



TRAINING GUIDE

Welcome | [Login](#)

Alliance Admin Dashboard 101

When you are getting started with a new Alliance, or taking on new Staff, there is a lot to learn....

In this training guide, we will walk you through all the menu items on your Dashboard and provide help tips and training guides for you to share with your school district participants.

Log in to the SDPC Resource Registry: <https://sdpc.A4L.org/login.php>



We are looking at this dashboard from an Alliance Admin login only, with no additional assigned 'roles' (i.e., not a District Admin.) If you have additional assigned roles, you may have additional menu options.

You will see these as your Dashboard menu options:

- [Other District Agreements](#)
- [Resources](#)
- [Tools](#)
- [Account Management](#)
- [Help](#)

OTHER DISTRICT AGREEMENTS:

- **Manage Agreements**

- This is a list of all your Districts, so if you need to help them (and act as a District Admin), you have two options:
 - Manage Agreements
 - Add Agreement



For more information on how you can change Agreement information after upload, please refer to the 'Change Agreement Information after Upload' Training Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_change_agreement.pdf

Can be found in Help > User Trainings menu.



For more information on how you can add Agreements, please refer to the 'How to Add an Agreement as an Originator' Training Guide.

Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_add_agr_originator.pdf

OR

please refer to the 'How to Add an Agreement as a Subscriber' Training Guide.

Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_add_agr_subscriber.pdf

Both can be found in Help > User Trainings menu.

- **View Signed DPAs**

- You can view all the signed DPAs for your State Alliance from this page.
- You can export this list, and download Agreements.

- **Manage State Privacy Agreement Templates**

- If you have a new Agreement Type for your State you can add it here.
- You can also edit your Agreements from this page.
 - Just complete all the information requested to complete this action.

RESOURCES:

- **Manage Resources**

- Choose the District, then click 'Manage Resources'. This then lists all the Agreements for that Districts.
- You can edit the information associated with these Agreements.



For more information on how you can change Agreement information after upload, please refer to the 'Change Agreement Information after Upload' Training Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_change_agreement.pdf

Can be found in Help > User Trainings menu.

- **Request to Add a new Resource**

- If a resource is not listed in the SDPC Resource Registry, then you need to request that it is added.
- Complete all the requested information and submit.
- The request is reviewed by the SDPC Admin Team who will approve or reject your request.

- **View Statewide New Requests**

- A full list of new requests from your Districts.
- This saves your Districts time as they can review which other school district is trying to get an Agreement from a specific vendor.

Subscribe							
Excel		Column visibility		Search:			
Subscribe to Progress	Logo	Paying Member	District Name	Company Name	Resource Name	Progress	Last Modified On
<input type="checkbox"/>		Y	Melrose Public Schools	Quantun Learning	Symphony Math	Use Auto EE Creator	01/03/2022
<input type="checkbox"/>		Y	Melrose Public Schools	AnalyticVue	AnalyticVue	Use Auto EE Creator	11/07/2022
<input type="checkbox"/>		Y	Melrose Public Schools	EBSCO	EBSCO	Use Auto EE Creator	10/12/2022
<input type="checkbox"/>		Y	Melrose Public Schools	Zoom Video Communications, Inc.	Zoom	Use Auto EE Creator	02/07/2022
<input type="checkbox"/>		Y	Milton Public Schools	Newsela	Newsela	Use Auto EE Creator	08/06/2022

- Example: If School District A is also trying to get an Agreement signed with Newsela, they can click on the 'Subscribe to Progress' check box, then click 'Subscribe'. They will then be kept notified on the progress of the Agreement signing, so that when it is available/uploaded on the Registry, they can then subscribe to it.

TOOLS:

- **Bulk email tool:**
 - If you wanted to send a message to all your District Admins, you can do so here. Just select your target audience from the drop-down menu and complete your email subject and message text in the relevant boxes. Then click 'Send email'.
- **Data Breach Notification**
 - If there was a data breach for a specific resource, you can email all your Districts that have Agreements with that resource and let them know.
 - Just select your target audience from the drop-down menu and complete your email subject and message text in the relevant boxes. Then click 'Send email'.
- **Bulk Import Template**
 - Not widely used. Please contact us should you wish to find out more information.
- **Manage Trainings**
 - If you are requiring your Districts to complete 'On-boarding' trainings before they access the SDPC Resource Registry, then you can list them here. This is just an internal tool to help you manage your on-boarding and other trainings you provide.



Please refer to Help > User Trainings menu for additional training videos, guides and technical guides to help you and your Districts.

ACCOUNT MANAGEMENT:

- **Change Password**
 - This is where you can change your own account password.
- **Edit User Account Info**
 - This is where you can edit your own personal account information.



If you are an Alliance Admin, with additional District Admin roles, and are using the Auto Exhibit E Creator tool and are a 'signer' for Exhibit E's, this is where your information will be pulled from.

If you are just an Alliance Admin, then you will not be using the Auto Exhibit E Creator tool.



COMMON QUESTION FROM DISTRICTS: Why is the signer information blank/not pulling all my information when I am using the Auto Exhibit E Creator?

ANSWER: Please check your Account information (Account Management > Edit User Account Info) and check that all fields are completed.

- **Manage Districts**
 - Here you can see a list of all the Districts in your Alliance.
 - Notice the 'Status' column highlights whether the District is 'approved' (can access the SDPC Resource Registry) or 'Unapproved' (cannot access the SDPC Resource Registry).
 - You can use the search box to find a specific District.
 - You can export the District list, selecting column visibility, exporting to Excel, csv or printing.
 - You can change the information for a District by clicking the 'Edit Info' link.

- If the District is not listed on this page, then you can click the ‘Add a new District’ button to complete their information.

To add a new District account, please enter the information below.

District Name

City

Address

County

District Website Format: http://www.yourdistrict.org

Select a Organizational Membership below (if applicable): *For example: Some alliances require additional memberships to participate in the alliance.*

Upload District Logo

Choose File No file chosen

Web-ready images only: 72dpi. File formats allowed: png, jpg

Account Status

The information below displays on the public_agreement facing custom listing page that you can link to on your website.

Custom Page Title

Custom Page Description

Save Info

- District Name: Enter the full district name.
- City, Address, County: complete full information
- District website: Add the URL
- Select an Organizational Membership below (if applicable). For example some Alliances require additional memberships to participate in the Alliance.
 - If this is the case in your Alliance, you should select the correct designation from the drop-down list. Example:
 - MO Alliance members need to be members of MOREnet in order to use the MO-NDPA. They are identified using the ‘MOREnet’ designation.
 - In MA, VT, ME, NH, RI, school districts who purchase services from The Education Cooperative (TEC) have additional support services provided and are identified by having the ‘TEC’ designation.
- Upload District logo
- Account Status: Set this to ‘Approved’.
 - If a school district clicks on the ‘Click here to join us!’ link at the bottom of the page, they will appear in this list as ‘Pending’. Please review their information before approving.

- Custom Page Title & Custom Page Description: These fields are used on the 'Customized Resource Listing' page for each School District.



Please refer to the 'How to set-up a Customized Resource Listing URL for your School District's website' Training Guide.

Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_custom_resource_url.pdf

Can be found in Help > User Trainings menu.



If a school district contacts you and would like to join your Alliance, the next step for them is to click the 'Click here to join us!' link at the bottom of the page to request an account and follow the prompts.

Do not add their information in manually.

Direct URL: https://sdpc.a4l.org/add_district_account.php?state=

- You can also manage Districts 'Progress Workflows'
 - *These are used when a 'New Request' is requested at the School District level.*

Create your custom progress workflow below.

ADD STEPS

Email Message Sent to Requestor

Paragraph ▾

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Add

- Update the workflow options and click 'Add' for each one.
 - Example: Step One – Contract sent; Step Two – With Legal Department; etc.
 - 'The 'Requester' is the person who initiated the request.



The Progress Workflow area is not necessarily something that the Alliance Admins will set-up, but you will need to provide training to your District Admins about using this functionality.

• **Manage Alliance Users**

- This screen shows every user within your Alliance.
- You can edit contact information for each User.
- There are two items for each User:
 - Manage Roles: This identifies what the user has access to, whether the user is the Alliance Admin, District Main or a District (Additional User)
 - Association: This identifies which District the User is associated with.

! There should only ever be ONE District Main, all other users within that district should be identified as District (Additional User). They have the same rights, but the 'District Main' contact is the one who's information will be used on the Auto Exhibit E Creator.

- Once there is a District Admin set-up for a District, they can add additional users themselves. Additional users need to contact the District Admin to request an account.

• **Manage Alliance**

To make changes to the About Alliance page content, please enter them below.

Edit Format

↶ ↷ Paragraph ▾ **B** *I*

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P

- *To make change to the About Alliance page content, please enter them below:*
 - Default text is already included in this area, which appears on the public home page of the Alliance. You can access this area from the public home page 'Read on >>' link.
 - If you would like to include your own text, please change it here. PLEASE NOTE: This is public information, so only include information which is not private for your users only.

About TXSPA



The Texas Student Privacy Alliance is a collaboration of Texas school districts that share common concerns around student privacy. [Read on >>](#)

[View Participating Districts](#)
[Logout](#)

Do you want to enable the Renewal Email Notifications for your alliance?

- Yes, please enable this functionality for the alliance.
- No, please disable this functionality for the alliance.

- Select whether you wish to turn on the Renewal Email Notifications functionality.



Please refer to the 'Renewal Email Notifications' Technical Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-publicdocs/sdpc-technical-guides/renewal_technical_guide.pdf

Please refer your District Admins to the 'How to process Agreement Renewals' Training Guide.

Direct URL: https://cdn.ymaws.com/www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_guide_agr_renewals.pdf

Both can be found in Help > User Trainings menu.

Do you want to enable the Exhibit E Creator?

- Yes, please enable the Exhibit E Creator for this Alliance.
- No, please disable the Exhibit E Creator for this Alliance.

- Select whether you wish to turn on the Auto Exhibit E Creator functionality.



Please refer to the 'Auto Exhibit E Creator' Technical Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-publicdocs/sdpc-technical-guides/exhibit_e_technical_guide.pdf

Please refer your District Admins to the 'Exhibit E's / Auto Exhibit E Creator' Training Guide.

Direct URL: https://www.a4l.org/resource/resmgr/files/sdpc-training-guides/training_exhibit-e.pdf

Both can be found in Help > User Trainings menu.

Do you want to enable the functionality to review uploaded active agreements before they go live?

- Yes, please enable this functionality for this Alliance.
- No, please disable this functionality for this Alliance.

If yes, do you want to review originating DPAs before they go live?

- Yes
- No

If yes, do you want to review subscribing DPAs before they go live?

- Yes
- No

If yes, do you want to review Vendor-Specific DPAs before they go live?

- Yes
- No

- Select whether you wish to turn on the Agreement Holding functionality.



Please refer to the 'Agreement Holding' Technical Guide.

Direct URL: https://www.a41.org/resource/resmgr/files/sdpc-publicdocs/sdpc-technical-guides/agr_holding_technical_guide.pdf

Can be found in Help > User Trainings menu.

- If you enable this functionality, an email will be sent to Alliance admins to advise them that there is an Agreement pending review.
- You can also enable this for specific Districts should you wish to provide additional reviews before Agreements are uploaded onto the Registry.

Do you want to show a custom autoresponse message for New Account Requests?

- Yes, please enable this functionality for this Alliance.
- No, please disable this functionality for this Alliance.

If yes, please enter the custom autoresponse message you want sent in regards to New Account Requests:

Edit Format

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Thank you for requesting an account to join the Massachusetts Student Privacy Alliance.

The request will be reviewed and you will be notified by email with the results. Thank you.

P » STRONG

- Select whether you wish to create an auto response message.
 - This auto response message is sent when someone clicks the 'Click here to join us!' link and requests an account.
 - Default text is already available but edit should you wish additional information to be sent to new account requests.
- Click 'Save Info'.

- **Approve Pending Account Requests**
 - If someone clicks the 'Click here to join us!' link and requests an account, they will be marked as 'Pending' on this screen until an Alliance Admin approves them.

HELP:

- **Contact Support:**
 - This is where you will find contact information for ALL Alliance Admins.

- **FAQs:**
 - A few frequently asked questions/answers. You can also find additional knowledgebase articles from the Support Portal: <https://a4l.freshdesk.com/support/solutions>. If you still have questions, please submit a support ticket: <https://a4l.freshdesk.com/support/home>

- **User Trainings**
 - Here is where we have many of our PDF training guides and videos available for all Users to access.

- **Registry Resources**
 - Links to the SDPC website resources page: <https://privacy.a4l.org/resources/>

- **Registry Enhancements**
 - Links to the SDPC website Enhancements page where you can view enhancements in the development pipeline and submit your suggestions/ideas.