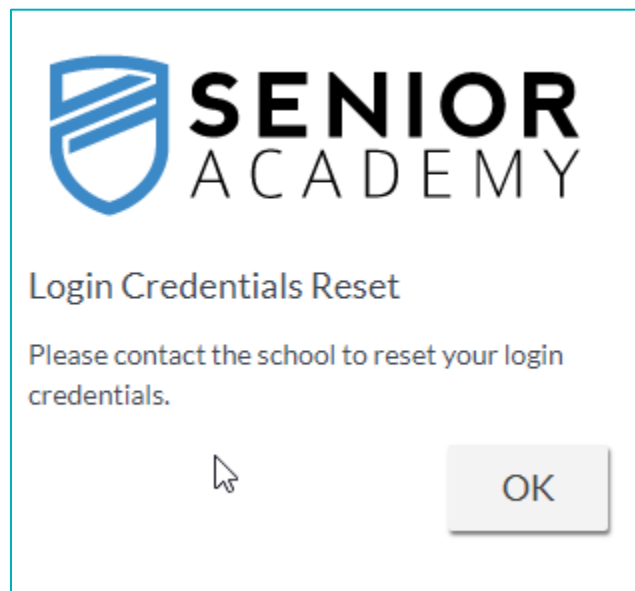


- Select Save



Best Practice for changing administrator passwords

Radius administrators who are in with a username that begins with the 2-letter school code (i.e. SA.username) will need to contact your school's technical support. These users are not able to change a password in Radius through the reset password link.



- Persons who sign in with XX.Username must have their password reset from the Cloud Admin tool in Ascendance.
 - An email is sent to the user with the password reset instructions.
- After the resetting the password:
 - Radius users will need to wait the allotted sync time before signing into Radius (up to 30 minutes)
 - Ascendance module users will have no delay in signing into modules.