Managing Users

If your district uses Single Sign-On, user access and management may depend on that SSO connection.

If you are not an Administrator in SST, you may not have access to manage users.

To manage users, click the *"Settings"* tab in the lefthand navigation menu.	
Creating a New User Click the *"Add User"* button on the Users page to create a new user.	
Enter the new user's first name, last name, and email. Click *"Next Step."*	
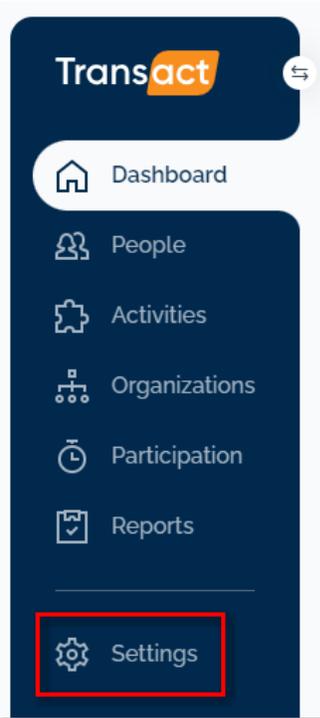
Choose the appropriate Security Role and Organization(s) from the dropdown menu. *Tip: Users should only be granted access to the smallest entity they need. For example, if a user requires access to two schools, give them access to one. Then, grant access to the other using the "Add Another Access" link. The user should not be granted access to the entire district if they do not need to see student data from other school sites.* Click *"Save User."*	**Access Information** * Security Role * State Administrator Organization(s) * Wisconsin + Add another access Previous Step Save User
Edit Existing User To edit an existing user, click on the pencil icon to the right of their name.	Third Admin tadmin3@transact.com ✏️ Edit
Adjust name information if needed. Then click *"Next Step."*	First Name * Last Name * Third Admin Email * tadmin3@transact.com Next Step

As an Admin, you can also adjust the access information for a user. Click *"Update User"* to save any changes.	**Access Information** – Delete Security Role * State Administrator ⌄ Organization(s) * Wisconsin ⌄ + Add another access Previous Step **Update User**
Removing Access for a User Click *"- Delete"* on the Access Information step to revoke a user's access. Then, click *"Update User."*	**Access Information** – Delete Security Role * State Administrator ⌄ Organization(s) * Wisconsin ⌄ + Add another access Previous Step **Update User**
To complete the access removal, click *"Yes, remove access."*	**Are you sure?** ✕ Removing this access record will effectively disable this user's access to all of your organizations. Cancel **Yes, remove access**