


Creating Data Manager Accounts

1. Log into [eScholar PersonID/DirectMatch](#)

2. Click on the Security Manager icon 
You will see a list of the employees in your district who have eScholar PersonID/DirectMatch accounts

To create a new account

Add Records

1. Click on the Add Records button
2. Enter the user's first and last names
3. Enter the user's email address. The user's email address is the username.

Add Option

Person Information

First Name

Last Name

Login Information

Email Address (User Name)
Email address is used as username.

4. In the Authorization Information section, use the drop down to select the Person Type
 - a. Select K12 Student
 - i. For public and charter districts

Authorization Information

Person Type(s)

Primary Role

Role manages what components and privileges a user can have access to within the application.

If this user needs additional role assignments, please add the roles from the User Profile after adding the user.

Cancel **Add User**

5. For the Primary Role, use the drop down to make your selection:



- a. Location Administrator (has access to only PersonID – submit student data for ID assignment)
- b. Location Administrator – DirectMatch (has access to only DirectMatch)
- c. Security Administrator – the district’s security coordinator access
- d. CEP Administrator – for the district’s CEP Manager

Note: If a person needs more than one access (e.g. both PersonID and DirectMatch) you will have to repeat Step 5 for each role.

6. The district name will be populated automatically
7. Make the Primary Role selection and then click on Add User button
 - a. Follow the instructions for each role (screenshots for each role is shown below)
8. Go back to the User Manager
9. Enter the user’s email address and click on Filter Data
10. Select the use’s account
11. Add more user roles if needed (screenshots for each role is shown below)

Make the selections below for the Security Coordinator

- If needed, use the trash can icon to delete the role.
- Use the edit button to change/update your selections.
- Click on the Update button when finished.

Security Administrator  

Role	Security Administrator
District	Specific Districts
District(s)	Assumption Parish School System (004)
School	All Schools
DirectMatch Match Type(s)	
Location Group	No Groups

Make the selections below for the PersonID data manager

- If needed, use the trash can icon to delete the role.
- Use the edit button to change/update your selections.
- Click on the Update button when finished.

Location Administrator



Role	Location Administrator
District	Specific Districts
District(s)	Assumption Parish School System (004)
School	All Schools
DirectMatch Match Type(s)	
Location Group	All Groups

Make the selections below for the DirectMatch data manager

- If needed, use the trash can icon to delete the role.
- Use the edit button to change/update your selections.
- Click on the Update button when finished.

Location Administrator - DirectMatch



Role	Location Administrator - DirectMatch
District	Specific Districts
District(s)	Assumption Parish School System (004)
School	All Schools
DirectMatch Match Type(s)	DC Extended K12 Student DSNAP K12 Student Medicaid All K12 Student Medicaid Free Lunch K12 Student Medicaid Reduced Lunch K12 Student TANF K12 Student SNAP K12 Student
Location Group	Specific Groups
Location Group(s)	Assumption Parish SFA

Make the selections below for the district's CEP Manager

- If needed, use the trash can icon to delete the role.
- Use the edit button to change/update your selections.
- Click on the Update button when finished.

CEP Administrator



Role	CEP Administrator
District	Specific Districts
District(s)	Assumption Parish School System (004)
School	All Schools
DirectMatch Match Type(s)	
Location Group	Specific Groups
Location Group(s)	Assumption Parish SFA

Building Level Users will not have access to DC Extended. DC Extended is for the entire district.

 Role Information



Location Administrator - DirectMatch




Role	Location Administrator - DirectMatch
District	Specific Districts
District(s)	East Baton Rouge Parish School System (017)
School	Specific Schools
School(s)	South Baton Rouge Charter Academy (017145)
DirectMatch Match Type(s)	DSNAP K12 Student Medicaid All K12 Student Medicaid Free Lunch K12 Student Medicaid Reduced Lunch K12 Student TANF K12 Student SNAP K12 Student
Location Group	Specific Groups
Location Group(s)	South LA Charter Fnd. SFA

Early Childhood Users:

PersonType = K12 Student

DirectMatch = Medicaid All K12 EC; SNAP K12 EC

 **Person Type Information**
Person Type(s) K12 Student



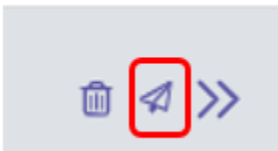
Role Information

Location Administrator - DirectMatch

Role	Location Administrator - DirectMatch
District	Specific Districts
District(s)	Acadia Parish School System (001)
School	All Schools
DirectMatch Match Type(s)	Medicaid All K12 EC SNAP K12 EC
Location Group	All Groups

Once accounts are created, click on the “Resend Sign-up Email to User” icon (paper airplane). The application will send an email with a link to the user’s email address.

Actions



To disable an account

1. Log into [eScholar PersonID/DirectMatch](#)

2. Click on the Security Manager icon



You will see a list of the employees in your district who have eScholar PersonID/DirectMatch accounts

Email	First Name	Last Name	Status	Last Login	Role	Actions
PollyPelican@AviaryParish.com	Polly	Pelican	Active		Location Administrator	
PercivalPigeon@AviaryParish.com	Percival	Pigeon	Active	02/05/2024	Location Administrator Location Administrator - DirectMatch Security Administrator	
PaulPeacock@AviaryParish.com	Paul	Peacock	Active		CEP Administrator	

3. Click on the employee's email address or click on the double arrows

4. Click on the edit button at the top right corner

General

View/edit general profile information.

5. Scroll down to the More section. Select Inactive and then click on the Update button

More

Status Active Inactive

Last Updated 07/08/2023

Cancel **Update**