

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name <i>Versatrans RP User rights and groups</i>	
Procedure No.	Eff. Date: 04/16/2020
Implements Board Policy(ies) 7540.00 "Computer Technology and Networks" 7540.01 "Employee Technology Privacy" 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy"	Last Reviewed: 05/20/20

1. Background

Describe relevant background to the implementation of the policy.

Cincinnati Public Schools Pupil Transportation Services utilizes VersaTrans Routing & Planning as the department's primary software application. The application is the District's centralized database for routine transportation services provided for eligible students within the District. The access and use of the following application is limited to authorized trained personnel as determined by the District. For efficient use of the application there are various permission levels categorized by "Groups" that can be assigned to users given their role and responsibility.

The following steps show authorized software administrators how to add a new user group, set access rights, set report folder rights and set routing scheme security rights.

2. Responsibilities

Title: Director of Pupil Transportation Services
Address: 2651 Burnet Ave

Phone: 513-363-0343	Cell phone: 513-680-4869
<p><i>Describe responsibilities:</i></p> <ol style="list-style-type: none"> 1. Determines Group/User eligibility requirements for each position within the CPS Transportation Network (internal/external). 2. Ensures implementation of this procedure with fidelity. 3. Ensures annual review for necessary revisions. 	

Title: Transportation Operations Supervisor	
Address: 2651 Burnet Ave	
Phone: 513-363-0327	Cell phone: 513-485-5180
<p><i>Describe responsibilities:</i></p> <ol style="list-style-type: none"> 1. Organizes required training to receive user/group permissions. 2. Ensures the appropriate use of the application by assigned groups/users. 3. Ensure implementation of this procedure with fidelity. 4. Organizes annual review for necessary revisions. 	

Title: Applications Support Administrator	
Address: 2651 Burnet Ave	
Phone: 513-363-0322	Cell phone:
<p><i>Describe responsibilities:</i></p> <ol style="list-style-type: none"> 1. Assigns and monitors users rights for users within CPS Transportation Network. 2. Ensure implementation of this procedure with fidelity. 	

3. Action Steps

<p>I. Training Requirements</p> <p>The VersaTrans Routing & Planning application has a variety of features and functions. Training is a requirement for any user prior to being issued an user account and being assigned to a “Group.”</p> <p>A. <u>Training Plan</u></p> <p>Operations Supervisor or designee will work with the <u>Tyler Technologies Support Services</u> in developing and implementing a comprehensive <u>training plan</u> on the various features specifically for following essential positions:</p> <ol style="list-style-type: none"> 1. Customer Experience Agent (Senior Support Specialist); 2. Transportation Router; 3. Transportation Specialist; 4. Authorized Essential Contracted Provider Personnel

- a) Dispatch
- b) Call Center Agents
- c) On Board Instructors
- d) Lot/Area Management
5. Customer Experience Coordinator
6. Operations Supervisor
7. Director of Transportation

B. Training User Accounts

Upon direction from the Operations Supervisor or designee the Applications Support Administrator assigned to Transportation will create temporary user accounts to be used for training purposes for any new user to access the training database only.

1. No user will be assigned permissions to the active databases until the user has successfully completed all training requirements.
 - a) Each user will have to complete a VersaTrans User Assessment.

C. The Applications Support Administrator will develop inservices for users on any software updates that result in a change of features or functional use of the application.

II. Eligibility and Approval

A. Eligibility

Authorized VersaTrans Users will be assigned to “Groups” with associated permissions based on the following criteria:

- Position Classification
- Successful Completion of Training

B. Approval

The Director of Transportation or designee approves all users.

1. The Transportation Director will determine users with Administrative rights to the application.
 - a) Administrative rights will be reserved for internal district personnel only and should never be granted to external parties.
2. The Applications Support Administrator will create an active VersaTrans account upon direction from the Transportation Director or the Operations Supervisor.

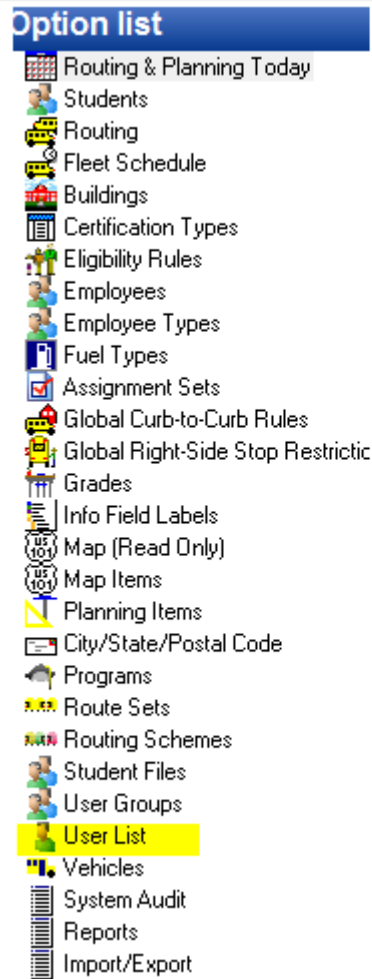
Only Users with VersaTrans Administrative rights can implement the following steps:

III. VersaTrans User Groups

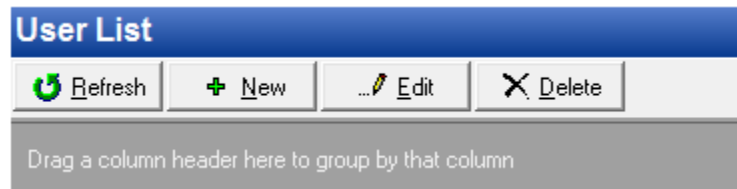
A. VersaTrans User Account

1. Create New User Account

a) Path:) Option List > User Groups:



Select New



Fill in the Highlight fields.

The screenshot shows a 'User Edit' dialog box with the following fields and controls:

- User Name (highlighted in yellow)
- Employee ID (highlighted in yellow)
- Last Name (highlighted in yellow)
- First Name
- Password (highlighted in yellow)
- Email Address
- Force Password Change on Next Login
- Buttons: Save, New, Delete, Close, Help

B. User Account Maintenance

1. Edit User Account

- To edit an account, the above steps would be followed, only the selection would be **Edit** instead of **New**.

2. Delete User Account

- To delete an account, select the account to be removed and then select delete.

**Note; Only a user with Administrative rights can delete an account.*

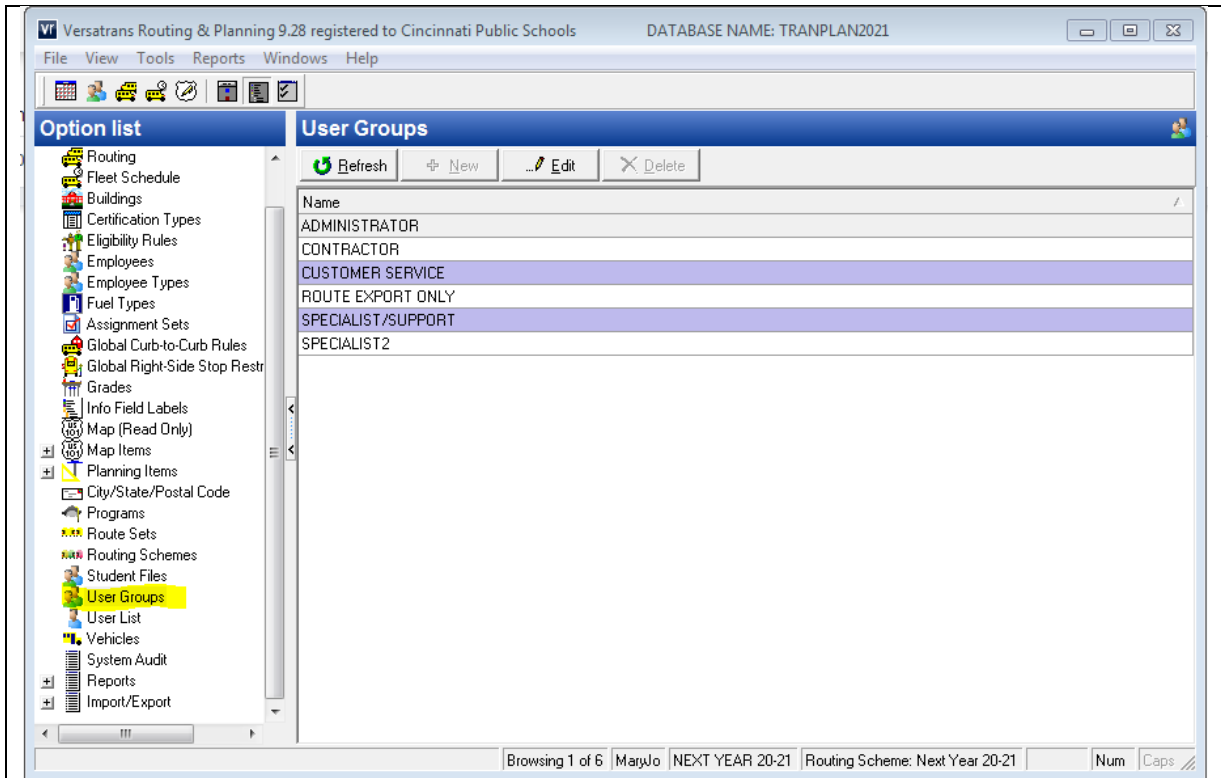
IV. VersaTrans User Groups

A. Create New User Group

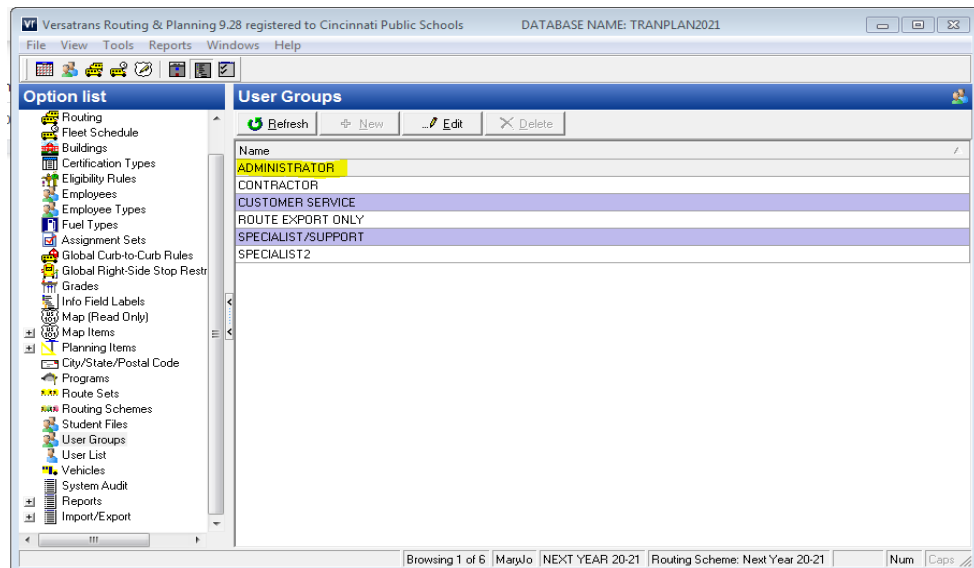
To add a new user group, set group rights:

The Applications Support Administrator will use the following steps in creating user groups:

Path:) Option List > User Groups:



A. Application Support Administrator will select the name of the user group that is to be worked with.



B. Click the Edit list button to display the Group Edit dialog.

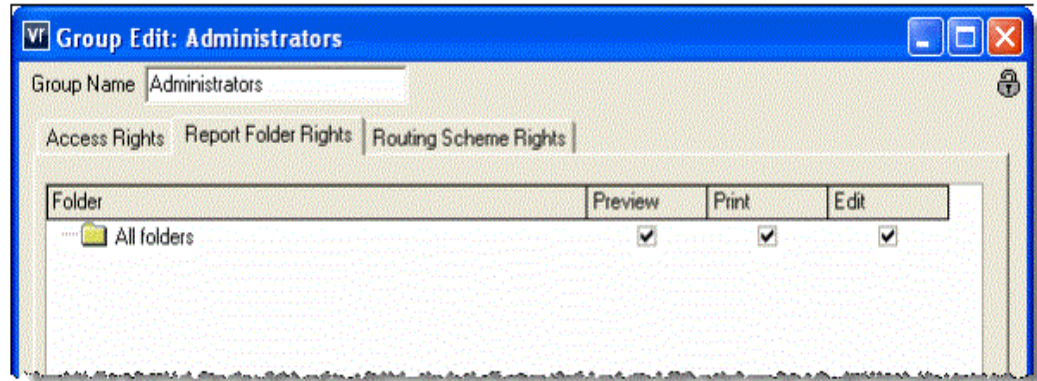


- C. Application Support Administrator will review the rights in the “Access Rights” tab and click the checkbox beside each right a user in this group is to have. Leave the box unchecked to deny these permissions.
- a. *Note: To set all properties for a selected item, right click on the item and select “set all properties for selected item.”*
- D. 4. Click the Edit List button to display a dialog and select the user to be assigned to the new user group.



5. The Available Users are listed in the left section of the dialog. Move these users to the right section of the dialog to make them part of the new User Group.

6. Click OK when finished selecting and moving users to return to the Group Insert window.
7. Click Save to save the selections.
8. Click the Report Folder Rights tab.



9. Review the current settings and click the Preview, Print, or Edit check boxes to select or deselect them. Checking a box gives the user permission to perform a function while unchecking a box denies permission.
10. When the selections are complete, click **Save** to save them.

Routing Scheme Rights

11. Click the **Routing Scheme Rights** tab.



The "Routing Scheme Rights" tab allows the setting of routing scheme security rights that determine which routing schemes will be available to each user group. Routing scheme security prevents certain users from seeing the data in individual routing schemes. This feature limits the available routing schemes on a per-group basis.

- New user groups that are added will have all routing schemes available to them by default.
- New routing schemes that are added will be available to all user groups by default.
- 12. In this example, the group name is "Administrators". Checking a routing

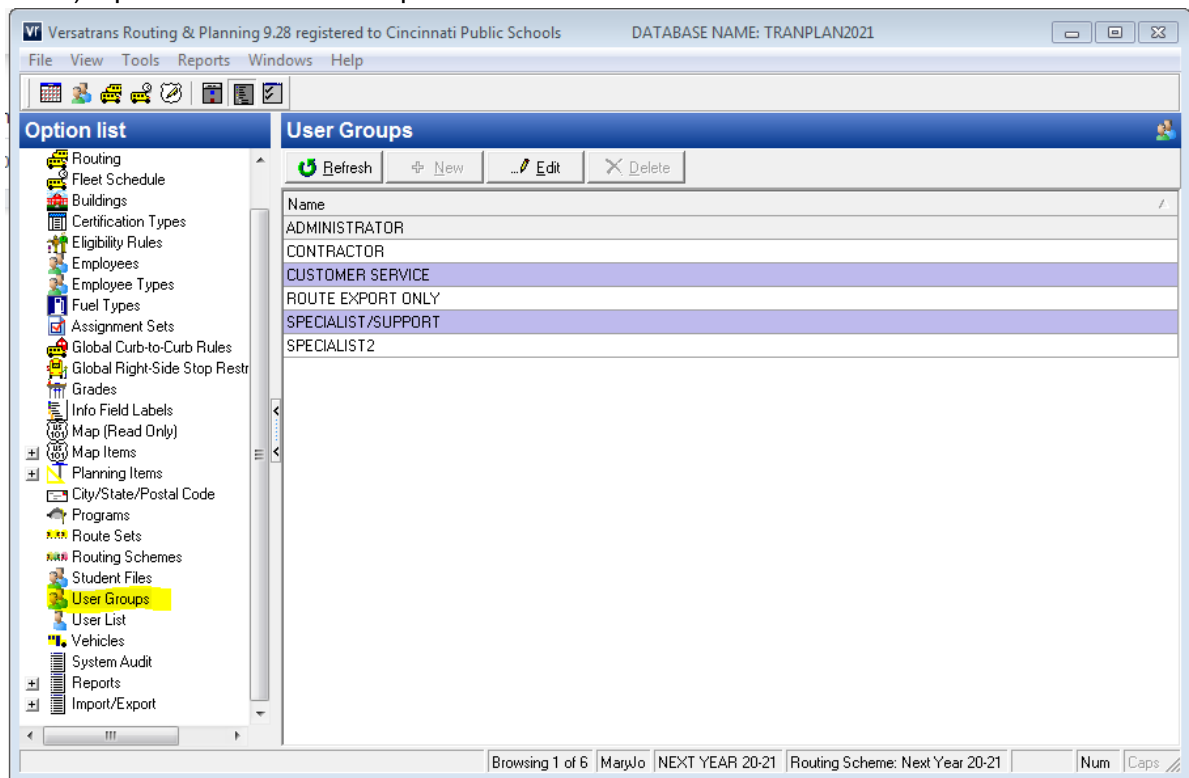
scheme gives the user group (i.e. Administrator) rights to view the data in that routing scheme. Unchecking a routing scheme prevents the user group from viewing data in that routing scheme.

- In addition to setting routing scheme rights, users should set similar rights for both the Student File and Routing Scheme lists (i.e. prevent certain users from being able to view, add, edit, or delete any of these items unless absolutely necessary).
- 13. Click **Save** and routing scheme security will be applied to the selections.

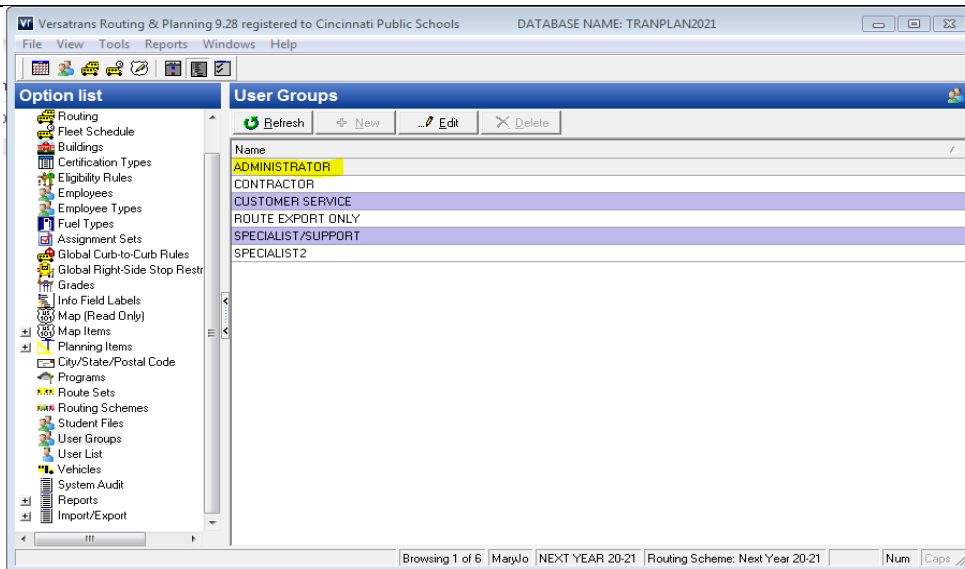
IV: Assigning the Users to User Groups

To assign a user to a user group:

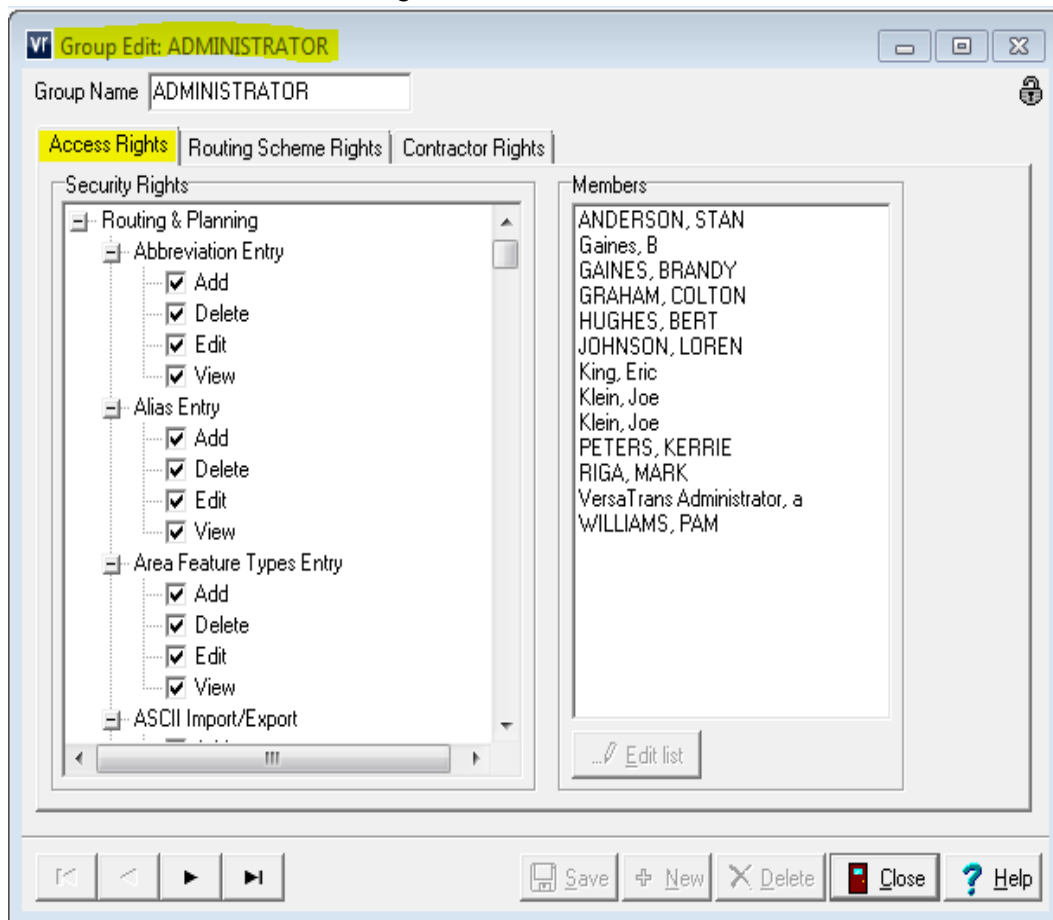
Path: Option List > User Groups



- 1. In the User Groups window, double-click the user group you want to edit and/or add the user to. The system displays the Group Edit dialog.

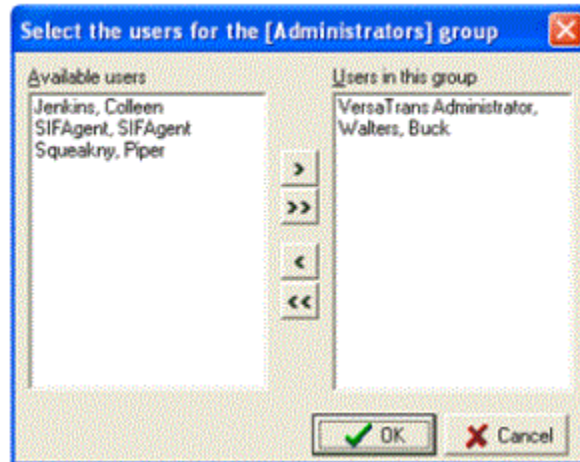


- 2. Click the Access Rights tab.



- 3. Below the Members box, click the **Edit list** button to display the Select the Users dialog.
- 4. Double-click the name of the user you want to assign to this group and

click OK to confirm it.



- 5. Click **Save** to save the change.

B. User Group Maintenance

1. Edit User Group

Select the group to be worked with
Select **Edit**

2. Delete User Group

Select the group to be deleted
Select **Delete**

- **Note: Only users with administrative rights can delete a user group**

V: Annual Review

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Only users with administrative rights in a user group can add/delete/edit any users or user groups.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Non CPS Acceptable Use Policy	<i>Policy on the use of CPS network for Non CPS employees</i> https://drive.google.com/drive/folders/0ALQuCtu8v4ItUk9PVA	
2. Non CPS Confidentiality Agreement	<i>Agreement of Non CPS Network to abide by FERPA.</i> https://drive.google.com/drive/folders/0ALQuCtu8v4ItUk9PVA	
3. Non CPS Network Request Form	<i>Request for non-CPS persons to have access to CPS network.</i> https://drive.google.com/drive/folders/0ALQuCtu8v4ItUk9PVA	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.