

Understanding User Accounts

Raptor users have a unique set of permissions assigned to them based on the type of user account (role) that they have been assigned.

Role	Description
District Admin	The District Admin role has the highest level of permissions and is frequently assigned to district administrators. This role has full access to all schools or buildings within the district.
Building Admin	The Building Admin role is assigned to users who perform administrative functions at the school level. This type of user account is typically assigned to school secretaries, principals and assistant principals. Building Admins can be associated with more than one building.
Student Admin	The Student Admin role is assigned to users who perform student-related tasks, such as signing in and signing out students, monitoring tardy count, resetting tardy and temporary ID count, running student reports, importing students and their associated guardians, and adding, modifying and deleting students and guardians. Student Admins can be associated with more than one building. Note: The Student Module must be enabled to be able to create <i>Student Admin</i> accounts.
Entry Admin	The Entry Admin role is assigned to users who are responsible for signing in and signing out visitors, students, volunteers, staff and contractors who enter and leave the building. This role is typically assigned to front-desk personnel. Entry Admins can be associated with more than one building.
District Volunteer Coordinator	The District Volunteer Coordinator role is assigned to users who manage volunteers and events, and are automatically assigned to all schools and buildings within the district. Users with this role can sign in and sign out volunteers, search volunteers and run volunteer reports. Typically, a volunteer coordinator is also responsible for adding volunteers, approving volunteers, and coordinating volunteer events. Note: The Volunteer Module must be enabled to create <i>District Volunteer Coordinator</i> accounts.
Building Volunteer Coordinator	The Building Volunteer Coordinator role is assigned to users who manage volunteers and events at the school level. Users with this role can sign in and sign out volunteers, run volunteer reports, and approve volunteers for only the schools to which they are assigned. Note: The Volunteer Module must be enabled to create <i>Building Volunteer Coordinator</i> accounts.
Security Officer	The Security Officer role is assigned to District or School Resource Officers and is automatically assigned to all schools or buildings within the district. Users with this role can manage alerts and run offender reports.