# THE SECURITY LEVELS

## WHY SECURITY IS IMPORTANT

Clearly, we live in a world where it is important to ensure that nothing gets on our web sites that is inappropriate. There are also certain kinds of information that should only be viewable by people in the school community. But the need for content security goes beyond restricting access. It's also about etiquette.

*Politeness is to human nature what warmth is to wax.* ~Arthur Schopenhauer



We have seen situations where someone writes a communication that is too strong. For example,

> *"It is important that all parents follow appropriate dress while visiting the school. Clearly, miniskirts should not be worn on campus property."*

There's nothing wrong with the message, but it could have been delivered differently…

> *"We are so thrilled to have so many parents volunteering in our school! Be sure to read the volunteer guidelines regarding things like appropriate attire, classroom access, etc. Thank you for helping us in this important way!*

All email and web communication should be filtered by the PTA board or a trusted monitor, like the school receptionist. Our system encourages parents to post useful information, while at the same time keeping the communication with the parents in the population tasteful and appropriate.

## SECURITY CATEGORIES

Here is a summary of the Security Categories:

| Role: | Site Design | Edit Content | Edit Users | Approve Posts | Post Content | Receive Email |
|---|---|---|---|---|---|---|
| Webmaster | yes | yes | yes | yes | yes | yes |
| Admin | | yes | yes | yes | yes | yes |
| Poster | | | | | yes | yes |
| Member | | | | | | yes |

[x] Approved Volunteer (special additional security endorsement.)

## WEBMASTER

Webmasters establish the layout of the site. The Webmaster also confers security levels on additional members of the population so they can post content. There can be more than one Webmaster on a site.

## ADMIN

Administrators can do everything a Webmaster can, except change the STRUCTURE of the site. They can change static content, and can change any other contributed content, as well as approve the contributed content of posters on the site.

## POSTER

A Poster can contribute content to the site, pending approval by a Webmaster or Admin. Any parent or school participant can be designated "Poster" and can post News, Volunteer Schedules, Email, or Calendar events, which are then approved.

ENCOURAGING CONTRIBUTED CONTENT IS THE WAY TO GET YOUR SITE HUMMING WITH ACTIVITY.

## MEMBER

Members include anyone who registers on the site. Anyone who clicks in a Schedule or purchases something in the Store must be registered as a member at a minimum.

## APPROVED VOLUNTEER ← SPECIAL ADDED STATUS

There is a special endorsement called "Approved Volunteer". This status can be used to ONLY allow approved volunteers to sign up for volunteer schedules, to see specific Photo Galleries, or other security usages. Only Webmasters and Administrators can set Approved Volunteer Status.

IN SOME DISTRICTS, ONLY THE DISTRICT ITSELF CAN SET APPROVED STATUS ON USER RECORDS.

## CHANGING SECURITY LEVELS FOR USERS

To change security level for any user,

- Log-in as a Webmaster or Administrator
- Go to the Admin section
- Click List and Edit Users



List and Edit Users on the Admin page

- Find the user and click Edit

## Database Users List - All Users

### Registered Users List

| All Users: | ● All Users  ○ Approved Volunt...  ○ Non-Approved Volunteers |
|---|---|
| Security Level: | ○ Webmaster  ○ Admin  ○ A...ver  ○ P... |
| User Groups: | ○ Board Member |
| Status: | ○ Opt-In  ○ Opt-Out |
| Search: | [                    ] Find |

You can fine users using this box.

Do-ZZ   (x) = Opt-Out

| | | | | dit |
|---|---|---|---|---|
| Doe | Jane | | janedoe@gmail.com | Edit \| Del |
| Downs(0) | Ed | | ed@nirvsys.com | Edit \| Del |
| Jones | Susie | 555-555-1234 | sjones@gmail.com | Edit \| Del |
| Smith | John | 555-555-1212 | jsmith@gmail.com | Edit \| Del |
| Watson | Eve | 972-668-4373 | evewatson@gmail.com | Edit \| Del |

Click Edit to Edit the User

- Change their security level

## Edit User Account

**E-mail Address:** janedoe@gmail.com

**Password:** janedoe123    4-10 charact...

**First Name:** Jane

**Last Name:** Doe

Set their security level.

site Directory?        ○ Do not show my phone No.

**Security Category:**  ● Webmaster
○ Admin
○ Approver
○ Poster
○ Member

**User Groups:** ☑ Board Member

Note:  Only Webmasters can establish Webmasters.  But there is no limit to the number of webmasters that can be established on a given site.

## FORWARD...

The next sections in our tutorials will discuss how the different security levels perform tasks on the site, from creating a site to adding content, to approving content.