

Katy ISD District Raptor Initiative

FOR CAMPUS SAFETY LIAISONS

How-To Guide

Volunteer Coordinator Access



Raptor Access

Each campus volunteer organization can allow limited Raptor *administrative* access via designated Volunteer Coordinators (*Building Volunteer Coordinator* as titled in the Raptor system), allowing use of the system's reporting module and events component.


- We recommend **ONE** volunteer coordinator for each campus volunteer organization.
- Therefore, if a campus has **multiple** volunteer organizations (PTA/PTO, Booster Clubs, etc.), then that campus will assign **multiple** *Building Volunteer Coordinators*, **one per organization**.
- **Campus administrators** should **review** and **approve** each organization's Raptor *Building Volunteer Coordinator*.
- **Campus Safety Liaisons** manage Raptor permissions and set up *Building Volunteer Coordinator* access via the steps below

How To Set Up a Building Volunteer Coordinator User Only Account

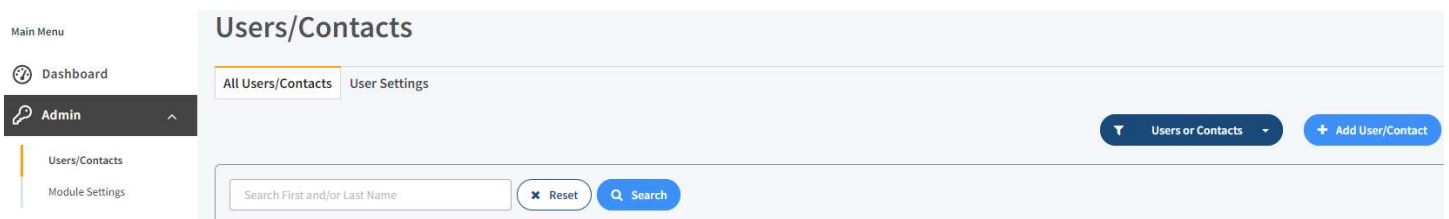
Perform the following steps to add only a user to the Raptor system:

1. In the navigation menu, select **Admin > Users/Contacts**.

Note:

The **Options** column is shown if your district is using the *Active Directory Integration* feature. The  icon indicates the user account is controlled by Active Directory, which controls which fields can be modified.

2. On the **All Users/Contacts** tab, click **Add User/Contact**.



3. Select the **User Only** option.

Katy ISD District Raptor Initiative FOR CAMPUS SAFETY LIAISONS



How-To Guide Volunteer Coordinator Access

A screenshot of the Raptor system interface. On the left is a 'Main Menu' sidebar with options: Dashboard, Admin (highlighted), Users/Contacts, Module Settings, and Sign In/Sign Out. The main content area is titled 'Users/Contacts' and contains two tabs: 'All Users/Contacts' (selected) and 'User Settings'. Below the tabs, there is a breadcrumb trail: 'All Users/Contacts > User/Contact Detail'. A section titled 'Please select one' contains three radio button options: 'User and Contact', 'User Only', and 'Contact Only'.

4. On the **User/Contact Detail** workspace, specify the following user information in the fields (all fields are required):

- **First Name*** – Enter the user's first name.
- **Last Name*** – Enter the user's last name.
- **Email Address/User Name*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
- **Primary Building*** – Select the user's primary building from the drop-down list.
- **Title*** – Select the user's title from the drop-down list.

5. In the **User Detail** area, specify the following information:

- **Enter New Password*** – Enter a password; the password must contain 8 or more characters, at least one character in uppercase, and at least one special character.
- **Confirm New Password*** – Re-enter the password to confirm it.
- **User Status*** – Select the user's status from the drop-down menu (Active or Deactivated).

Katy ISD District Raptor Initiative FOR CAMPUS SAFETY LIAISONS

How-To Guide Volunteer Coordinator Access



Users/Contacts

All Users/Contacts User Settings


[All Users/Contacts](#) > User/Contact Detail

Please select one

User and Contact

User Only

Contact Only



First Name *

Last Name *

Email Address/Username *

Primary Building *

Please select one

Title *

Please select one

User Detail

Enter New Password *

Confirm New Password *


User Status *

Active

6. Under **Role and Permissions**, select the **Role** to assign to the user account.

7. Depending on the role that is selected, the allowable permissions display in the lower portion of the **Role and Permissions** section. Select the check box next to each permission you want the user to be granted.

Note:

- Refer to [Understanding Permissions](#) for additional information about each permission.
- If the check box has an  icon next to it, the user creating the new account does not have permission to grant that specific permission.

8. Click **Save**. You are returned to the **All Users/Contacts** workspace and a message displays indicating the new user was successfully saved.

Katy ISD District Raptor Initiative FOR CAMPUS SAFETY LIAISONS

How-To Guide Volunteer Coordinator Access



Contact Detail
Does not receive notifications (user only)

Role and Permissions

Role * Building(s) *

Building Volunteer Coordinator + Add Building

Administration

Can Manage Users	<input type="checkbox"/>
Can Manage Report Subscriptions	<input checked="" type="checkbox"/>

Volunteers

Can Sign In Volunteers	<input checked="" type="checkbox"/>
Can Sign Out Volunteers	<input checked="" type="checkbox"/>
Can Run Volunteer Reports	<input checked="" type="checkbox"/>
Can Manage Volunteers	<input checked="" type="checkbox"/>
Can Manage Volunteer Settings	<input type="checkbox"/>
Can Import Volunteers	<input type="checkbox"/>
Can Manage Events	<input checked="" type="checkbox"/>
Can Approve Volunteers	<input type="checkbox"/>

How To Deactivate User Permission

- Go to All User/Contacts
- All Users will be listed

Main Menu

- Dashboard
- Admin**
- Users/Contacts
- Module Settings

Users/Contacts

All Users/Contacts User Settings

Users or Contacts + Add User/Contact

Reset Search

- Click on "Details" for that User
- Under User Status choose "Deactivate"

Katy ISD District Raptor Initiative FOR CAMPUS SAFETY LIAISONS How-To Guide Volunteer Coordinator Access



	First Name *	<input type="text" value="Tammy"/>	Last Name *	<input type="text" value="Stringer, Tammy R (PIE)"/>
	Primary Building *	<input type="text" value="Education Support Complex"/>	Title *	<input type="text" value="Not Specified"/>
	User Detail			
	User Status *	Last Login		
	<input type="text" value="Active"/>	<input type="text" value="8/15/2022 9:38:40 AM"/>		

It All Adds Up!
Thank you for volunteering in Katy ISD