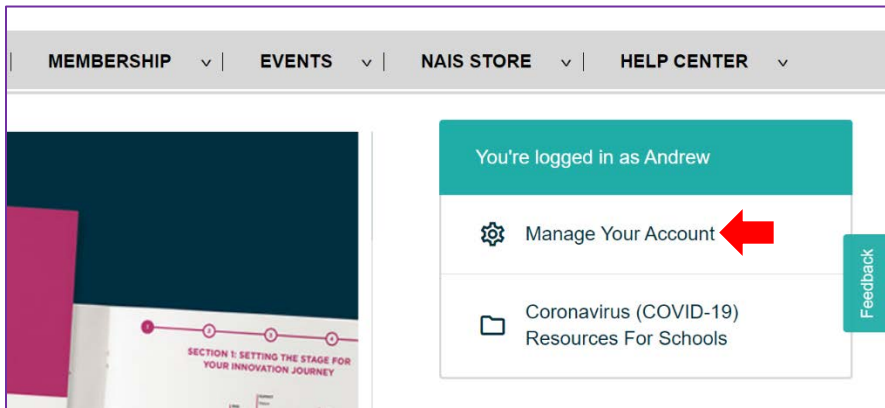


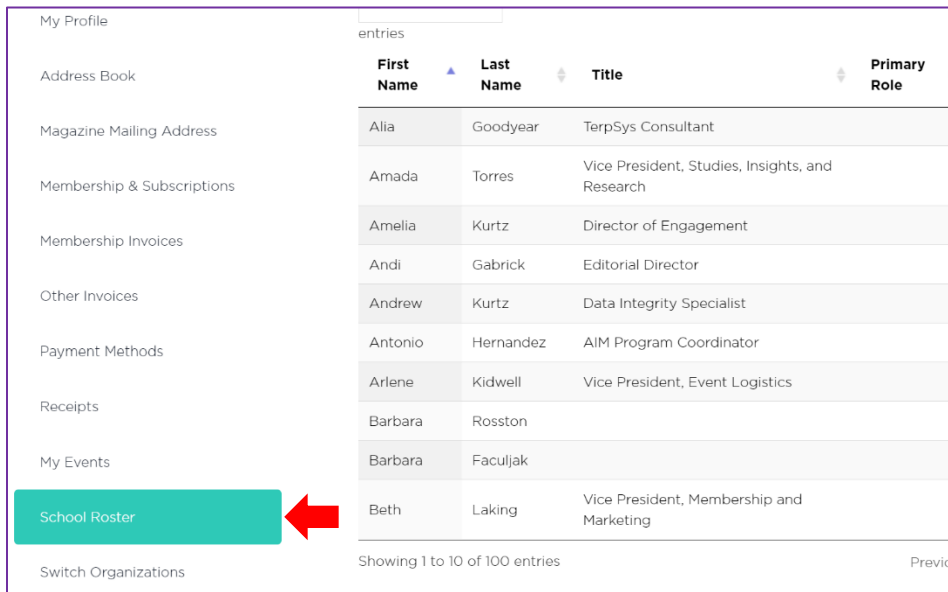
Updating Your School Roster

Updating your School Roster in the NAIS contact database is an essential first step to adding users to DASL. The Head of School, Business Officer, or school-assigned individual with Super Admin/Roster Manager rights can add or remove employees following the steps below:

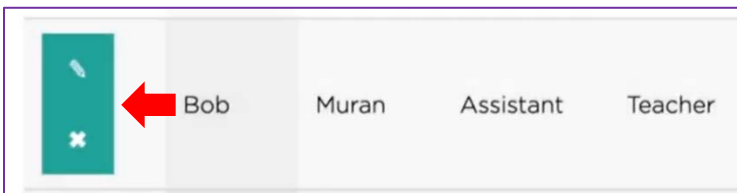
1. Log into www.nais.org.
2. Next go to “Manage Your Account”, from the login box on the homepage.



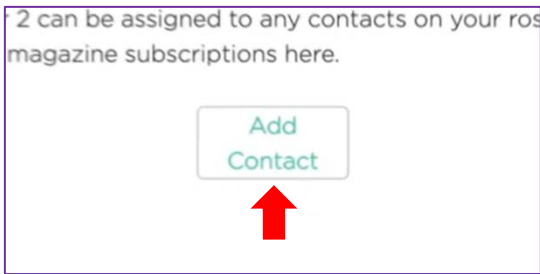
3. Select “School Roster” from left-hand menu.



4. Click the ‘pencil’ icon to edit or the ‘X’ icon to remove any contact from your roster.



5. Click the “Add Contact” button at the top of the page to add new staff to your school’s roster.

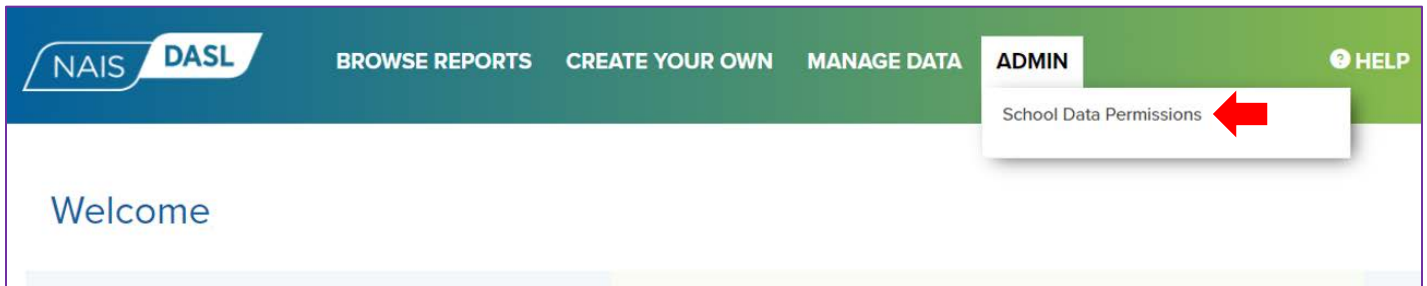


6. Select the Primary Role that most closely aligns with the contact’s work. Please be sure to choose only one contact for the Head of School role. Within 24 hours the new employees will be visible to add to DASL.

Note: For more details on updating your school roster, you can watch this [video](#).

7. Go to www.dasl.nais.org.

8. Go to the “ADMIN” tab and select “School Data Permissions” from the drop-down menu.





9. Add/remove users and assign permissions as appropriate.

Note: You can remove a person’s access to DASL by removing all of their permissions. To remove a person from your DASL Users list entirely, you must remove them from your School Roster.

DASL Users

The users listed below currently have access to DASL. To add a user not listed, click Add User to search for the user from your school's list of contacts.

Add User 

Name ?	Title ?	Pull Reports ?	Edit Data ?	See Salaries & Compensation ?	Manage User Permissions ?	Activate, Submit, and Review Data Collection ?	Access School Surveys ?
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"/>

10. Save your work!