

Explanation of Permission Levels for School Rosters

Permission Level	Access Provided	Explanation
Administrator	<ul style="list-style-type: none"> • MyVPP: School Admin Tab • My Account: My Organization's Information & Rosters, and My Organization's Invoices • Community: Administrator group 	<p>Permission level used for any International or K-12 school administrator, such as :</p> <ul style="list-style-type: none"> • Superintendent, Head of School, • Principal, • Vice Principal, • Director, etc.
Assistant to Administrator	<ul style="list-style-type: none"> • MyVPP: School Admin Tab • My Account: My Organization's Information & Rosters, and My Organization's Invoices 	<p>Permission set for any school assistant to an administrator, such as:</p> <ul style="list-style-type: none"> • Assistant to Director, • Assistant to Head of School, • Assistant to Head of Early Ed, Assistant Administrator, • Assistant to Higher Ed, etc. <p>This permission level will grant the same permissions as the Administrator so that this person can perform required administrative tasks on the Administrator's behalf.</p> <p>A Business Manager or other financial staff person needing access to the Organization's invoices should be assigned this Permission Level.</p>
Board Member		Member permissions only.
Early Ed Administrator	<ul style="list-style-type: none"> • MyVPP: School Admin Tab • My Account: My Organization's Information & Rosters, and My Organization's Invoices • Community: Administrator group, Early Education group 	<p>Any administrator in an Early Education program. Required for automatic inclusion in Early Ed Community as well as Administrator group. Head of Early Ed should be added in Key Contact field as well.</p>
Early Educator	<ul style="list-style-type: none"> • Community: Early Education group 	<p>Member permissions only. Used by ACSI's Early Education Department for communications. Provides automatic inclusion to the EE Community group.</p>

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Higher Ed Administrator	<ul style="list-style-type: none">• MyVPP: School Admin Tab• My Account: My Organization's Information & Rosters, and My Organization's Invoices	Any administrator in a higher education institution.
Higher Education Educator		Member permissions only.
School Staff		Member permissions only. Used for anyone other than Teacher, Administrator, etc.
Teacher		Member permissions only. Used for any teacher of grades K-12.
Third Party	<ul style="list-style-type: none">• Community: Specific communities based on organization.	Strategic Partners, Vendors, Exhibitors, Event Speakers, etc. Set up by ACSI Community Manager. For internal use only.

Additional Information:

Primary Contact: The person designated as Primary Contact on the school account is the only person who has access to post jobs on the ACSI Career Center. This must be set up by [ACSI Member Care](#).

VPP Coach: Access to the VPP Coach tab in MyVPP is controlled by the VPP Coach check box in each staff member's record on the school roster. This can be set by those staff members who have a Permission Level that gives access to "My Organization's Information & Rosters as outlined on the table above, e.g. Administrator, Assistant to Administrator. Those with this Permission Level have the ability to make themselves a VPP Coach as needed.

Key Contacts: Used to identify key personnel at your organization such as Head of School, Head of Early Education, Business Manager, Test Coordinator, etc.

Job Title: This field identifies all other roles within the organization that are not included as a Key Contact, such as Principal, Vice Principal, Administrative Assistant, Third Grade Teacher, History Teacher, etc.