



**Illinois
State Board of
Education**



MYIRC USER MANAGEMENT GUIDE

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About MyIRC

MyIRC is a secure, password-protected environment that provides authorized users access to one or more of the MyIRC family of utilities and applications. That family includes:

- MyIRC Data Review and Verification Tool (DRVT) — This tool allows building principals and district administrators to preview their facilities’ data in table form before it appears in the fall release of the Illinois Report Card.
- MyIRC Educator Preview — This utility is similar to the DRVT in that it provides preview access to Report Card information, but it also provides a full preview of how the interactive Report Card website will appear at its October release.
- MyIRC Principal Entry Form — The School Highlights pages on the Illinois Report Card pull their content directly from the forms provided through this utility. It allows administrators to update School Highlights, District Narrative, and 5Essentials Feedback.
- MyIRC Student Data — This application is designed to support management and analysis of state and local assessment data.
- 21st Century Community Learning Centers — This application is only available to grant and site administrators participating in the 21st Century Community Learning Centers grant program.
- My Data Dashboard – This application (formerly known as Ed360) provides secure access to a wide collection of student-, school-, and district-level data. This application is only available to districts that have opted in. Instructions for opting in can be found in Appendix A.

Before you start

- Before manually adding users to the system, please first check the Admin Report: Users and review the IDs that have already been created. As a service to administrators of the 800-plus school districts and over 100,000 teachers in the state, the MyIRC team regularly obtains and ingests the name of every district superintendent and school principal in the state from ISBE on or before August 31 of each calendar year (and periodically throughout the year) and automatically builds IDs for those individuals. In addition, teachers with Employment Information System (EIS) licensure and valid Illinois Educator Identification Numbers within districts that have opted into My Data Dashboard are also ingested and automatically assigned roles and IDs within the system. The rapid relocation of a certain number of administrators and teachers will annually require some manual maintenance of the user roles.
- The IDs automatically set up by the system as a result of ingestion of the state’s school administrative personnel file and EIS database use the email addresses designated in that file. The file occasionally contains typos, and people use a variety of different email addresses in their professional lives. Either of these circumstances could make it difficult when an individual first attempts to access the system. You can view the names of your organization’s personnel and their associated email address IDs in the Users report. Using a different email address as the ID for the system would require setting up a separate user ID, which you can do within the Manage Users utility.
- It is worth noting, that in order to manage users within MyIRC for the My Data Dashboard application, a district must have opted in to that particular system. Opt-in instructions are provided in Appendix A.
- It will be mentioned on the following section, “Logging in to MyIRC,” but it is worth noting here as well that if you or a member of your staff that you are assisting have for any reason established an ID using local credentials (meaning you set your own password unique to this system instead of logging in using Microsoft or Google single sign-on) and you would like to switch to using single sign-on, simply contact the MyIRC offices at myiirc@niu.edu or call 815-753-0978.

Regarding “roles” assigned in the system

- The “school principal” and “district superintendent” roles are reserved exclusively for system use and cannot be manually assigned. Essentially, “school administrator” and “district administrator” are their functional equivalents and are roles that you can assign, so use those.

Logging in to MyIRC

MyIRC is available through the Illinois Report Card website.

- Go to the [Illinois Report Card website](#).
- Click “Log In” in the upper right corner of the screen.
- The next screen gives you three options for accessing the system:

MyIRC Account Login

Login to the MyIRC system using your Microsoft Office or Google credentials. If you need help logging in, [contact us](#).

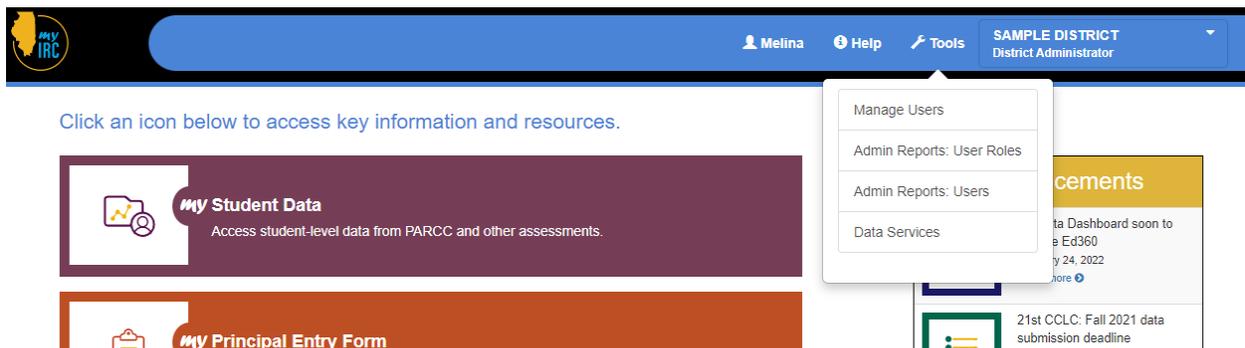


Sign in with your email. 

- Sign in with Microsoft: Click here to sign in using your Office 365 or other Microsoft credentials.
- Sign in with Google: Click here to sign in using your Google credentials
- Sign in with your email: Click here to create/use a username and password that are unique to MyIRC. Note: If you are a MyIRC user and your credentials were created before 2018, you have been using the “your email” option. If you’d prefer the convenience of single sign-on with Microsoft or Google, simply contact the MyIRC offices at 815-753-0978 and we’ll reset your credentials!

MyIRC User Management

MyIRC user management is done through the “Tools” menu in the upper right corner of the screen.



There are three utilities available in the Tools menu designed to assist you with user management.

- Admin Reports: Users
- Admin Reports: User Roles
- Manage Users

Admin Reports: Users

Admin Reports - Users

12
users

1
Google accounts

5
active since last month

4
active since last 7 days

First Name	Last Name	Login ID	Last Logge...	Created On	Verified?	Login Source	Roles	Usage
This information redacted.			07/09/2019	10/27/2017	✓	Local	2	894
			01/17/2019	12/05/2017	✓	Local	2	35
			05/15/2018	05/10/2018	✓	Local	1	2
			04/25/2019	10/02/2018	✓	Local	4	40
			04/02/2019	10/12/2018	✓	Local	1	16
			04/19/2019	10/18/2018	✓	Local	1	31
			06/24/2019	10/18/2018	✓	Local	1	7
			11/06/2018	11/01/2018	✓	Local	2	2
			05/30/2019	01/16/2019	✓	Local	4	23
			07/09/2019	03/22/2019	✓	Local	1	19
			07/03/2019	10/27/2017	✓	Google	1	43
Alan	Clemens	aclemens@niu.edu	07/09/2019	07/08/2019	✓	Microsoft	2	5

Your User Admin Report will provide a list of all current users who have access to MyIRC systems for the organization (district or building). The following information is included in the report:

- Number of users with access to your organization’s applications.
- How many of those are using Google credentials.
- How many users have been active in the last month and week.
- User First Name.
- User Last Name.
- User Login ID. (Will show as an email address regardless of their method of sign-in.)
- Last Logged In: Date of each user’s last login.
- Verified?: Users establishing local (email) accounts are sent a verification email to confirm their identities and intent to register with the site. This column confirms their response to the verification email.
- Login Source: Confirms whether the account uses local (email) or Microsoft or Google credentials.
- Roles: See page 5 regarding user roles. This confirms how many roles the user has in the system.
- Usage: Displays the number of times the ID has been used to log in to the system.

Manage Users

Manage Users

Q Search for...

Add Users Import Users

21 user roles

User Name (e-mail)	Role	Domain Name	Grades	Expires On	Actions	Status
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	07/31/2019	⚙️ 🗑️ 🔗	
Redacted	Student Data District	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	Student Data District	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE HIGH SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE HIGH SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Data Wareho	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	
Redacted	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	⚙️ 🗑️ 🔗	

Illinois State Board of Education

Need Help ? Contact: myirc@niu.edu or call 815-753-0978.

The Manage Users utility is the center of MyIRC operations. In short, the utility allows you to:

- Add users to your organization.
- Bulk import users from file (typically Excel).
- Define their role in your organization.
- Define the extent of their authorization to access data from your organization.
- Set the expiration data for their privileges.
- Renew any user's privileges.
- Delete a user.
- Manually set an expiration date for a user's privileges.

Adding a User

Adding a single user starts by clicking on the "Add Users" button in the upper right corner of the screen. Clicking on the button will add a new row to the table at the top and allow you to enter data for each column:

Search for...

22 user roles

User Name (e-mail)	Role	Domain Name	Grades	Expires On	Actions	Status
marjohns@isbe.net	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2020	x +	
Holley@collaborativecommu...	Student Data District...	SAMPLE DISTRICT	All Grades			
Hickox@collaborativecommu...	Student Data District...	SAMPLE DISTRICT	All Grades			
dcarr@bhsroe.org	District Administrator	SAMPLE DISTRICT	All Grades			
dcarr@bhsroe.org	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades			
myircsample@gmail.com	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades			
myircsample@gmail.com	School Administrator	SAMPLE HIGH SCHOOL	All Grades			
myircsample@gmail.com	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades			
myircsample@gmail.com	District Administrator	SAMPLE DISTRICT	All Grades			
PHigh@i-kan.org	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades			
PHigh@i-kan.org	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔄 🗑️ ✎	
BDIXON@isbe.net	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔄 🗑️ ✎	
krayanapati@niu.edu	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔄 🗑️ ✎	
krayanapati@niu.edu	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	🔄 🗑️ ✎	
krayanapati@niu.edu	School Administrator	SAMPLE HIGH SCHOOL	All Grades	08/31/2019	🔄 🗑️ ✎	
krayanapati@niu.edu	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	🔄 🗑️ ✎	
staff_myirc@niu.edu	District Data Wareho...	SAMPLE DISTRICT	All Grades	08/31/2019	🔄 🗑️ ✎	
gresh.dane@gmail.com						

1. Enter their email address into User Name.
2. Assign them a primary role. (See the next section, “Assigning Roles.”)
3. Designate the user’s “domain,” essentially meaning the scope of their administrative access. The system differentiates between district, each of the individual schools in a district, and classrooms. Administrators for larger districts will have many options here.
4. Stipulate the expiration for the user’s access. The system will select the end of the next August by default to provide access through the end of the academic summer, but the date can be changed.
5. The “Actions” column is generally for renewing or modifying existing records, but it can be helpful to understand it now in case you make a mistake. The first option extends a user’s privileges for another academic year (through the end of the next August). Click on the trash can to delete a user, typically because they no longer work for your organization. But it could also be because perhaps at this stage you made a mistake in typing their email address or some other critical error in configuration of their profile. Use the editing icon in the third column if you wish to select a specific date for expiration of the profile, perhaps because of an announced departure from the organization during the school year.

Assigning Roles

MyIRC is a host system that controls access to a variety of internal, password-protected applications, and as such needs to enable varying levels of access to individual users across those applications. It accomplishes this by assigning “roles” to every registered user and connecting permissions within each application to those roles.

That explains, for example, why the majority of users of the system do not have access to the 21st Century Community Learning Centers application. The only users with access to that system were granted that access by having a certain role assigned to them by our system administrators.

District superintendents or their authorized surrogates can use the Manage Users panel to specify which users can have access to their data and screens across their MyIRC applications.

There are essentially 11 sets of roles, each of which provides permission to access certain applications or features in MyIRC:

1. District Administrator
2. School Administrator
3. District Data Warehouse Manager
4. School Administrator/Teacher
5. Teacher
6. Special Education Teacher
7. Student Data District
8. School Level User
9. Student Data District Level User
10. Student Data School Level User
11. Regional Education Office User
12. General User

These roles combine in certain combinations that are unique to applications hosted by MyIRC. Please check the appendix relevant to specific MyIRC applications to explore those combinations further.

Here's a decision tree for selecting which user role(s) to assign:

1. **District/School Administrator:** The district/school administrator roles provide wide access to MyIRC applications within the scope of either building-level data (school administrator) or districtwide data (district administrator). If the person you're assigning a role needs authorization to have districtwide access to data in MyIRC systems (which includes access to student information protected by the Family Educational Rights and Privacy Act), designate them as a district administrator. If they only need access to a single school's data, assign them as a school administrator. Continue reading if the user you're adding isn't a school or district administrator and needs more targeted permission to access specific systems.
2. **District/School Report Card User:** Use this role if you need to give the user access to only to the DRVT and Educator preview either at the district or school level. This is for users who do not already have access as a result of the combined privileges they have within some other user role, like principals who need access to district-level data in the DRVT tool or other personnel who due to the nature of their position won't be given an administrator role but need DRVT access.
3. **District Data Warehouse Manager:** The MyIRC Student Data system provides free access to your state assessment results; you can additionally contract to use the system to house your local assessment results and other information for analysis. It is not a daily classroom management dashboard. If you've elected to work with the MyIRC offices to include local assessment results or other data in MyIRC Student Data application, you'll need to designate a Data Warehouse

manager— this is not a role that is automatically assigned. That person gains access to the secure data upload system used in conjunction with that application. Otherwise disregard.

4. **Student Data District/School Level User:** Assigning this role gives your users access to a single school’s student records (school level user) or the complete district records (district level user) in the MyIRC Student Data application. Again, administrative personnel are given access by default to the level matching their primary role, so you would primarily use this permission to give someone access at a level they do not get automatically.
5. **Teacher:** My Data Dashboard is available as a tool for teachers to access data available related to their classroom(s). Users identified as teachers are most often automatically assigned permission to access this system in relation to their EIS classroom assignment. The only time when you’d need to assign this role is to specifically provide teacher-level access to someone with a different classroom assignment (e.g., co-teacher or aide).

Renewing Users

Each year, around July 1 and then periodically through the year, MyIRC accounts will be verified by checking EIS to ensure continued employment. Should a user’s EIS account be terminated or suspended, their user roles will be deleted and they will be restricted from MyIRC access.

Expiration or Deletion of Users

If an entity wishes to terminate a user’s access to MyIRC, a designated employee (superintendent or designee) can simply send an email to myiirc@niu.edu and request that a user’s access to any specific application within MyIRC be terminated.

Alternatively, users with access to the Manage Users function under tools in the upper right-hand corner can delete users using the trash can icon.

Manage Users

Add Users
Import Users

38 user roles

User Name (e-mail)	Role	Domain Name	Grades	Expires On	Actions	Status
ashaik5@niu.edu	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	12/31/2022		
ashaik5@niu.edu	School Administrator	SAMPLE HIGH SCHOOL	All Grades	12/31/2022		
ashaik5@niu.edu	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	12/31/2022		

For inquiries about My Data Dashboard, please email mydashboard@isbe.net.
 For inquires about MyIRC, please email myiirc@niu.edu or call 815-753-0978.

Appendix A

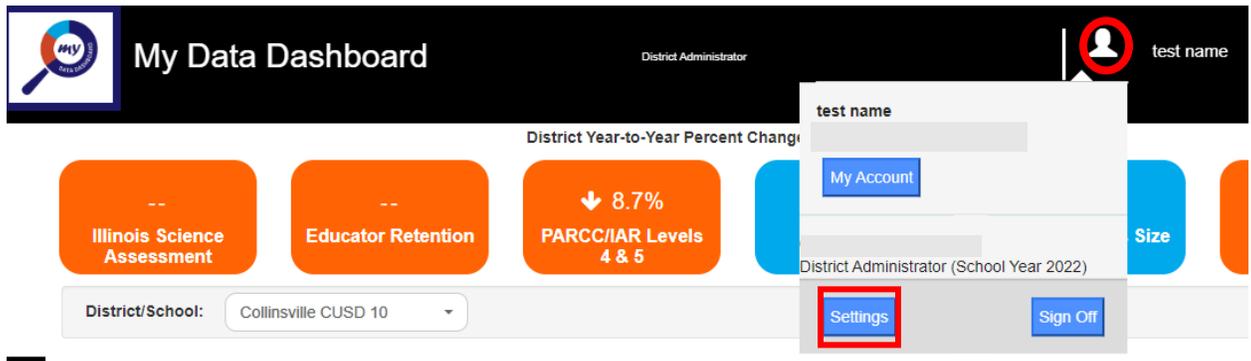
My Data Dashboard Opt-in

My Data Dashboard (formerly named Ed360) is an optional resource that has been provided by ISBE since 2018. ISBE will continue to improve the tool to make districts’ academic, educator, and financial data more accessible and actionable for users.

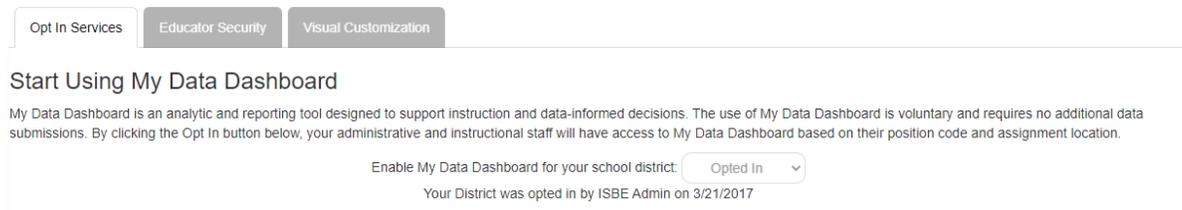
The goal of My Data Dashboard is to provide administrators and teachers with detailed data related to critical performance metrics to allow for data-driven decision-making and a deeper understanding of how data can be used within the state, districts, schools, and classrooms.

This section will guide district superintendents through the process of enabling My Data Dashboard access for their staff. Follow the instructions below to ensure easy setup of your My Data Dashboard access. My Data Dashboard requires that each user has an active G Suite for Education or Office 365 account.

1. Once you have navigated and logged into to MyIRC and selected My Data Dashboard, navigate to the Profile icon in the upper right corner.



2. Click the “Settings” button in the Profile icon popup.
Note: Only district administrators have access to the “Manage User” button under the Profile Icon.
3. From the settings page, change the dropdown box to “Opted In” to enable My Data Dashboard for your district.



Note: Regional Office of Education administrators have access to My Data Dashboard without opting in. District superintendents have to opt in as previously described to access My Data Dashboard and/or provide access to other staff.