

# Managing User Roles

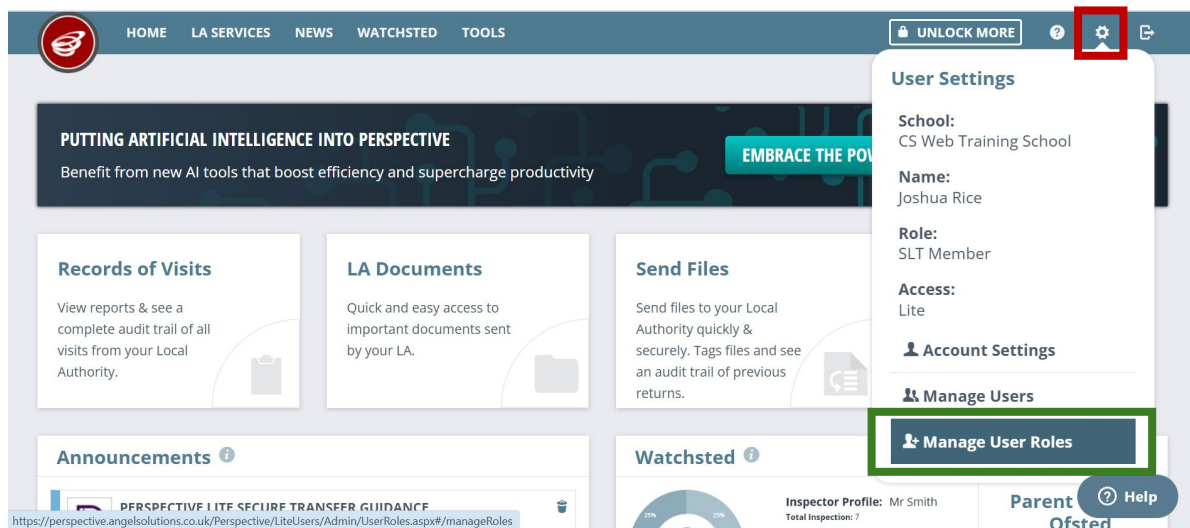
The file-sharing module of Perspective Lite is used to share documents between schools and the Local Authority, as a school using this system you will be able to view the roles within your account.

We, as the Local Authority define these roles for the purpose of sharing documentation with specific key stakeholders in your school.

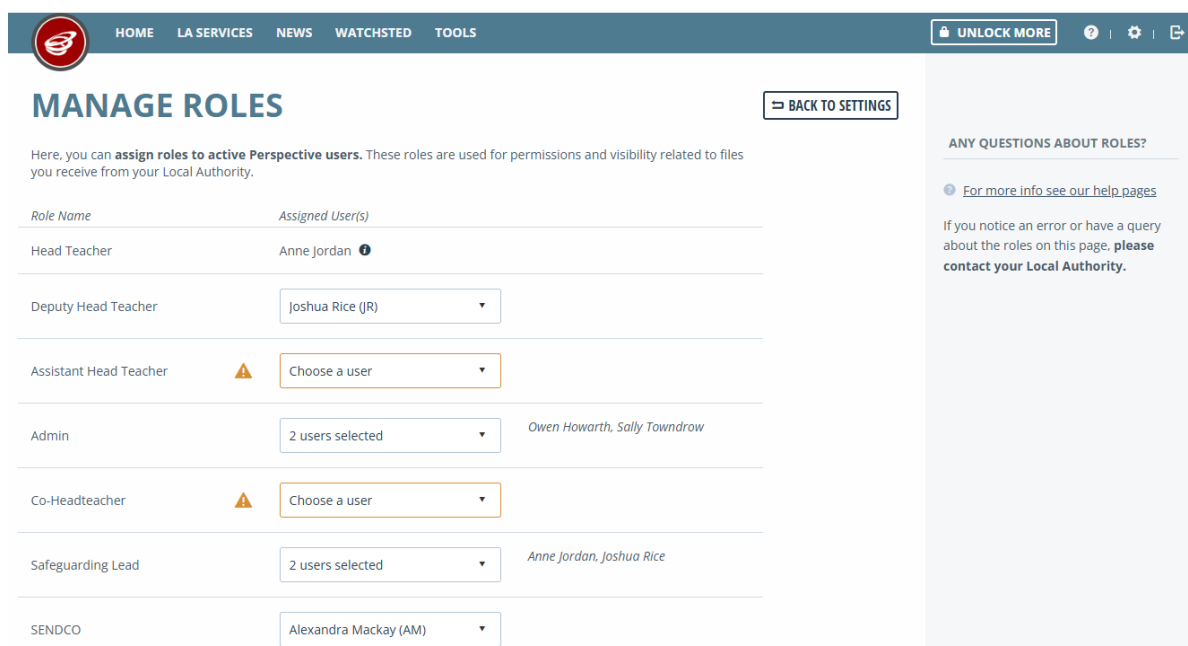
We can then share Confidential Files with specific roles in your school. You should ensure, where possible, that at least one user is assigned to each role within your account. If a role doesn't have users assigned to it, any files shared with that role will not be visible to the school.

**Please Note: To assign a role to someone; they must first be set up as a user inside Perspective and have permission to access LA Documents.**

SLT users within Perspective Lite can assign these defined roles to staff. To do this, navigate to **Settings** (cog icon) and click **Manage User Roles**.



From here, you can assign roles to any active Perspective user.



To assign a user to a role, click the **dropdown menu** alongside it and place a tick inside the box of any staff member who should have that role.

The screenshot shows the 'MANAGE ROLES' page with a table of roles and their assigned users. A dropdown menu is open for the 'Assistant Head Teacher' role, showing a list of users with checkboxes. The dropdown menu is highlighted with a purple border. The table lists the following roles and users:

Role Name	Assigned User(s)
Head Teacher	Anne Jordan
Deputy Head Teacher	Joshua Rice (JR)
Assistant Head Teacher	[Dropdown menu open showing: Alexandra Mackay (AM), Anne Jordan (HEAD), Derbyshire Account (DA), Joshua Rice (JR), Owen Howarth (OH)]
Admin	Owen Howarth, Sally Towndrow
Co-Headteacher	Anne Jordan, Joshua Rice
Safeguarding Lead	
SEND/CO	Alexandra Mackay (AM)

If the staff member you need isn't visible in the dropdown, you must first add them as a user through the steps in the Administration section of the [Perspective Life User Guide](#) available from SchoolsNet.

**Please note that assigning someone to an existing role will allow them to see all files previously shared with that role.**

For security reasons, a user must already be in the SLT team to be assigned an 'SLT-specific role', such as Deputy Head Teacher.

You can select multiple staff for a specific role, apart from Headteacher, where you would need to use the co-headteacher role for the second headteacher.

The roles will automatically save so you can leave the page when finished.