


Staff Roles & Permissions

Use this guide below to list our your school's staff members and determine the necessary role and permission(s) each staff member will need.

Then, use the completed guide to input the settings in PBIS Rewards portal.

HOW TO FIND DAILY POINT GOAL

Settings > Daily Point Goal 

HOW TO FIND STAFF PERMISSIONS

Staff > Key Icon 

DAILY POINT GOAL ROLES:

- ♦ **Classroom Staff:** Frequent users such as teachers or aides who have regular interaction with students.
- ♦ **Support Staff:** Moderate users such as administrators or guidance counselors who may interact with students but not with the same frequency as teachers would.
- ♦ **Untracked:** Users such as cafeteria personnel, bus drivers, or custodial staff who you won't need to track daily point activity.

PERMISSIONS:

- ♦ **Admin:** Add/edit/remove staff and students; adjust permissions; change system settings; view all reports; generate any authorization code.
- ♦ **Redeem Admin:** Add/edit/manage school store, school events, and school raffles; generate school store authorization code.
- ♦ **Referral Admin:** Edit/complete/delete referrals; receive email notifications concerning referrals.
- ♦ **Referral View:** View and print all completed major referrals.
- ♦ **Reports View:** View all reports.

STAFF MEMBER	CHOOSE ONE			CHOOSE AS MANY AS NECESSARY				
	Classroom Staff	Support Staff	Untracked	Admin	Redeem Admin	Referral Admin	Redeem View	Reports View

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PBIS Rewards®