



To grant access rights for data submitters:

Step 1. Log in through Central Login

Step 2. Navigate to User Management

Step 3. Enter the data submitter's user profile information

Step 4. Click on the very first checkbox for Abbreviated School Day Application to grant access to submit data:

#	Applications	Data Collections	End Date mm/dd/yy	Permissions
1	Abbreviated School Day Application	<input checked="" type="checkbox"/> Abbreviated School Day Program		<input type="checkbox"/> 0 <input type="checkbox"/> User may verify data

Step 5. Uncheck the box next to Abbreviated School Day Program within the Consolidated Collections – Secure Student section.

4	Consolidated Collections - SecureStudent	<input type="checkbox"/> Abbreviated School Day Program		<input type="checkbox"/> + 0
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To grant access rights for verifying submissions:

Complete all steps 1-3.

Step 4. Click on the + button under Permissions to expand the list and click the checkbox User may verify data

#	Applications	Data Collections	End Date mm/dd/yy	Permissions
1	Abbreviated School Day Application	<input checked="" type="checkbox"/> Abbreviated School Day Program		<input type="checkbox"/> 0 <input type="checkbox"/> User may verify data

If you do not see the Abbreviated School Day Application in your list, please edit your permissions.