

studentGPS Group Manager Guide

*Managing studentGPS Membership for Existing State Active Directory Accounts
(previously named EdFi)*

Managing Membership

- Visit <https://sso.arkansas.gov> - Enter 'Username' and 'Password'.
- In the left pane, click "Users" to expand the management section
 - Click "Manage Users"
 - Click "Modify User's EdFi Groups"
 - Search for user

Users may only be added to one group. If a user is added to more than one group, the highest level group will remain while the other lower level groups are removed.

Hierarchy:

For Coops, only "EdFi Staff" is available.

- EdFi System Administrator
- EdFi District Administrator
- EdFi School Administrator
- EdFi Counselor/Leader
- EdFi Teacher (*by default all accounts are placed in this group unless modified by the Group Manager*)

For example, if a user is added to both the "District Administrator" and the "Counselor" group, the "Counselor" group will be removed, since "District Administrator" is a higher level, and will remain.

The screenshot displays the EdFi Group Manager interface. On the left, a sidebar shows 'Edfi Application Groups'. The main area contains user information: User ID (1234bdunston), Full Name (Betty Dunston), and School District Name (Rockport). Below this, there are two boxes: 'Available Values' and 'Current Values'. The 'Available Values' box lists: EdFi System Administrator, EdFi Teacher, EdFi District Administrator, and EdFi Counselor_Leader. The 'Current Values' box lists: EdFi School Administrator. Blue arrows between the boxes indicate the ability to move groups. At the bottom right, there are 'Submit' and 'Cancel' buttons.

- Use the *arrows* located between the value boxes to move groups to the desired box. When the 'Available Values' box and the 'Current Values' box both look as desired, click 'Submit'.

Monitoring Membership

- Visit the “Account Notification Management System” page at <https://eis.ade.arkansas.gov/anms/> - Enter ‘Username’ and ‘Password’.
 - *May also be found by visiting the ADE Data Center at <http://adedata.arkansas.gov> in the “Educators” and the “Security Resources” page.*
- Under the “studentGPS” tab you will see accounts that have been granted studentGPS (EdFi) access. When group membership for an account has been modified in SSO, it will take a few minutes for the ANMS page to reflect the modification.
 - *Look for “**This is Not Live Data. Last Updated on . . .**” and the date and time of the last web update will be listed. The page will typically refresh every 10 minutes or so.*