Nassau BOCES IDW Account Management System

District access to IDW account management for administrators
Account Creation Background

• IDW is switching from generic accounts to individual named accounts
• Several thousand new accounts have been processed using the main page of the app
• The account creation function will remain in place to allow teachers and district personnel to create accounts without the assistance of an administrator
Individual Account Page

Please complete form:

* - Required Field

First Name

Middle Name

Last Name

Email

Re-type Email

Phone Number

Job Title

TEACH ID Number

TEACH ID is 7-9 Digit Number

Submit  Logout
New Features for District Admins

• One individual from each district will be assigned access to the new system to maintain the accounts for their own district
  – The person must be activated by the Nassau BOCES, IDW support team
  – This person will automatically gain access to the functions on the following slides when logging into the page
Account Management Functions

• Account creation
• District Report
  – CSV of all accounts for the district (active/inactive)
• Import Account
  – Move an existing account to one’s own district
• Activate / Deactivate Accounts
• Modify Accounts
  – Change email, job title, phone and school
Normal Application Behavior

• Generic account credentials may still be used for individuals creating new accounts
• Only assigned account administrators will have access to the management functions
• Browser “back” button will log you out
  – Click “Account Creation” tab at top to restart
• Refresh will sometimes cause object failures
  – Reopen the app from “Account Creation” tab
Note: M2L1C group is not to be used until an announcement is made about its use
Account Admin Access Procedure

• Connect to the following link:
  – [http://nbas.nasboces.org/Logon](http://nbas.nasboces.org/Logon)

• Enter your personal “named account” user ID and password (e.g. Joe Smith = jsmith)

• Select the tabs to the left of the screen to initiate each function

• Submit your changes and use the “Account Creation” tab at the top of the page to restart
Account Creation

- First Name:
- Last Name:
- Email:
- Phone Number:
- Job Title:
- MERRICK-D_Group:
- Security Group:
  - M2L1C_Group
- TEACH ID Number:
- Password:
- Re-type Password:

Submit
## District User Status Report

<table>
<thead>
<tr>
<th>Last</th>
<th>Middle</th>
<th>First</th>
<th>Account ID</th>
<th>TEACH ID</th>
<th>Email</th>
<th>Phone</th>
<th>User Group</th>
<th>Enabled/Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feinel</td>
<td>Jayne</td>
<td>JFeinl</td>
<td>TeachID</td>
<td><a href="mailto:bob@swapmeetconsulting.com">bob@swapmeetconsulting.com</a></td>
<td>This main mapped to location beds</td>
<td>Merrick_Birch-B_Group</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Syren</td>
<td>Rosemary</td>
<td>RSyen</td>
<td>0000AD431</td>
<td><a href="mailto:rsyen@merrick.k12.ny.us">rsyen@merrick.k12.ny.us</a></td>
<td>516 992-7225</td>
<td>MERRICK-D_Group</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>I</td>
<td>ITest</td>
<td>0000ad431</td>
<td><a href="mailto:removeme@gmail.com">removeme@gmail.com</a></td>
<td>6315787525</td>
<td>Merrick_Levy-T_Group</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>RVC</td>
<td>RTest</td>
<td>0000ad431</td>
<td><a href="mailto:removeme@gmail.com">removeme@gmail.com</a></td>
<td>6315787525</td>
<td>Merrick_Chatterton-T_Group</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Download a CSV file report of all users in your district.

[Download CSV](#)
Import Account

Submit form to import an account from another district

Account ID
Account Password
New Job Title
MERRICK-D_Group
M2L1C_Group
New Email
Re-type Email

Submit
Activate/Deactivate Account

Account ID

Activate
Deactivate

Submit
Modify Account

Make changes to an existing account in your district

- Account ID
- New Email
- New Job Title
- New Phone Number
- MERRICK-D_Group
- Security Group:
  - M2L1C_Group
  - Submit
Questions?
IDWSupport@nasboces.org