

CSCOPE – School Admin Quick Sheet

This is meant to provide CSCOPE users designated as School Admin a quick how-to for managing your own profile and assisting your campus users. CSCOPE is not connected to KISD accounts, and therefore has to be managed separately. As new professionals attend KISD Induction, they are provided a CSCOPE account. However, should you have a new employee that does not have an account, you will be able to create an account for them without having to wait. School Admin are also able to reset passwords and update other user information. Campus principals, assistant principals, CISs, and CITs are designated as CSCOPE School Admin. Should you have any questions regarding CSCOPE accounts, please email helen.mowers@killeenisd.org or call ext. 0279.

From the Home Screen:

Edit My Profile

- Update your name, email address, username, and/or password
- Changes take effect the next time you log in

Admin Console

- Review Login Activity (tells you who has logged in from your campus and for how long)*
- Review Login Activity Counts (tells you who has logged in from your campus and how many times)*
**Note that both of these counts may not provide an accurate picture of login activity for your campus as it depends on users actually logging out of their account. Most users simply close the window or quit their browser which does not always register as logging out. So a teacher may log in to CSCOPE at 8:00 AM and not log out when she goes home, indicating 8-10 hours of continuous CSCOPE usage, which is most likely not the case. Additionally, the teacher may have used CSCOPE three times that day, but would only show up once on the activity count. Just know that the numbers for both of these reports may not reflect ACTUAL usage of CSCOPE.*
- District Admin Options
 - Manage Users
 - You can find your campus users by searching via the last name or first name fields. If you have trouble finding someone, try typing just a few letters of their last or first name in case the name was misspelled when entered into CSCOPE
 - Click on the user's name to edit a user or [Add User] to create a user:
 - Login → Username should follow KISD protocol which is now an "e" ID
 - e + leading zeroes + KISD employee ID = 7 characters
 - e.g. employee ID is 9999 so *e009999* would be the login
 - e.g. employee ID is 11111 so *e011111* would be the login
 - Password → should be set/reset to *kisd*
 - New users should have their password set to *kisd*. New users will be prompted to change their password the first time they login.
 - As a school admin you will be able to see a user's password if they have previously logged into the system. To ensure privacy, do not share the original password even with the user. Reset the password to *kisd* by typing over the existing password. Then select *Yes* next to 'First Login?' so that the user will be prompted to change the password the next time they login.
 - You can also update a user's name and email address, add additional campuses (if they work at more than one campus), and user type (allowing for admin privileges if required).
 - If a CSCOPE user leaves the district, you can also "disable" their login from this window. As users leave, we are disabling their account versus deleting them.
 - Be sure to double check spelling and click **Save**.
 - You can view all of the teachers on your campus by selecting Teachers under the User Type drop down menu on the Manage Users Search page.
 - If you do not see a teacher listed for your campus who has transferred from another KISD campus, email helen.mowers@killeenisd.org with the name of the user, and she will transfer the teacher to your campus. Do not create a new user account for someone who previously had an account.
 - ***NOTE: according to our District User License Agreement, CSCOPE accounts may only be created for KISD employees (must have a KISD employee ID). Do NOT create accounts for non-KISD employees, and if you come across non-KISD accounts, please email helen.mowers@killeenisd.org.***