

DRDP Online Tip Sheet



Adding Sites and Users

Table of Contents

Adding Sites and Users	1
1. Administrator Role.....	2
1.1. Agency Administrator	2
1.2. Site Administrator	2
2. Adding Sites.....	2
3. Adding Users.....	3
3.1. Check for Current Users	3
3.2. Add Users.....	6
4. Editing Sites	7
5. Helpful Resources for DRDP Online	9

1. Administrator Role

Only users with administrator roles, including Agency Administrator and Site Administrator (see below), can add sites and users. Please check the [DRDP Roles and Permissions](#) document for additional administrator roles.

1.1. Agency Administrator

An Agency Administrator may access information for teachers and the children under the care of each teacher at each site within the agency they are assigned to. For more details, view [DRDP Roles and Permissions](#).

1.2. Site Administrator

An account assigned the role of **Site Administrator** has access to information about teachers at a site and also has access to DRDP records for the children under the care of all the teachers at that site. A site administrator may be assigned to multiple sites. For more details, view [DRDP Roles and Permissions](#).

2. Adding Sites

- To add additional sites to the system, select the **+Add New Site** button (*Figure 2.1*) on the upper right-hand side to input the site information.

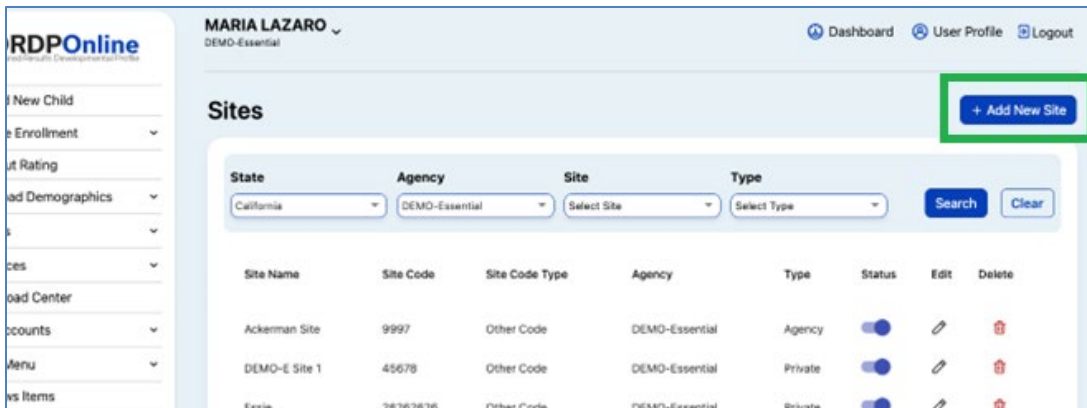


Figure 2.1.: Add New Site Button

If the site code is known, please enter it in the space provided. This area is not required and can be left blank if it is unknown.

2. Select **Save** (Figure 2.2). All areas with a red asterisk are required.

Figure 2.2: Add New Site Open Window

Only Lead Agency Administrators, Family Childcare Providers, and Agency Administrators (and Site Administrators if they are associated with those sites) can move staff from one site to another.

3. Adding Users

3.1. Check for Current Users

1. Once logged in to DRDP Online, check that the user is assigned to the appropriate site(s). Select the arrow to the right of the user’s name at the top of the screen to view a list of all the sites they are assigned to (Figure 3.1.1).



Figure 3.1.1: Assigned Sites

2. Select the User Accounts option to expand the menu. Then, select User Accounts to search for the account (see *Figure 3.1.2 below*).

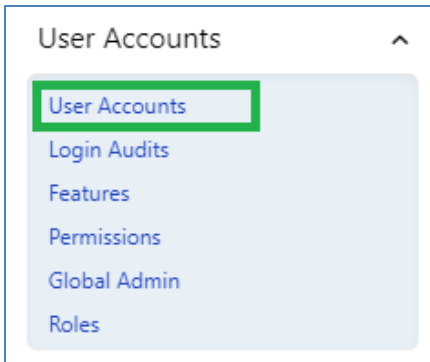


Figure 3.1.2: User Accounts

3. Search the user account by name or email (*Figure 3.1.3*). Select the pencil to view and edit the account details upon finding the user account. Users cannot add a role that has more privileges than their own. For example, a site administrator cannot make themselves an agency administrator.

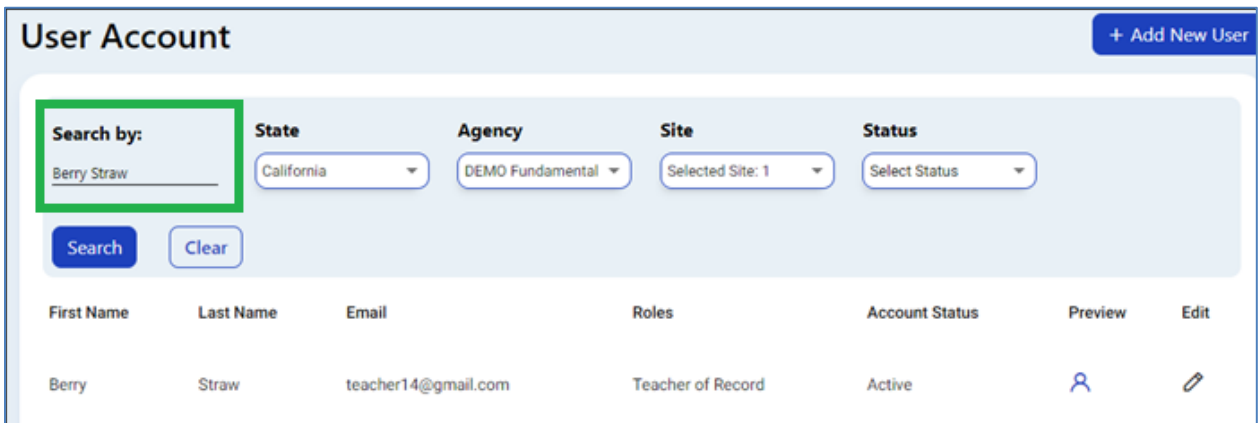


Figure 3.1.3 Search User Account

4. Edit account details and assign user roles in the editing window. (Users can have more than one role.) Select **Save** (see *Figure 3.1.4 below*).

Editing Berry Straw

Work Title
Work Title

First Name *
Berry

M.I.
M.I.

Last Name *
Straw

Account Email *
teacher14@gmail.com

Suffix
Select Suffix

Account Created
8/29/2018

Last Login

Status *
Active

Account Status Modified Date

Account Status Modified By

Password Status
Last Changed On:

Users must be tied to at least one agency, one region, or one county.

State *
California

Region
Select Region

Country

Agency

Cancel Save

Figure 3.1.4 Editing Users Window

The user must be assigned a role, or they will not have access to the DRDP Online site.

5. Roles are assigned here by scrolling down the editing window above to the **Roles** section (*Figure 3.1.5*). See [DRDP Online Roles and Permissions](#) for details about roles and permissions.

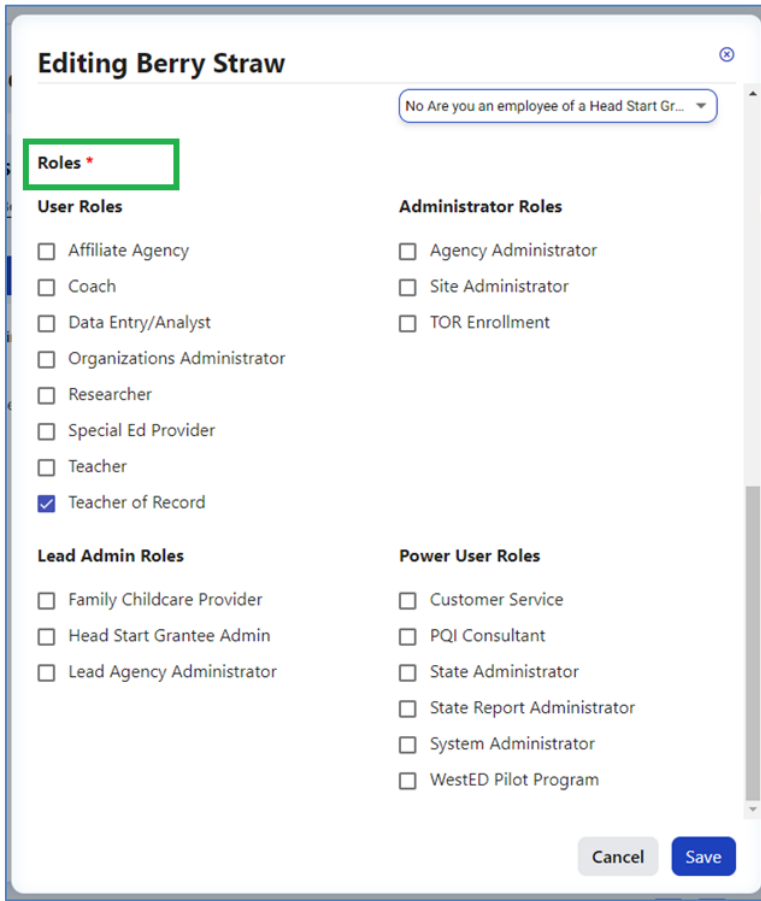


Figure 3.1.5: Editing Roles Window

6. Follow the same steps to check that any teachers within the agency and site(s) have user accounts and are assigned to the appropriate site(s).

3.2. Add Users

1. Select the **User Accounts** option to expand the menu. Then, select **User Accounts** to search for your account. Next, select the **+ Add New User** tab (see *Figure 3.2.1 below*).

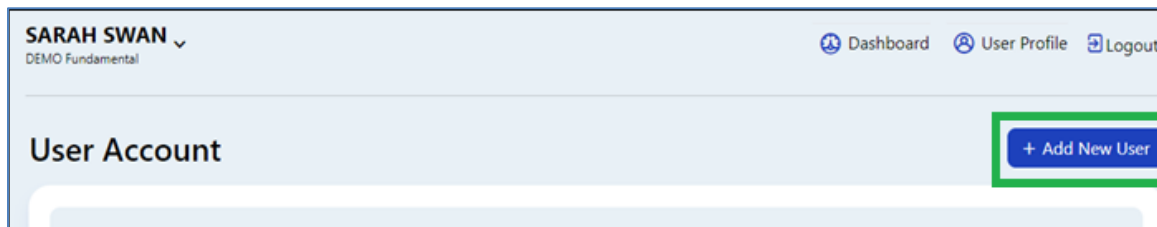


Figure 3.2.1: User Account/Add New User

Users can also be added with an upload template. Please see the DRDP Online Tip Sheet: User Upload Template.

2. Insert information into all required fields indicated with a red asterisk (*Figure 3.2.2*).

Figure 3.2.2: Add New User Window with Required Fields

3. Return to the **User Account** window (*see Figure 3.1.2 above*) and find the newly added user. Select the pencil to edit roles, status, additional sites, etc.

4. Editing Sites

1. Log in to DRDP Online.
2. Select the **Setup Menu** tab to expand the menu, then select **Sites** (*see Figure 4.1 below*) to find or add a new site. Upon selecting **Sites**, a list of existing sites will populate (*Figure 4.2 below*).
 - A lead agency administrator can delete a site using the trash can icon (*see Figure 5.1.2 below*) from the list of sites that populate.
 - Administrators must confirm that children and users are not assigned to the site before deleting.
 - Users also have permission to deactivate a site using the status column.

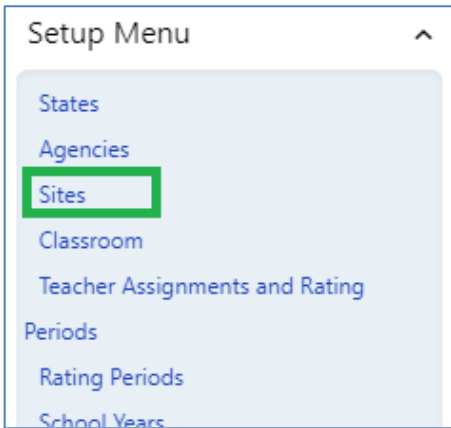


Figure 4.1: Setup Menu/Sites

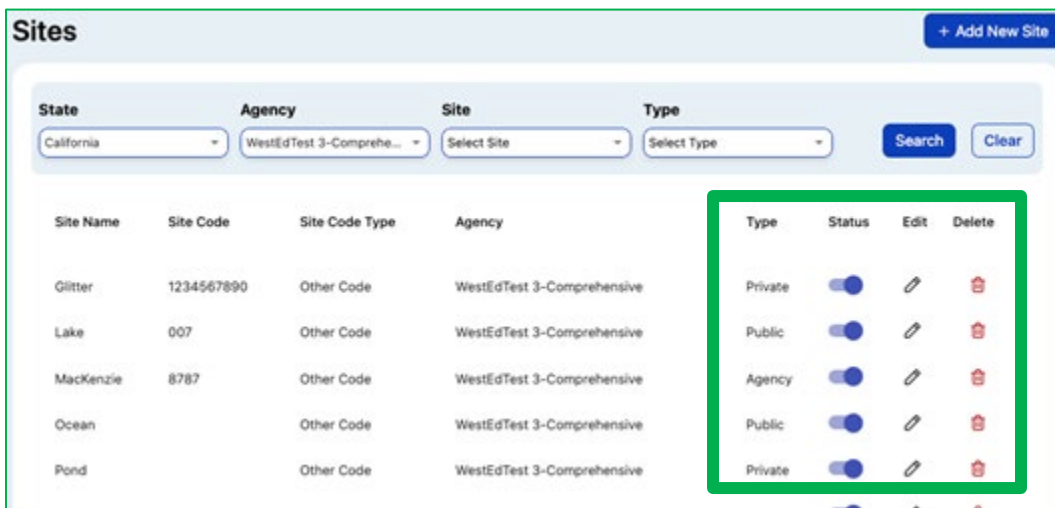


Figure 4.2: Sites Columns

3. A pop-up window will appear (*Figure 4.3 below*). Selecting the pencil icon will allow the user to edit the site information. All areas with a red asterisk are required. (If the site code is known, please enter it in the space provided. If the site code is unknown, this area is not needed and can be left blank.)

Edit Site

State
California

Agency
WestEdTest 3-Comprehensive

Site Name *
Alstead Primary School

Site Code
22965

Site Code Type
Select Site Code Type

Type *
Public

Site Address *
Site Address

Site City *
Site City

County
Select County

State *
California

Site Zip *
Site Zip

Cancel Save

Figure 4.3: Edit Site

5. Helpful Resources for DRDP Online

To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit [Desired Results for Children and Families/DRDP Online Resources](#). The Desired Results team also offers free monthly [DRDP Online webinars](#), covering topics such as uploading templates, data and understanding reports, managing enrollment, and much more.