

System Administrator's Guide to User Account Setup

This document has been provided to support administrative setup of users within the system

This guide is designed to assist System Administrators in optimizing user account configurations within OnDataSuite. Effective data management requires balancing accessibility with security; therefore, these recommendations are tailored to align with specific professional roles and data requirements.

Use this crosswalk to determine the appropriate permission levels for your staff, whether they require:

High-Level Insights: Surface-level reporting for broad trends and executive overviews.

Granular Analysis: The ability to "drill down" into identifiable student and staff-level data for targeted intervention and auditing.

(Released 02/18/2026)

OnDataSuite Access List Options

Access List Category	Access List Item (Allowed/Denied)	Access Location(s) Provided To User	Sections available under this setting
Administrator Items selected from these sections allow administrative rights to these sections	ODS Administrator	Add/Remove Users, Add/Restrict User Access points/Create, Update, Remove Roles <i>Access to this level should be assigned only to users determined to need the highest access level within organization</i>	Provides access to ALL reported sections and detail student/staff views in OnDataSuite system
	Finance Administrator	Changes to the Finance Reporting Period Override	Provides access to the Administration (Finance Reporting Period Override) https://kb.ondatasuite.com/knowledge-base/i-cant-access-the-finance-reporting-period-override/
	File Access	Add / Delete File uploads into file center <i>Access to this level should be assigned only to users that will load system files</i>	Allows user access to upload and delete files from OnDataSuite OnPoint File Center <i>Permissions grant user access to green upload button in file center</i>
Reports Items selected provide access to OnPoint reporting sections	Student Aggregate Totals	View aggregate student reported results <i>Can not drill down to student list or student detail view unless student detail access is also granted</i>	Provides access to aggregate calculated data results for any section granted that contains student reported data
	Staff Aggregate Totals	View aggregate staff reported results <i>Can not drill down to staff list or staff detail view unless staff detail access is also granted</i>	Provides access to aggregate calculated data results for any section granted that contains staff reported data
	Finance Reports	Access Finance reporting section and reports <i>Can not drill down to staff list or staff detail view unless staff detail access is also granted</i>	Provides access to aggregate calculated data results for Finance Section (Some reports may also require staff or student level aggregate/detail)
	Assessment Reports	Access Assessment Section & reporting sections and reports <i>Can not drill down to student list or student detail view unless student detail access is also granted</i>	Provides access to aggregate calculated data results for any Assessment section containing uploaded assessment reported sections
	Accountability Reports	Access Accountability Section & reporting sections and reports <i>Can not drill down to student list or student detail view unless student detail access is also granted</i>	Provides access to aggregate calculated data results for Accountability section reports (RDA section and A-F Sections may be restricted)
Accountability RDA Items selected provide access to OnPoint>Accountability> Results Driven Accountability Folder reporting sections	RDA Bil/ESL/EL Indicators	Access RDA reporting sections and Bil/ESL/EL reports <i>Required: "Access Allowed" to Accountability Reports</i>	Provides access to aggregate calculated data results for Accountability (RDA Bil/ESL/EL Folder Contents)
	RDA Other Special Population Indicators	Access RDA reporting sections and Other Special Population Indicators reports <i>Required: "Access Allowed" to Accountability Reports</i>	Provides access to aggregate calculated data results for Accountability (RDA OSP Folder Contents)
	RDA Special Education Indicators	Access RDA reporting sections and Special Education Indicators reports <i>Required: "Access Allowed" to Accountability Reports</i>	Provides access to aggregate calculated data results for Accountability (RDA SPED Folder Contents)
List & Profiles Items selected provide access to OnPoint student and staff data used in calculation of aggregate totals as well as student and staff profile detail pages	Student Details	Drill down from aggregate totals to student lists and student detail <i>Required: "Access Allowed" to Student Aggregate Totals</i>	Any section & reports granted that contains student reported data
	Staff Details	Drill down from aggregate totals to staff lists and staff detail <i>Required: "Access Allowed" to Staff Aggregate Totals</i>	Any section & reports granted that contains staff reported data

OnDataSuite Restricted Access Options		
Restricted Access	Access Restriction Location	Suggested Support KB Article
A-F Rating System	Accountability > A-F Rating System Folder	https://kb.ondatasuite.com/knowledge-base/2025-a-f-reports-restricting-access/
CRDC Report Center	CRDC Section * Reports (Display aggregate totals only) Accountability Reports Staff Aggregate Totals Student Aggregate Totals + Lists & Profiles (Display data from aggregate totals) Student Details (Provides list & detail view) Staff Details (Provides list & detail view)	https://kb.ondatasuite.com/knowledge-base/2023-2024-crdc-resources/
Staff Base Salary	Staff Sections * Reports (Display aggregate totals only) Staff Aggregate Totals + Lists & Profiles (Display data from aggregate totals) Staff Details (Provides list & detail view)	
Staff DOB	Staff Sections * Reports (Display aggregate totals only) Staff Aggregate Totals + Lists & Profiles (Display data from aggregate totals) Staff Details (Provides list & detail view)	
Staff Payroll	Staff Sections * Reports (Display aggregate totals only) Staff Aggregate Totals + Lists & Profiles (Display data from aggregate totals) Staff Details (Provides list & detail view)	
Staff Profile Ed-Fi IODS	Staff Section > Staff Profile + Lists & Profiles (Display data from aggregate totals) Staff Details (Provides list & detail view) See the TEA Ed-Fi IODS (JSON) Student	https://kb.ondatasuite.com/knowledge-base/granting-access-to-tea-ed-fi-iods-jsonstudent-staff-profile-screens/ https://kb.ondatasuite.com/knowledge-base/staff-profiletea-ed-fi-iods/
Student Profile Ed-Fi IODS	Student Section > Student Profile + Lists & Profiles (Display data from aggregate totals) Student Details (Provides list & detail view) See the TEA Ed-Fi IODS (JSON) Student	https://kb.ondatasuite.com/knowledge-base/granting-access-to-tea-ed-fi-iods-jsonstudent-staff-profile-screens/ https://kb.ondatasuite.com/knowledge-base/student-profiletea-ed-fi-iods/
Teacher Appraisals	Staff Section > TIA Reports * Administrator User Permissions to access Teacher Appraisal ratings is restricted by default * Reports (Display aggregate totals only) Staff Aggregate Totals + Lists & Profiles (Display data from aggregate totals) Staff Details (Provides list & detail view)	https://kb.ondatasuite.com/knowledge-base/tess/
* Required 'Allowed Access' to view reports + Optional 'Allowed Access' if you want user to see details		

OnDataSuite System Default Role(s)		
Role	Access Allowed	Supporting link
A-F Rating System	<p>Allows access to A-F Folder and sub reports located under the accountability section.</p> <p>This role has been created by OnDataSuite to be used as a toggle on/off option during the calculation of the A-F accountability to hide results until districts wish to provide systemic views of results</p>	https://kb.ondatasuite.com/knowledge-base/2025-a-f-reports-restricting-access/