The **Digital Library Site Coordinator Guide** is intended to provide brief instructions for site coordinators on how to use the Open Source Administration and Registration Tools (ART) to manage the Digital Library users at your site. *The SJUSD Assessment department will do the initial upload of your site’s users. It is then the site coordinator’s responsibility to...

1. Add individual users that were not in the initial upload.
2. Add/delete users who move to/from the school site.
3. Assist their staff with passwords (resetting, changing, etc).
4. Be the school and district contact person for the Digital Library.

A member of the SJUSD Assessment, Evaluation, and Planning Department (AEP) will contact the coordinator just prior to uploading your site into the system. After the upload, users and Coordinators will receive an email from SBAC. It is **important** for staff to read and follow directions in the email provided. **Coordinators:** I strongly urge you to let your staff know that the email is coming. We do not want it mistaken for junk mail.

Staff will need to set a security question in addition to a few other items in his or her profile. The security question will allow users to select the “forgot password” button to retrieve their information. If the security question is not set, the “forgot password” option will not work. The coordinator will need to go into the system to reset the password.

**Logging on to ART...**

Once you have activated your account, log in to the Administration and Registration Tool (ART) System to begin creating and modifying users.

<table>
<thead>
<tr>
<th>To log in to the Administration and Registration Tools System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Go to: <a href="http://art.smarterbalanced.org">http://art.smarterbalanced.org</a></td>
</tr>
<tr>
<td>2. You will be directed to the Single Sign On Log In screen.</td>
</tr>
<tr>
<td>3. In the <strong>Username</strong> field, enter your full email address.</td>
</tr>
<tr>
<td>4. In the <strong>Password</strong> field, enter your password.</td>
</tr>
<tr>
<td>5. Click [Log In].</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Login Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Username</strong></td>
</tr>
<tr>
<td><strong>Password</strong></td>
</tr>
<tr>
<td>[Forgot Your Password?]</td>
</tr>
<tr>
<td>[Log In]</td>
</tr>
</tbody>
</table>
Creating and Modifying Individual User Accounts...

- Click on the Create/Modify User icon.

This User Search page should appear.

![User Search Form]

First Name: [Search]
Email Address: [Search]
State Abbreviation: [Select]
To create an account for a new user...

✓ click

✓ The Add User Information page will appear (partially shown below).
  o fill in the user’s information (first name, last name, email address and 10-digit school phone number)  *the email address will be the user name, so double check to make sure you have entered it correctly...district email addresses only.

✓ After entering in the user’s profile information, click on the icon. Do not click on the Save icon.
✓ The Role Associations row will appear (as shown below).

Use the Drop Down Menus to enter in the information for the new user:
  ➢ Role: DL_EndUser
  ➢ Responsible Entity Type: Institution  (Institution means school)
  ➢ Parent Filter = San Juan Unified
  ➢ Associated Entity ID= School Name

✓ Click  

Congratulations! You have created an account for a new user. An email will automatically be generated by Digital Library and sent to the new user.
To verify if the user account has been created, return to the User search (via the Create/Modify User Icon) and enter in the user’s information. If the user exists, their profile will populate.
Resetting a Password for an existing user...

- Search for the user by entering all or part of the user’s information.
- Click on search.
- When the user’s profile populates on the screen, click on Reset Password.

- An automated email will be generated by Digital Library and sent to the user once the school coordinator has clicked this button.
- No notification is sent to the school coordinator.

Do not have more than one ART browser tab or window open simultaneously. Changes made in one tab or window may overwrite changes made in another, resulting in loss of data.