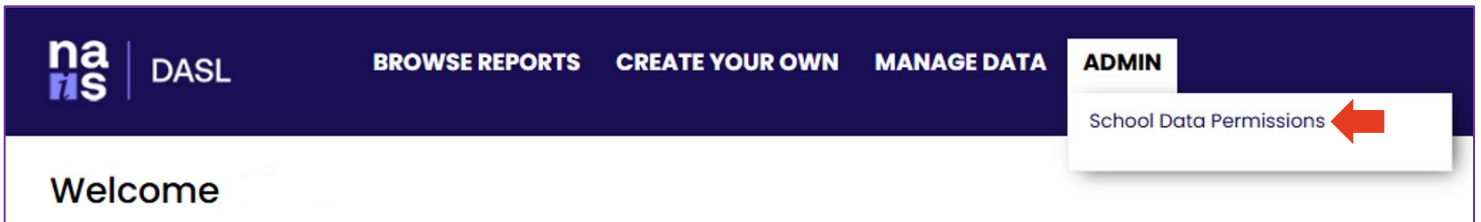


DASL User Permissions Guide

User permissions in DASL can only be set by the Head of School, Business Manager, or the person they have designated.

1. Go to *dasl.nais.org* and log in using your NAIS username and password.
2. From the DASL home page, go to the Admin tab and click on “**School Data Permissions**” from the dropdown menu.



3. On the **School Data Permissions** page, in the DASL Users section, you will see all the individuals from your school who have access to DASL. Click on the boxes to indicate the access level each one should have in DASL. There may be additional people who have records in our database and are attached to your school, but do not yet have DASL access. See how to add a user on the next page.

Pull Reports:

This user may use Benchmarking and other reporting features in DASL. Note: This user will only be able to report on salary data if See Salaries & Compensation box is also checked.

Edit Data: This user may enter data in the current data collection and in Update School Data. See note above re: salaries.

School Data Permissions

DASL Administrators

- Fatima Garcia
- Gina Lee-Test, Head
- Zachary Davis, Business Manager

DASL Users

The users listed below currently have access to DASL. To add a staff member not listed, click **Add User**.

ADD USER

| Name ? | Title ? | Pull Reports ? | Edit Data ? | See Salaries & Compensation ? | Manage User Permissions ? | Activate, Submit, and Review Data Collection ? | Access School Surveys ? |
|--------------------|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------|--|--------------------------|
| Betty Ott | Technology Director | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bobby James | Worker | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lilian Yahng-Test | Teacher | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paul Lear-Test | GA Consultant | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheila Edmond-Test | Head's Assistant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

See Salaries & Compensation: This designation adds access to salary and compensation data.

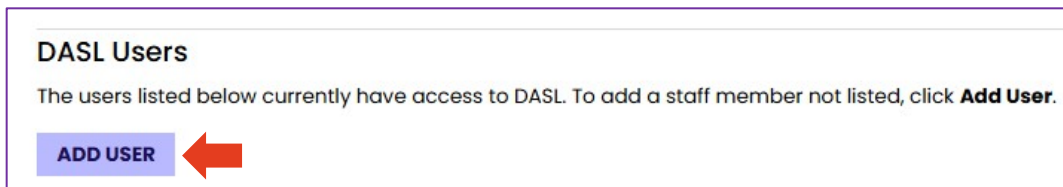
Manage User Permissions: This user may manage permissions and add new users.

Activate, Submit, and Review Data Collection: This user leads the data entry process for a school.

Note: Heads of School and Business Managers automatically have this access and can opt to designate a colleague.

Give DASL Access to Additional People from Your School

1. Your list of “DASL Users” includes all the individuals from your school who currently have DASL access. There may be additional people who have records in our database and are attached to your school, but do not yet have DASL access. To add another individual from your school to your DASL Users, click on the “Add User” button above the table of DASL Users.

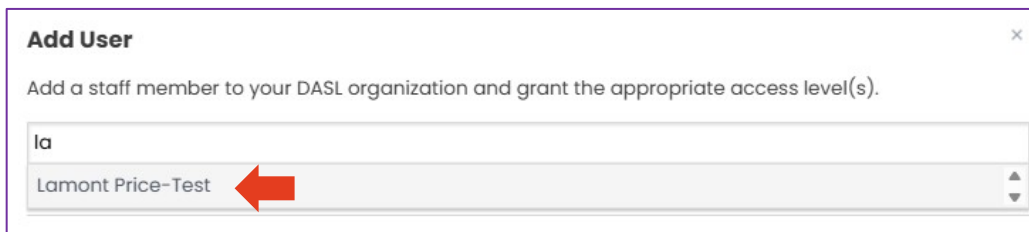


DASL Users

The users listed below currently have access to DASL. To add a staff member not listed, click **Add User**.

ADD USER

2. First you will search our database to find that person’s record. In the pop-up box, start typing in the name of the individual. If you see the name, click on it, then click “Add User.” You can then assign DASL permissions to that individual.



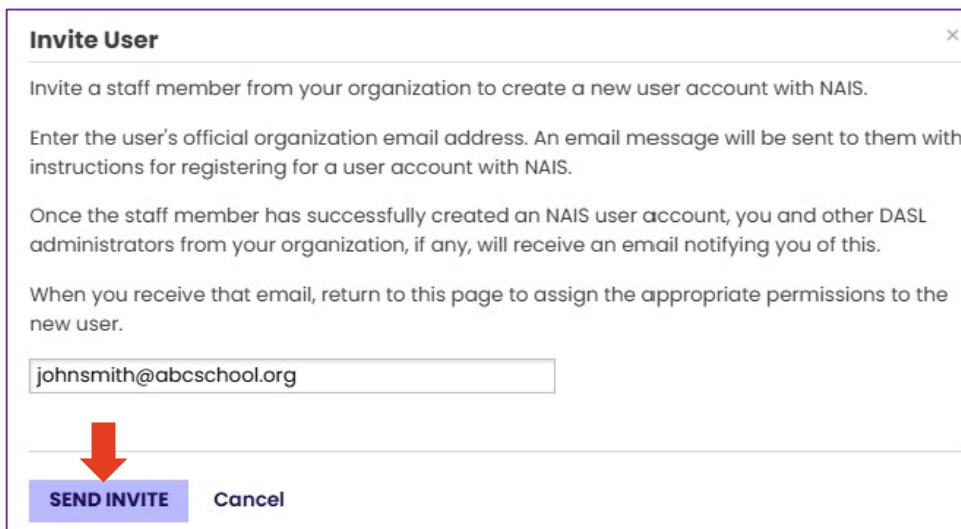
Add User

Add a staff member to your DASL organization and grant the appropriate access level(s).

la

Lamont Price-Test

3. If the name you are searching for does not appear, that means the person does not have a record in our database. To add that user to our database, do the following:
 - a) From the School Data Permissions page, click the “Add User” button.
 - b) Click “Invite User.”
 - c) Enter your school’s email address for the user.
 - d) Click “Send Invite.”



Invite User

Invite a staff member from your organization to create a new user account with NAIS.

Enter the user’s official organization email address. An email message will be sent to them with instructions for registering for a user account with NAIS.

Once the staff member has successfully created an NAIS user account, you and other DASL administrators from your organization, if any, will receive an email notifying you of this.

When you receive that email, return to this page to assign the appropriate permissions to the new user.

johnsmith@abcschool.org

SEND INVITE Cancel

- e) The invitee will receive an email with a link for them to create a new user account. This email will also tell the recipient the name of the person who is inviting them.
- f) Once they have successfully created an account, an email will be sent to any people at the school who can set user permissions in DASL. The inviter will also receive an email indicating that the new user has created an account.
- g) Once this account has been created, you can use the process in Step 2 above to add the user to DASL and set permission levels.

National Association
of Independent Schools

Complete your account

You're signing up as **akurtz2000@gmail.com**.

Who are you?

FIRST NAME

LAST NAME

PASSWORD

RE-ENTER PASSWORD

Where do you work?

ORGANIZATION No organization; create a personal account.

TITLE

PRIMARY ROLE

What's the best number to reach you?

WORK PHONE NUMBER

EXTENSION (OPTIONAL)

MOBILE NUMBER (OPTIONAL)

By checking this box and clicking "Complete Account", I agree to the [Privacy Policy](#) and [Terms and Conditions](#) which govern the use of the NAIS site, products, and services.

Complete Account

←

Questions?

If you have any questions, please try the following options.

1. **Questions about terms/definitions:** Please reference the documents and demos found in the Help tab in the upper right-hand corner of the DASL website.

The screenshot shows the DASL website's Help page. The top navigation bar is dark blue with the NAIS logo and 'DASL' on the left, and 'BROWSE REPORTS', 'CREATE YOUR OWN', 'MANAGE DATA', 'ADMIN', and 'HELP' on the right. An orange arrow points to the 'HELP' link. The main content area has a left sidebar with 'Help Resource Topics' including 'MEMBER BENEFITS', 'REPORTING TOOLS', 'NAIS MEMBER COMPILATIONS/REPORTS', 'DASL DATA MANAGEMENT', 'RACE AND ETHNICITY DATA', 'DASL DATA ENTRY', and 'TERMS AND CONDITIONS'. The main content area is titled 'DASL Help' and contains a search bar and a section for 'Member Benefits' with a video thumbnail titled 'NAIS Member Benefits in DASL'.

2. Email daslhelp@nais.org for all other inquiries.