



## DRDP Online Roles and Permissions

Roles	Permissions
<b>Teacher</b>	<ul style="list-style-type: none"> <li>View and Download Reports</li> <li>View and Edit Portfolio</li> <li>View Child Enrollment</li> <li>View Dashboard Classrooms</li> <li>View DRDP Resources</li> <li>View My Classes</li> <li>View, Enter, and Edit Child Rating</li> </ul>
<b>Teacher of Record</b>	<ul style="list-style-type: none"> <li>Edit Share Status</li> <li>View and Download Reports</li> <li>View and Edit Portfolio</li> <li>View Child Enrollment</li> <li>View Dashboard Classrooms</li> <li>View DRDP Resources</li> <li>View My Classes</li> <li>View Shared Child</li> <li>View, Enter, Edit, and Lock Child Rating</li> </ul>
<b>Teacher Of Record + Enrollment</b>	<ul style="list-style-type: none"> <li>Edit Teachers</li> <li>View and Download Reports</li> <li>View and Edit Portfolio</li> <li>View and Edit Share Status of Child</li> <li>View Dashboard Classrooms</li> <li>View DRDP Resources</li> <li>View Pending Re-Enrollments</li> <li>View Pending Transfer</li> <li>View Pending Withdraws</li> <li>View Total Locked Children</li> <li>View, Create, and Edit Child Records</li> <li>View, Create, and Edit Classrooms</li> <li>View, Enter, Edit, Lock, and Unlock Child Rating</li> </ul>
<b>Site Administrator</b>	<ul style="list-style-type: none"> <li>Accept, Decline, or View Pending Transfers</li> <li>Accept, Edit, Decline or View Withdraws</li> <li>Accept, Edit, Decline, or View Pending Re-Enrollments</li> <li>Accept, Edit, Decline, or View Pending Release Requests</li> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Classrooms</li> <li>Create and Edit Enrollments</li> <li>Create, Edit, and Deactivate User Accounts</li> </ul>

Roles	Permissions
	<p>Download Demographics Incl. Ratings  Download Demographics Only  View and Delete Share Status of Child  View and Download Reports  View Portfolio  View, Create, and Edit News Items</p>
<b>Agency Administrator</b>	<p>Assign Approved Vendor to Agency Account  Create and Edit Child Accounts  Create and Edit Enrollments  Create and Edit Sites  Create, Edit, and Deactivate User Accounts  Create, Edit, and Delete Classrooms  Download Demographics Incl. Ratings  Download Demographics Only  View and Download Reports  View and Edit Share Status of Child  View Pending Re-Enrollments  View Pending Release Requests  View Pending Transfers  View Pending Withdraws  View, Add, and Edit Portfolio  View, Create, and Edit News Items</p>
<b>Data Entry/Analyst</b>	<p>Assign Approved Vendor to Agency Account  Create and Edit Child Accounts  Create and Edit Enrollments  Create and Edit Sites  Create, Edit, and Deactivate User Accounts  Create, Edit, and Delete Classrooms  Download Demographics Incl. Ratings  Download Demographics Only  View and Download Reports  View and Edit Share Status of Child  View Pending Re-Enrollments  View Pending Release Requests  View Pending Transfers  View Pending Withdraws  View, Add, and Edit Portfolio  View, Create, and Edit News Items</p>
<b>Family Childcare Provider</b>	<p>Assign Approved Vendor to Agency Account  Create and Edit Child Accounts  Create and Edit Enrollments  Create Custom Rating Views  Create, Edit, and Deactivate Sites  Create, Edit, and Deactivate User Accounts</p>

Roles	Permissions
	<ul style="list-style-type: none"> <li>Create, Edit, and Delete Classrooms</li> <li>Download Demographics Incl. Ratings</li> <li>Download Demographics Incl. Ratings and Scores</li> <li>Download Demographics Incl. Scores</li> <li>Download Demographics Only</li> <li>Select and Lock Rating Views</li> <li>Show Companion Documents for Download Demographics</li> <li>View and Download Reports</li> <li>View and Edit Rating Periods</li> <li>View and Edit Share Status of Child</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>View Pending Withdraws</li> <li>View, Add, and Edit Portfolio</li> <li>View, Create, and Edit News Items</li> <li>View, Edit, and Deactivate Rating Periods</li> </ul>
<p><b>Head Start Grantee Admin</b></p>	<ul style="list-style-type: none"> <li>Access to Child Demographics</li> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Rating Views</li> <li>Create and Edit Sites</li> <li>Create Custom Rating Views</li> <li>Create, Edit, and Deactivate User Accounts</li> <li>Create, Edit, and Delete Classrooms</li> <li>Create, Edit, and Delete Enrollments</li> <li>Head Start Children Page</li> <li>View and Download Reports</li> <li>View and Edit Rating Periods</li> <li>View and Edit Share Status of Child</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>View Pending Withdraws</li> <li>View Portfolio</li> <li>View, Create, and Edit News Items</li> </ul>
<p><b>Lead Agency Administrator</b></p>	<ul style="list-style-type: none"> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Enrollments</li> <li>Create Custom Rating Views</li> <li>Create, Edit, and Deactivate Sites</li> <li>Create, Edit, and Deactivate User Accounts</li> <li>Create, Edit, and Delete Classrooms</li> <li>Download Demographics Incl. Ratings</li> </ul>

Roles	Permissions
	Download Demographics Incl. Ratings and Scores Download Demographics Incl. Scores Download Demographics Only Select and Lock Rating Views Show Companion Documents for Download Demographics View and Download Reports View and Edit Rating Periods View and Edit Share Status of Child View Pending Re-Enrollments View Pending Release Requests View Pending Transfers View Pending Withdraws View, Add, and Edit Portfolio View, Create, and Edit News Items View, Edit, and Deactivate Rating Periods