ASCA Portal Instructions for District Administrators
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Part 1. Getting Started

If you need assistance with logging in, refer to the directions on the ASCA Portals website:
1. Getting Started

Log in to the **Districts/Universities** portal:

If you're an ASCA Member, login with your ASCA Membership username and password on the left.

If you are not an ASCA Member, register on the right to create a username and password. Then, return to this (districts.schoolcounselor.org) webpage to login.
1. Getting Started

After logging in:

1) select **Administration** to access features for District Administrators (do not go to **Districts/Universities**),
1. Getting Started

2) Find your district/university in the dropdown,

3) Click on **Visit Portal**.

If your district/university is not listed, submit a support request in the portal for assistance.
Part 2. Dashboard

Districts and Universities Dashboard

- Left side - Menu
- Center - Confirms your role and your district

Welcome to the Districts/Universities dashboard. Click "Applications" on the left-hand menu to review your currently assigned applications.

Your current roles are: [District Admin].

You are currently viewing the District: Test District.

If you do not have access to a District you feel you should, please contact your District Administrator or your ASCA contact.
A. Users

- Select **Users** for a list of all district users who have access in your district/university.
- Note – school counselors do not get added here; refer to Schools section.
A. Users

To add a Trainer:

1) Click on **Add User**, [Diagram showing a system interface with a 'District Users' section highlighted]
A. Users

2) Enter the email address the individual uses/will use to access the portal,
3) Select “Trainer” in Select Role dropdown menu,
4) Click **Add User** to District.

This will generate an email invitation to the individual, which will allow them to access the portal.

5) Return to **Users** in the Menu. If the individual has never logged into the portal, their name will appear under **Pending User** until they successfully log in.
A. Users

To change a User’s role:

1) Select the blue button under Assign,
A. Users

2) Assign your district staff who will be providing feedback as a “Trainer” from the dropdown menu in Select Role. Do not select any other user role,

3) Click the box next to Above User Has Access to this District?

4) Select Update User.
A. Users/Review Groups

Use this function to create and manage groups of applications that your district staff in the Trainer role will review.

1) To create a new review group, select Create Group,
A. Users/Review Groups

2) Create a name for the review group in **Name the Group**, 
3) Click in the **Select Schools** box where all schools will appear, 
4) Scroll to find the schools assigned to this group and add by clicking on the school name, 
5) Click the **Select Users** box, and add name(s) of those who will be reviewing the schools selected, 
6) Click on **Create Group** when finished.
A. Users/Review Groups

As District Administrator, you can select any group to view the assignments.

1) Click the blue Assign button next to a group,
A. Users/Review Groups

2) To remove a school or user from the group, select the school name or user name and a list will appear within the box.

3) Click on the name in the list and it will be removed.

4) Click on **Update Group**.
B. Districts/District Settings

- **District Settings** - set a specific due date and create a message which will appear in the application.
- **Additional Application Tabs** - create a tab for your district where counselors can provide information unique to your process.
C. Schools

List of all schools that have created accounts in your district/university.

- Click on **Name** heading to sort alphabetically or use Search to locate a school.
- The **Created By** column indicates who created the account.
- Click **View Application** to access. If the View Application option does not exist, the school has created an account but has not created an application.
- If a school is missing, the person who created the account may have put it in another district in error. Contact portal support for assistance.
C. Schools

- **Export Schools** – an Excel spreadsheet of all schools in your district is sent to your email address.
- **Import Schools** – a message will appear providing directions.
- **Create School** – a District Administrator has the option to create a school account. Please note that you will be listed as the account owner/creator.
C. Schools

District Administrator can update the account owner/creator:

1) Click on **Update**, 

![Screenshot of the Schools section with the Update feature highlighted]
C. Schools

2) Click on **Remove**,  
3) add the email address of the new account owner/creator,  
4) click **Update School**.
C. Schools

District Administrator can invite others to an application:

1) Click on Users,
2) To add a user, enter the email address they use to log in to the portal, then click **Add User**.

3) To remove a user, select **Revoke Access**.

**Note** – this section is to add or remove users assigned to a school. This is not for assigning district staff to do reviews. See **Review Groups** for this function.
C. Schools

Please note the following regarding adding/removing school users:

You are editing the School Users - meaning the individual users who can MODIFY APPLICATION FIELDS, CHANGE UPLODES, and SUBMIT the front-end application(s) for this School. Granting access to a user allows them all rights to edit an Application’s contents.

Please note that School Creators (the user who created the School originally) can also manage this information in the front-end of their RAMP Application. Changes made here will overwrite what your School Creator has set (and vice versa).
D. Review/Applications

As District Administrator, you will see all school applications here.

- Select the school year from the dropdown to access applications created in that timeframe.
D. Review/Applications

**Edit** – to change the school’s application to a different year.

**Review** – to view the application sections, leave a comment, or view comments made by others.
D. Review/Applications

- As District Administrator, you will see the option to **Finalize and Push to National** on the bottom of each page of an application.
- This feature is **ONLY** for those schools who are applying for RAMP and have told you they are ready to submit.
- Do not select this unless that is the case!
- Selecting this removes the application from your district as well as your access to the application.
- If an application is pushed to National, access for the counselor will now be through **ASCA RAMP Portal**.
D. Review/Applications

**Trainer view**
- Dashboard view for district staff assigned as a Trainer
D. Review/Applications

**Trainer view**
- When **Trainer** clicks on **Applications**, they will see schools assigned to them when **Review Groups** are created.
- If district staff have not created Review Groups, Trainers will not see any applications when they log in.
If you need additional assistance, submit a request via the **Support** option located on each ASCA Portals page: