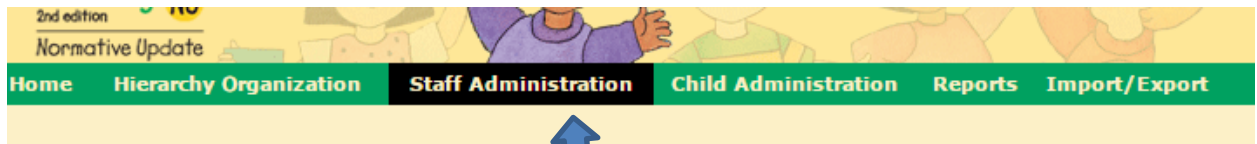


BDI-2 Data Manager – Assigning a New Account to a Staff member/Teacher



From [Staff Administration](#), select [Add Staff](#)

First Name:*
Last Name:*

Phone:
Fax:

Title:
E-mail:* 60 character limit

Notes:

Hierarchy:*
Important – select [Data Entry](#)

Available Organization Member:

Assigned Organization Member:*
Important – it should indicate "Data Entry"

User ID:*
You can put name of school or office here or an identifier that will enable you to identify the staff member.

Palm/PDA Password:

Serial Number:

Device Type:

Reset/Change Mobile Device

Mobile Data Solution GUID:
This box will not appear until you have assigned the MDS license

Reset/Change Mobile Data Solution

Authorized Privileges*

Select the options to indicate the authorization privileges given to the staff member. If user-defined fields have been added, include the information in the text boxes.

Assessment Privileges:

- Input Assessment
- View Group Reports

Administration Privileges:

- Manage Organization: Add/Edit/Delete
- Import/Export
- Manage Staff Members: Add/Edit/Delete
- Manage ERF/MDS License

Child and Roster Privileges:

- Manage Child: Add/Edit/Roster
- Manage Child: Delete

Assign Privileges as appropriate.

Most staff who enter data for purposes of Child Outcomes, as well as staff who administer and input assessment scores (including those who will be using the MDS) require the privileges checked in the sample:

[Input Assessment](#)

[Manage Child: Add/Edit/Roster](#)

Informing Staff

The newly-added staff person's name will be included on the list when you "Search Staff".

Select the [Password](#) option to send an email instructing the teacher to go to BDI2 to set up a password. It is often a good practice to email the teacher or staff in advance to let him/her know that an email will be coming from BDI with instructions for logging in and setting a password. Encourage staff to write down the username and password.



Once a staff member has a BDI2 account you can assign a license from the MDS page. See instructions for managing and assigning MDS accounts on this Toolbox page. ([link](#))

Staff/Teacher training for using the BDI-2 Data Manager is included in BDI-2 Toolbox for Child Administration and Assessment Entry. ([link](#))

Staff/Teacher information for best practices for administering the BDI-2 is included in BDI-2 Toolbox for Best Practices for Administering the Assessment. ([link](#))