schoolwires®
Centricity™ 2.0 Passports Help Card

Passports are a set of extended privileges that can be assigned to users.
These Administrative privileges do NOT determine and are not related to Editing Privileges.

- You may have users that have Passport Privileges without having an Editorial Privilege.
- When a user is assigned a Passport with select extended privileges, they can only access and edit those assigned areas.
- You may wish to create Passports for assistance with managing your site.

- Some examples of Passports may be:
  ⇒ Template Manager
  ⇒ Users Administrator
  ⇒ Section Designer

Creating a new Passport

To add a new Passport:

1. Click on the Passport tab in the Users Workspace. The Passport window will display.

2. Click on the *New Passport* button.
3. Enter the name and description for the new Passport.

4. Click on *Save*. The Passport window will return as the active window. The new Passport will display in the list of Passports.

Once you have created a Passport, you will need to edit the extended privileges that Passport will contain, and then assign the Passport to the appropriate users.

Editing a Passport

To edit a Passport:

1. Click on the name of the Passport you wish to edit. The Edit Passport window will display.
2. Edit Passport consists of three tabs:
   - General—Manage the Passport title and description
   - Extended Privileges
   - Users
3. Click on the Extended Privileges tab. Within this tab, you will enable or disable the privileges for this Passport by clicking on the *Status* button to the left of the privilege title. See reverse side for a description of each Passport.

4. Next, click on the Users tab. This is where Passports can be assigned to or removed from Users.
5. Click on the *Save* button. The Passport window will return as the active window.

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Configure Privileges

Manage Apps
- Give "Sharing Rights" for the individual System Apps to a user or a group of users.
  - ☐ When you share an app with a user or a group of users, they can insert that app in their own pages or page types. An app will be shared with all editors unless you share it with specific editors or groups.

Manage Channels
- Create and edit Channel names for use across all sites.

Manage Collections (under Calendar Assets)
- Create and edit Collections for use across all sites.
  - ☐ Allows you to group areas like Sites, Channels, and Sections to enable posting of calendar events to a collection of calendars (e.g., 2nd grade teachers, elementary schools, math teachers).

Manage Editor Layouts (under Section Assets)
- Create and edit Editor Layouts for use across all sites.
  - ☐ You can apply an editor layout to apps that contain the full *Schoolwires* Editor.

Manage Event Categories (under Calendar Assets)
- Create and edit Event Categories (color-coding) for use across calendars on all sites.
  - ☐ You may add as many event categories as you wish.

Manage Page Types (under Section Assets)
- Create and edit page types for use across all sites.
  - ☐ Page types include one or more apps, and can be included in Section Configurations.

Manage Section Configurations (under Section Assets)
- Create and edit section configurations for use across all sites.
  - ☐ Section configurations allow you to create sets of pages with apps inserted in them that are initially available to Section Editors.

Manage Sites
- Edit and organize your sites (e.g., names and order of appearance).

Manage System Settings
- Adjust various system settings (e.g., set maximum image width, display register button).

Manage Templates
- Create, edit, copy or delete templates.
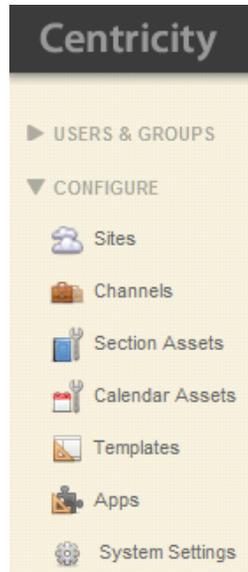
Users & Groups Privileges

Allow users to Emulate other users
- Assume sign-in as one of your users and experience **Centricity 2.0** as they would.
  - ☐ In order for this feature to work, must also have the Passport privilege of managing users in Users & Groups.

Manage Group Categories
- Create and/or re-name categories to help organize your groups.

Manage Groups
- Create and edit groups to classify your users.
  - ☐ Set viewing and sharing rights or editing privileges to multiple users.
  - ☐ Users can be placed in more than one group.

Manage Passports
- Create, edit, and assign extended privileges to users (i.e., grant a user the privilege of helping with the template).

Manage Settings
- Change email address new user account and password changes originate.
- Change LDAP settings (if applicable).

Manage Users
- Add new users and work with current users.
  - ☐ Modify account information (e.g., name, address)
    - Unlock User Accounts
    - Add users to a group
  - ☐ Generate or Reset Passwords
  - ☐ Emulate Users
  - ☐ Remove Users (move to Recycle bin)
    - Empty the Recycle bin (permanently delete users)
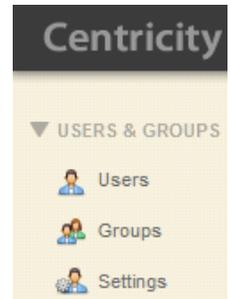
End User Privileges

Allow users to modify their accounts
- Users update their first name, last name, user name, and password.

Content Moderation Privileges

Manage Moderated Groups
- Create Workspaces of Sites, Channels and Sections with Moderators.
- Add users and groups of users who's editing will need moderated.
  - ☐ When a moderated user edits content in a section that has been defined as part of a Content Group, all content added by that user will appear in the Content Moderation queue to be approved.