

USER ROLE	MENU FOLDER									
		Workbench	COE	Children	Child Reports	Data Monitoring Reports	SSDP Reports	Resources	Schools	System
	Viewer	N/A	View	View	N/A	N/A	N/A	View	N/A	N/A
	General User	N/A	View	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li></ul>	View all except Communication Events and INA/ILP reports	View all reports	N/A	View	View	N/A
	Student Services	N/A	View	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li><li>• Enter &amp; Edit Services</li></ul>	View all except Communication Events and INA/ILP reports	View all reports	N/A	View	View	View Services
	INA/ILP	N/A	View	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li><li>• Enter &amp; Edit INA/ILPs</li></ul>	View all except Communication Events and INA/ILP reports	View all reports	N/A	View	View	N/A
	Recruiter	Manage owned COEs	<ul style="list-style-type: none"><li>• View</li><li>• Create eCOE</li><li>• Create Paper COE <b>(New)</b></li></ul>	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li></ul>	View all except Communication Events and INA/ILP reports	View all reports	N/A	View	View	N/A
	Designated SEA Reviewer	Manage Region/DFD's COEs	<ul style="list-style-type: none"><li>• View</li><li>• View COE Review Log</li></ul>	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li></ul>	View all except Communication Events and INA/ILP reports	View all reports	N/A	View	View	N/A
	Data Specialist	Manage owned COEs	<ul style="list-style-type: none"><li>• View</li><li>• Create Paper COE</li><li>• View COE Review Log</li><li>• Print Bulk COEs</li></ul>	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li><li>• Enter &amp; Edit Services</li><li>• Enter &amp; Edit Enrollments</li><li>• Enter &amp; Edit Course History</li><li>• Resolve duplicate child(ren) records</li></ul>	View all reports	View all reports	N/A	View	View	View, Enable/Disable, and Add Services

This document is targeted towards management for deciding which roles to assign to staff.

MENU FOLDER										
USER ROLE		Workbench	COE	Children	Child Reports	Data Monitoring Reports	SSDP Reports	Resources	Schools	System
	Regional User Approver	Manage user account requests	View	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li></ul>	View all except Communication Events and INA/ILP reports	View all reports	N/A	View	View	<ul style="list-style-type: none"><li>• Manage User Accounts</li><li>• View Login Audits</li></ul>
	I&R Manager	N/A	<ul style="list-style-type: none"><li>• View</li><li>• View COE Review Log</li><li>• Print Bulk COEs</li></ul>	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li><li>• Resolve duplicate child(ren) records</li></ul>	View all except INA/ILP Report	View all reports	N/A	View	View	<ul style="list-style-type: none"><li>• View Login Audits</li><li>• View Services</li></ul>
	Program Manager	N/A	<ul style="list-style-type: none"><li>• View</li><li>• Print Bulk COEs</li></ul>	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li></ul>	View all except Communication Events Report	View all reports	View all reports	View	View	<ul style="list-style-type: none"><li>• View Login Audits</li><li>• View, Enable/Disable, and Add Services</li></ul>
	Regional Administrator	N/A	<ul style="list-style-type: none"><li>• View</li><li>• View COE Review Log</li><li>• Print Bulk COEs</li></ul>	<ul style="list-style-type: none"><li>• View</li><li>• Enter &amp; Edit Communication Events</li><li>• Resolve duplicate child(ren) records</li></ul>	View all except Communication Events Report	View all reports	View all reports	View	View	<ul style="list-style-type: none"><li>• View Login Audits</li><li>• View, Enable/Disable, and Add Services</li></ul>