









A new window will appear to create an LEA Role for the given district or charter school. The LEA Admin gives a title for the new role and enters in a description of the role. To select the desired surveys, the LEA Admin clicks on the Surveys Permission toggle.

Create LEA Role for WEBER DISTRICT

**WARNING:** You are creating a Custom Role. Custom Roles are not automatically updated by USOE when new features are manually maintained by the LEA.

**Title:** Survey

**Description:** Role for all Year End Web Surveys

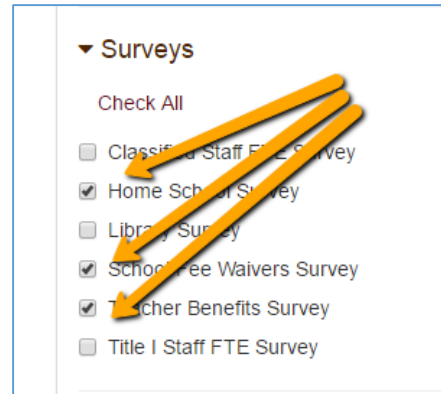
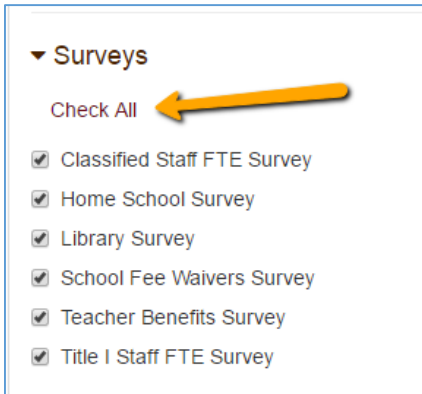
**Permissions**

- ▶ Accountability
- ▶ Assessment
- ▶ Graduation
- ▶ Special Education
- ▶ Surveys

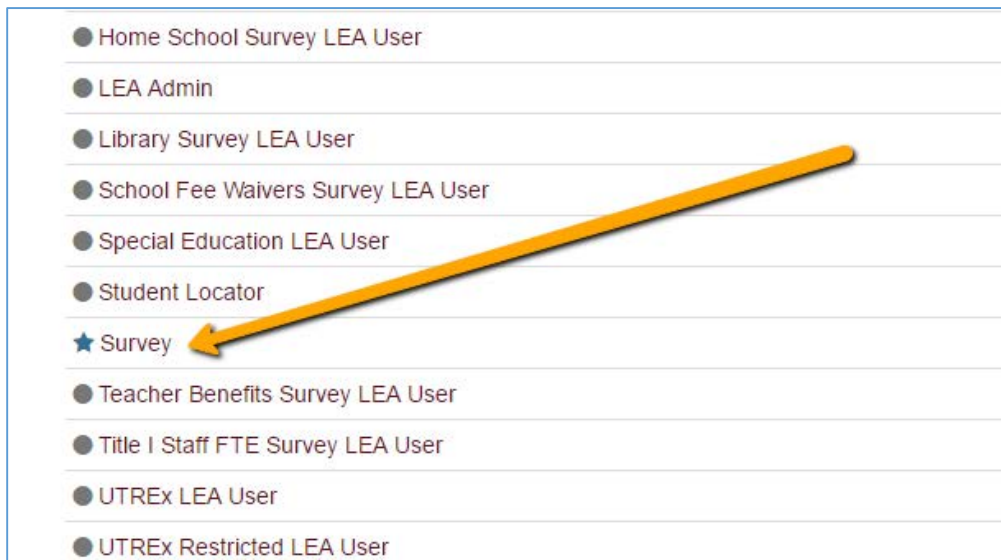
**Permissions**

- ▶ Accountability
- ▶ Assessment
- ▶ Graduation
- ▶ Special Education
- ▼ Surveys
  - Check All
  - Classified Staff FTE Survey
  - Home School Survey
  - Library Survey
  - School Fee Waivers Survey
  - Teacher Benefits Survey
  - Title I Staff FTE Survey
- ▶ UTREx

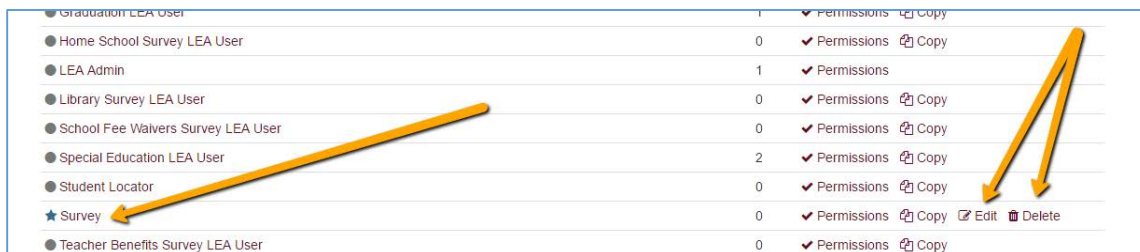
The LEA Admin can click on the “Check All” link to easily select all options for this role, or the roles can be defined according to responsibilities. This is done by selecting only the required survey titles the role is intended to complete.



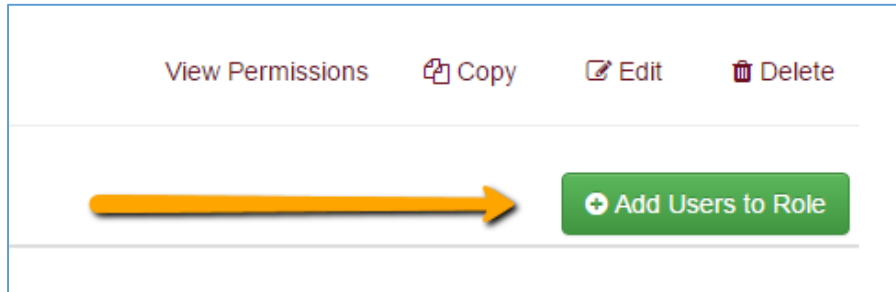
Once completed, and after the “Create” button has been selected to save the role, the newly named role will appear in the LEA list of poles/permissions. The created role will be designated with a star icon on the left side of the report.



The new role can be easily edited or deleted by using the options on the right side of the row containing the new role.



**Add User to Role** – To add a user to this role, simple click on the role’s name on the left hand side of the row. Then click on the green “Add Users to Role” button.



Type in the users name in the “Find Users...” search box and select saved when completed. The added users will now have access to “Survey Tool” in the “My Tool” menu bar the next time they log into the Data Gateway.

