THIS AIM USER GUIDE EXPLAINS THE PROCESS FOR SETTING UP USER ACCESS FOR VALIDATING & CERTIFYING DISTRICT DATA TO THE OPI. TO FIND OUT WHO IS ALREADY SET UP AS THE PRIMARY OR SECONDARY PERSON, VIEW THE STEPS UNDER PART C OF THIS USER GUIDE.

NOTE: *IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. *DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

Behavior – Setting Up User Access for Validating & Certifying District Data to the OPI

AIM User Guide

This AIM user guide explains the process for setting up user access for validating and certifying district data to the OPI. This process helps determine who is the **Secondary** person (responsible for validating and error correction) and the **Primary** person who is also called the **Authorized Representative (AR)** who is responsible for *certifying* the behavior data after it has been verified by the Secondary person. The Primary person (AR) must be setup with their own account in your local Infinite Campus - AIM system and given rights to all school calendars. In addition to setting up the AR, account setup for Secondary users who will need access to review, validate, and correct errors in the behavior reports prior to certifying must also be completed. Make sure all users have their own account created in your local Infinite Campus - AIM system and that they have rights to the school calendar(s) with which they are associated.

NOTE: *Incidents which take place during the reporting period that meet the following criteria must be reported:*

• An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or

• An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or a 21st Century student. In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21st Century students are required for federal reporting; or

• An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting.

• For questions pertaining to 21st Century students, please contact Amanda Domino 431-0466.

Setting Up Access for Validating or Certifying Behavior Data:

Before setting up access for certifying behavior data can be done, all users of Infinite Campus must have their own account created with unique username and password. Please see the AIM user guide on [Creating and Modifying Users](#) for information on this process.

A. Setting up User District Employment and District Assignment tabs:

Primary and Secondary user accounts require 'District Employment' and 'District Assignments' completed on the user profile.

1. Navigate to the **Search** tab and search with '*All People*' for the user that needs access to the validation and/or certification area.
2. Enter their last name, then first name. Click **Go**.
3. Select the person from the search results.
4. Click on the '***District Employment'*** tab.
5. If the district information is not present, then select 'New'.
6. Enter the 'Start Date' for the user. (The 'Start Date' can be the employee's start date or the current date.)
7. Click on **Save**.
8. Click on the ***'District Assignments'*** tab.
9. If the school information is not present, then select 'New'.
10. Select the 'School' from the dropdown menu
11. Enter a 'Start Date' for the user. (The 'Start Date' can be the employee's start date or the current date.)
12. Click on **Save**.
13. Repeat steps 8 to 12 to add additional schools to the 'district assignment' tab for the user.
14. Repeat steps 4 to 12 to complete the district employment and district assignment tabs setup for each user involved in data validation or certification.
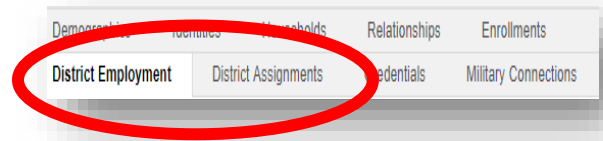
B. Granting access for the Primary or Secondary User to the Validation or Certification Area:

Once accounts have been created for the AR and Secondary personnel, please go to the **User Groups** tab for each person.

- **For Secondary Users:**

Under *Search and Add User Groups*, select **Data Validation** for all ***Secondary users.*** This moves the User Group over to the *Current Group Membership* area for that person. Select **Save**. Repeat for each new Secondary user who should have access to these rights.
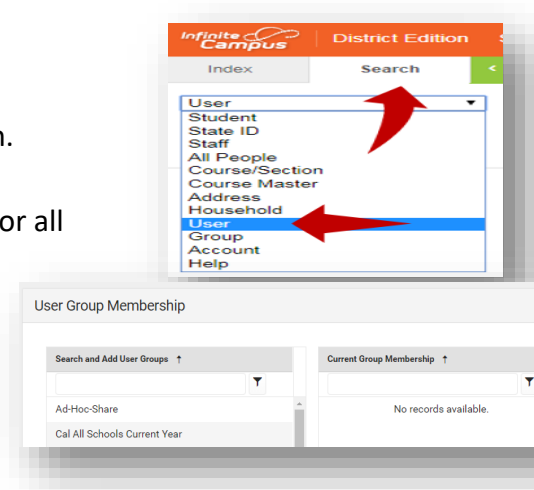
- **For Primary (AR) Users:**

Under *Search and Add User Groups*, select **Data Certification** for any ***Primary (AR)*** *user*. This moves those User Group over to the *Current Group Membership* area for that person. Select **Save**. Repeat for each new Primary user who should have access to these rights.

<mark>NOTE</mark>: *Primary is to be given **only** to the AR as that will be the person certifying the district's data to the OPI. **Secondary** is for those users who need to review the report.* Once the Secondary personnel have reviewed and made any necessary changes in the Behavior module, they will be responsible for letting the Authorized Representative (Primary) know that the information for their school is ready to be certified.

C. Assigning Membership to the Behavior Certification:

Once the Primary (AR) user and Secondary personnel have their accounts created and have their User Groups assigned to them, proceed with assigning them as a member of the Behavior certification. (<mark>NOTE:</mark> You can also view who is currently setup as a Primary or Secondary user by selecting the report(s) from the Type Membership drop down menu and seeing who is entered as a Primary or Secondary if someone has already been designated.)

1. From the **Index** tab, select **Data Integrity Tools**.
2. Select **Data Certification.**
3. Select **Setup.**
4. Under the *Type Membership* tab, in the *Select a Type* box, select the drop-down arrow and select Type: **Behavior Incident List – certify.**
5. Select **New Member**.
6. In the *Name* field type the **Primary (AR)** users last name, first name and select the magnifying glass.
7. Select the person from the choice(s) given.
8. Under the *Type* field in red, select **Primary**. <mark>NOTE:</mark> *Primary is to be given **only** to the AR as that will be the person certifying the district's data to the OPI. **Secondary** is for those users who need to review the report.* Once the Secondary personnel have reviewed and made any necessary changes in the Behavior module, they will be responsible for letting the Primary User know that the information for their school is ready to be certified.
9. Select **Save**.
10. Repeat Step 5 through 9 for each individual needing access to the **Behavior Incident List – certify** area. **All users (except for the Primary (AR) user) will be marked with _Type Secondary_**.
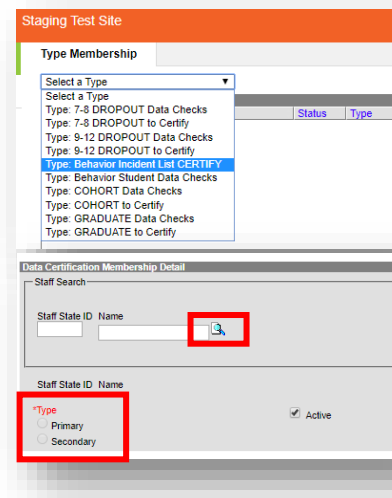
**For more information, contact Kristie Sears at 1-406-444-0685 or
[Submit an AIM Help Desk Ticket](#)**