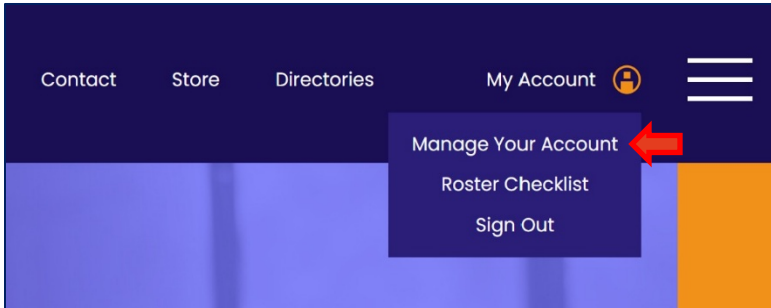


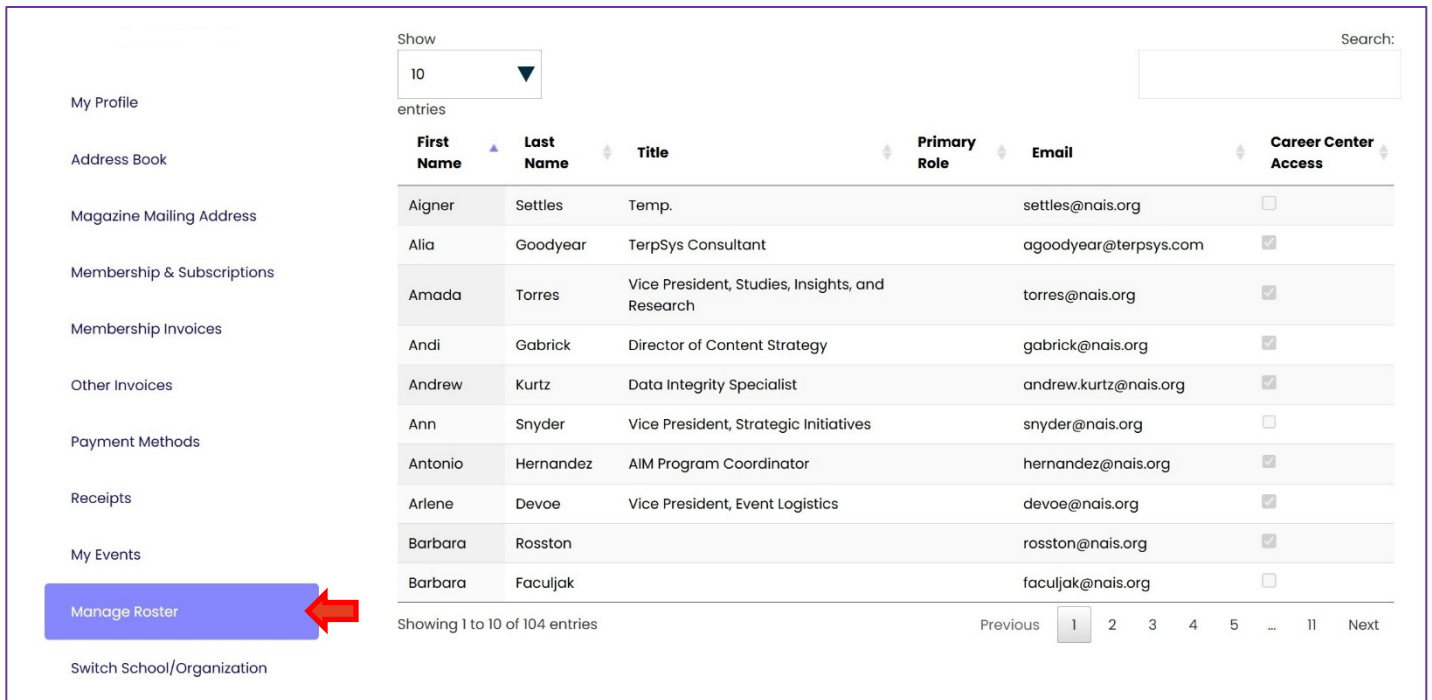
Updating Your School Roster

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 click on My Account and select “Manage Your Account” from the drop-down menu.



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

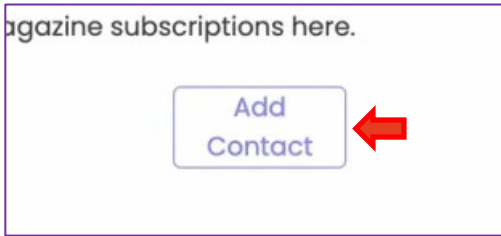


| First Name | Last Name | Title | Primary Role | Email | Career Center Access |
|------------|-----------|---|--------------|-----------------------|-------------------------------------|
| Aigner | Settles | Temp. | | settles@nais.org | <input type="checkbox"/> |
| Alia | Goodyear | TerpSys Consultant | | agoodyear@terpsys.com | <input checked="" type="checkbox"/> |
| Amada | Torres | Vice President, Studies, Insights, and Research | | torres@nais.org | <input checked="" type="checkbox"/> |
| Andi | Gabrick | Director of Content Strategy | | gabrick@nais.org | <input checked="" type="checkbox"/> |
| Andrew | Kurtz | Data Integrity Specialist | | andrew.kurtz@nais.org | <input checked="" type="checkbox"/> |
| Ann | Snyder | Vice President, Strategic Initiatives | | snyder@nais.org | <input type="checkbox"/> |
| Antonio | Hernandez | AIM Program Coordinator | | hernandez@nais.org | <input checked="" type="checkbox"/> |
| Arlene | Devoe | Vice President, Event Logistics | | devoe@nais.org | <input checked="" type="checkbox"/> |
| Barbara | Rosston | | | rosston@nais.org | <input checked="" type="checkbox"/> |
| Barbara | Faculjak | | | faculjak@nais.org | <input type="checkbox"/> |

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.

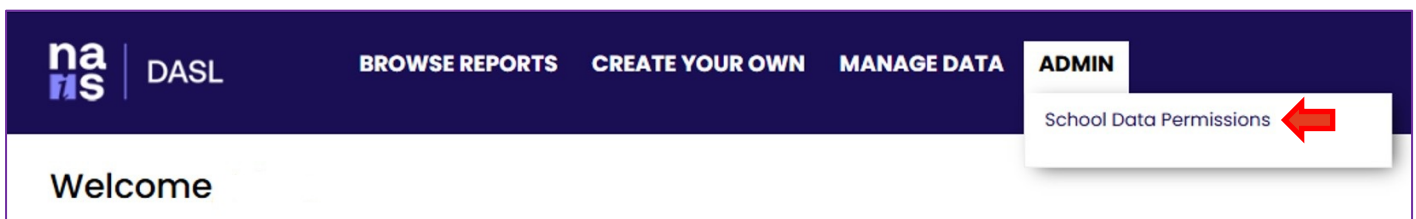


6. Select the Primary Role that most closely aligns with the contact’s work. Please be sure to choose only one contact for the Head of School role. Within 24 hours the new employees will be visible to add to DASL.

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.


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"/> |

10. Save your work!

Adding Users from DASL

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.
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).

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.

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)

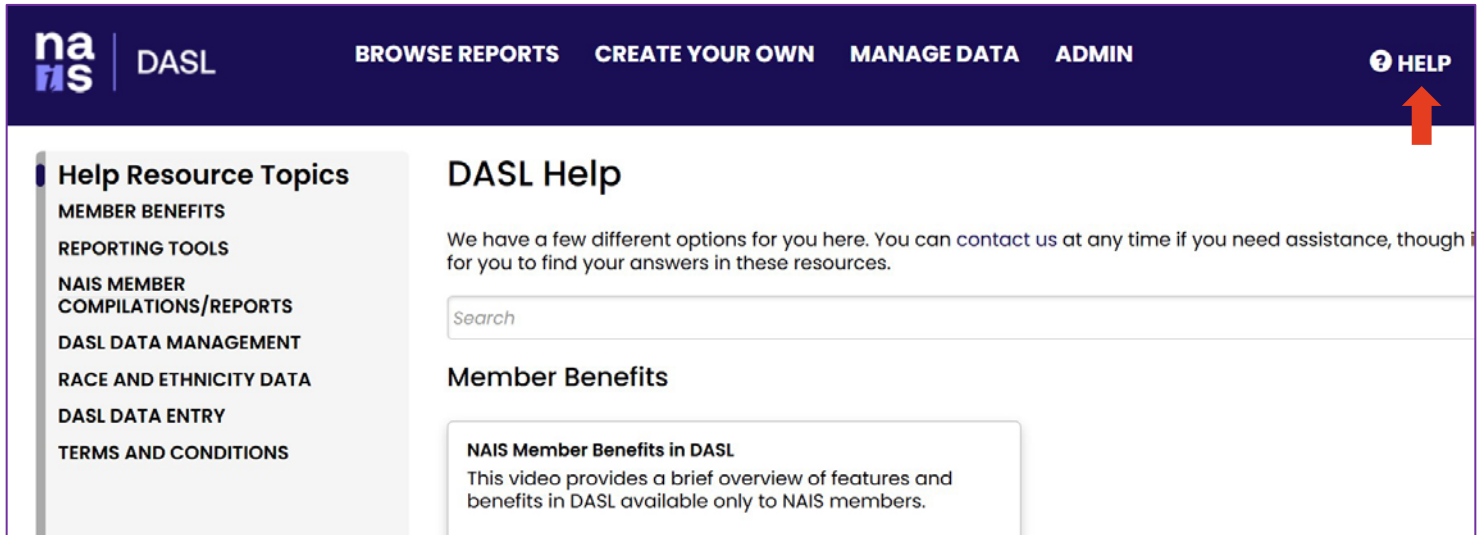
By checking this box and clicking "Complete Account", I agree to the [Privacy Policy](#) and [Terms and Conditions](#) which govern the use of the NAIS site, products, and services.

←

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 top navigation bar of the DASL website. The NAIS logo is on the left, followed by 'DASL'. The navigation menu includes 'BROWSE REPORTS', 'CREATE YOUR OWN', 'MANAGE DATA', and 'ADMIN'. The 'HELP' link is highlighted in the top right corner with a red arrow pointing to it. Below the navigation bar, the 'DASL Help' page is displayed. On the left, there is a 'Help Resource Topics' sidebar with links to '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 the text: 'We have a few different options for you here. You can contact us at any time if you need assistance, though for you to find your answers in these resources.' Below this text is a search bar with the placeholder text 'Search'. Underneath the search bar is a section titled 'Member Benefits' which contains a video player with the title 'NAIS Member Benefits in DASL' and the description: 'This video provides a brief overview of features and benefits in DASL available only to NAIS members.'

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