End User Guide

Bulk Synchronisation for Staff Accounts

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

Bulk Synchronisation

1. Select **Administration** from the top of the left-hand task panel.
2. Select **User Management**, followed by **Users**.
3. Click **Staff** on the blue horizontal menu bar.
4. Click **Bulk User Synchronise**. The following page will load.

Synchronise staff accounts from Student Information System

Select username creation method:

Teacher code ▾

Note: An account will not be created for users where the selected username ___ pty.

Prepend text to username (if required):

[   ]

Postpend text to username (if required):

[   ]

Select default password creation method (for ___ rs):   Note: While a password will be created for all users, this password will not be used when LDAP/SSO authentication is enabled.

○ Auto generate random password
○ Enter default password for all users
[   ]

Check the 'Overwrite existing account details' option below to overwrite the details of existing users with those in your Student Information System. This process will use the SIS Code (Teacher, Parent, Student Code) as the key and can therefore be used to update usernames based on the selected sync option. Note: If you have set options to mark users as inactive in your SIS, this option will also archive those user accounts.

☐ Overwrite existing account details:

Select User Role(s)

Please note, a new role will only be set for a user when a role for this user has NOT already been explicitly assigned in your SIS.

	Menu Options
☐	Teacher Security
☐	Student Portal
☐	Access for SLT, ELT, CLT
☐	Parent
☐	Administrator Level One
☐	Administrator Security

[Return to User Management] [Synchronise Users]

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1. Select the username creation method. There are numerous methods for creating the usernames.

    Note: Please use the same username method that is used as the login for the school network. If staff login to the network via the username format **ASmith**, this is what should be selected from the drop-down. If unsure of which method to select, please contact TrackOne Studio before proceeding.

2. If LDAP authentication is enabled, select **Auto generate random password**. The application will ignore the passwords that are generated, meaning staff will be able to login via the same password they use to access the school network.

3. It is recommended that the staff members be assigned the lowest level of access (**Teacher Security**). When the sync is complete, the role of each individual staff member may be edited to assign a higher level of access where needed.

4. Finish by clicking **Synchronise Users**.