

User Management Tutorial

Administrative-level users manage who has access to NM DASH for their organization. Only administrative-level users will have access to user management tools.

Access the Users section from the Setup option in the left navigation bar. Click the Users link on the Setup landing page.

A list of users appears. District administrators will see all district-level users and all school-level users. School administrators will see all school-level users.

Click the Create New button at the top of the Users page to create a new NM DASH user.

Enter a unique email address for the new user. An error will display if you save the form and the email address has already been used for another active user account. Enter the user's First Name and Last Name.

Enter optional information for Department, Position, and Phone number.

Select a Role for the user. The Role options for district administrators include LEA User, LEA Administrator, School User, and School Administrator. The Role options for school administrators include School User and School Administrator.

You must then select an associated Organization for the new user. Only organizations that you are an administrator for will appear available for selection.

After selecting the Role and Organization, click the Create button to save. NM DASH will automatically send the new user an email including instructions for confirming the account.

Click the Search option at the top of the Users page to locate a specific user or group of users.

You can search for a specific user by entering the user's first or last name or email address in the Search field and clicking the Search button. Results will appear below.

Or, search for a group of users that share account attributes such as user type or affiliation. For example, type a school name and click the Search button to view all school-level users with access to that school. This is a good way to locate your own users, since the default view displays users across all organizations at your user level.

You may need to give access to your organization to an existing NM DASH user, such as a coach working with multiple schools. This is why the Users page displays users across all organizations, not just your own. You may only add districts to existing district-level users and add schools to existing school-level users.

To add your organization to an existing user, use the search feature or browse to locate the existing user record. Click the contents of the Organizations column for that user's record in the list of users.

This will display that user's existing organization associations.

Click Add Organization at the top of the list to add your own organization to the user's account.

Select the role you would like the user to have for the organization you are adding. Then select the organization. Click the Add Organization button to save.

The existing user will now be able to select your school or district from the top context switcher when using NM DASH. The user will not be able to add plan content for your organization unless you add the user to the Core Team. To remove your organization from a user's account, click the delete icon on the row with the organization you wish to remove. You will only be able to remove organizations that you are an administrator for. Click OK to confirm.

To modify an existing user, click the edit icon next to the user's name from the Users list. Note: You will only be able to modify users associated with an organization that you are the administrator for.

Make any changes in the form and click the Update button to save.

Note: You may modify an existing user's email address at any time. Changing a user's email address will send a new confirmation email to the revised address. The user must confirm the new email address before the email address changes on their user record.

To deactivate a user account, uncheck the Active checkbox on the list of users or when editing the user's record. Click the Update button to save. If a deactivated user tries to log in in NM DASH, a message appears that says the account is inactive and prevents the user from logging in.