AutoTardy Plugin Permissions in PowerSchool

applies to versions 3.0.4 or greater

idM
identiMetrics ™
Cheat Sheet

AutoTardy Plugin Permissions in PowerSchool

To record attendance using AutoTardy, the PowerSchool user **must be assigned** to any Group with:

- Permissions to record attendance, **and**

- **Edit** access to the AutoTardy helper pages, and

- **Edit** access to the Record Attendance page.

Granting Edit Access to AutoTardy Pages

Follow these steps to configure permissions securely (requires Administrator access):

1. Go to **System Management > Security > Enable Page Permissions**.

2. Set **Turn modify permissions** to **On**, then **Submit**.

3. Navigate to Attendance > AutoTardy Record Attendance

4. Click "Modify access privileges for this page" in the gold bar at the bottom of the page

5. Adjust permissions as needed then Submit

6. In your browser, navigate to : https://POWERSCHOOL_SERVER/admin/security/modaccess.html?path=attendance/functions/idm_helper.html*(Replace POWERSCHOOL_SERVER with your actual PowerSchool URL.)*

7. Adjust permissions as needed then **Submit**.

8. **Test** the permissions by logging in as the user and using the AutoTardy page to record attendance.

9. Return to **System Management > Security > Enable Page Permissions**.

10. Set **Turn modify permissions** to **Off**, then **Submit**.