

Stage 5 – Super Admin tasks

Administrator access levels in Unify (*see [RM Unify Administrator Access levels information sheet](#) for more details*)

There are three types of admin rights available:

- **Super Admin** - can perform **all** administrative tasks.
- **Password Admin** - can reset the passwords for all non-administrative users.
- **Launch Pad Admin** - can set up and reorganise Launch Pads.

The Super User admin (only) can assign these rights to any user with a role of Teaching Staff or Non-Teaching Staff. This is done through the Management Console.

Management Console dashboard

Many of the Unify admin tasks are actioned through the Unify **Management Console** dashboard.

Access the Management Console dashboard

1. Click on **Management Console** (top menu bar).

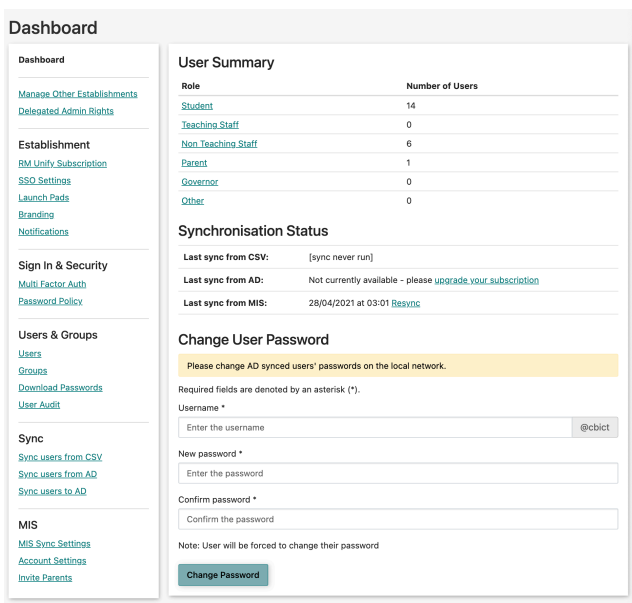
RM Unify

Launch Pad

App Library

Management Console

The Management Console enables management of user accounts and access as well as ensuring that any changes in RM Integrus can be transferred across to RM Unify through a synchronisation process.



The screenshot shows the Management Console dashboard. On the left is a sidebar menu with categories: Dashboard, Establishment, Sign In & Security, Users & Groups, Sync, and MIS. The main content area is divided into sections: User Summary (a table of roles and user counts), Synchronisation Status (sync history for CSV, AD, and MIS), and Change User Password (a form with fields for username, new password, and confirm password, plus a 'Change Password' button).

Role	Number of Users
Student	14
Teaching Staff	0
Non Teaching Staff	6
Parent	1
Governor	0
Other	0

You don't need to use all of these functions for now.

The pages overleaf cover the likely functions needed to manage user accounts.

Grant Admin access rights to a user

In RM Unify, access the **Management Console** dashboard

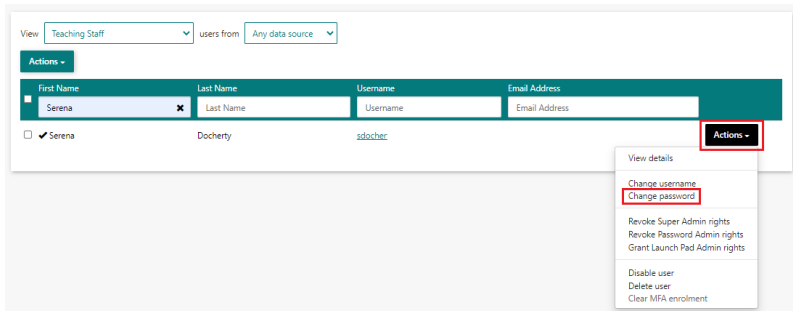
1. Select **Users** option (*in left hand menu*) – this will display a list of user accounts according to the type appearing in the **View** box
2. Change the **View** drop-down to either **Teaching Staff** or **Non-Teaching Staff** to find the user.
3. Click on **Actions** box next to the user
4. Select either **Grant Super Admin** rights, **Grant Password Admin** rights or **Grant Launch Pad** Admin rights. You can see a description of each Admin right in the section below.

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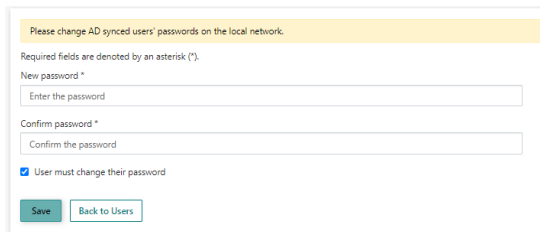
Change user passwords

In RM Unify, access the **Management Console** dashboard

1. Select **Users** option (in left hand menu) – this will display a list of user accounts according to the type appearing in the **View** box
2. Change the **View** drop-down to either **Teaching Staff** or **Non-Teaching Staff** to find the user.
Note: You can also find the user by searching via the First Name, Last Name, Username or Email Address search fields.
3. Click on **Actions** box next to the user



4. Select **Change password** option
5. Enter a new password in the **New password** and **Confirm password** fields.
The User must change their password box is ticked by default. If you don't want the user to change the password, then untick the box.



6. Click **Save**

Unlock a RM Unify user account (note: there is no unlock facility – simply reset the password)

1. In RM Unify, access the **Management Console** dashboard
2. Select **Users** option (in left hand menu) – this will display a list of user accounts according to the type appearing in the **View** box
3. Change the **View** drop-down to either **Teaching Staff** or **Non-Teaching Staff** to find the user.
4. Click on **Actions** box next to the user
5. Select **Change password** option
6. Enter a new password in the **New password** and **Confirm password** fields.
The User must change their password box is ticked by default. If you don't want the user to change the password, then untick the box.
7. Click **Save**

Create a new Unify user account

If a new RM Unify user account is required for [RM Unify only](#), then:

- a record has been added into **Staff Details** in RM Integris+ – check that the correct **Staff Type** has been assigned. If the staff member is a teacher, go to the **UDI** tab and set the **Provision as a Teacher** UDI to Yes

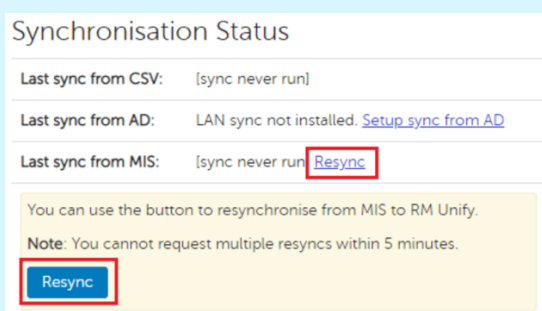
If a new RM Unify user account is required for [RM Unify access and for RM Integris+ access](#), then:

- a record has been added into **Staff Details** in RM Integris+ – check that the correct **Staff Type** has been assigned. If the staff member is a teacher, go to the **UDI** tab and set the **Provision as a Teacher** UDI to Yes **AND a user account** has been created in RM Integris with the required roles (Modules > System Management > User Management)

Once the above has been completed in RM Integris+, then the new RM Unify account will be created overnight – **follow from step 4 below to download the username and password** on the following day (*strongly recommended practice*).

If however, the new user account is required urgently, then you can enforce the creation of the user account to occur immediately (within the next 30 minutes) through the use of the sync button as follows:

- Login to RM Unify and access the **Management Console** dashboard
- Under the **Synchronisation Status** section of the page, click on **Resync** link for the **Last sync from MIS**
You should now see a cream box pop up detailing the last date/time when the last synch took place and a new Resync button appear.



- Click **Resync**
Once this button is clicked, synchronisation will take place and should be complete within a few minutes to a maximum of 30 minutes
Note: This Resync option also syncs any changes to pupil/parents and staff data that have occurred in Integris since the last automatic or manual sync took place.

After a few minutes, follow from step 4 below

- Access the **Management Console** dashboard and under **Users and Groups** (in left pane) click **Download Passwords**
- Select the correct staff role group (e.g. *Non-Teaching Staff and/or Teaching Staff*) from the **View** drop-down menu and keep the second drop-down set to **without a password**.
This screen will list by default all new accounts (in the role group selected) where a password has not been created

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View: Student users without a password

Role Groups: Non Teaching Staff

Last Name	Username	User Created date
Aitken	haitken	26/09/19
Docherty	hdocherty	26/09/19
Docherty	cdocherty	26/09/19
Dursley	ddursley	26/09/19
johnson	gjohnson	26/09/19

- Click on **Download New Passwords CSV** and then **OK**.
A password will be created for each new user account listed and extracted into a spreadsheet with filename User Passwords
- Save this file accordingly – and inform the new user(s) of their login username and password in the most appropriate way.
Now, if you change the second drop-down from **without a password** to **that have never signed in**, you will see the user(s) accounts you have just created passwords for.

Change Username in RM Unify (RM Unify Authentication method)

- In RM Unify, access the **Management Console** dashboard
- Select **Users** option (in left hand menu) – this will display a list of user accounts according to the type appearing in the **View** box
- Change the **View** drop-down to either **Teaching Staff** or **Non-Teaching Staff** to find the user you wish to rename
Note: You can also find the user by searching via the First Name, Last Name, Username or Email Address search fields.

- Click on **Actions** box next to the user and then select **Change username**
- Enter the new username in the **Username** field.
- Click **Save**.

The username will be updated within a 30-minute period.

Remember to inform the user of their new username as the old one will no longer be recognised!

Changing Username in RM Integriss+ (RM Integriss+ Authentication Method)

Changing a username in RM Integriss+ is not absolutely necessary if the username has been changed in RM Unify (as above) as the Unify login will automatically access Integriss through Single Sign On (SSO). However, administrators may wish to keep staff usernames consistent on both systems.

- In RM Integriss, go to **Modules > Administration > Utilities > Change Username** > find and select the user and click **Change Username** > enter the new username (reflecting name change) > click **OK** > Click **Close**.