

This AIM User Guide covers the security process of monitoring and maintaining staff user accounts in AIM/Infinite Campus. Districts must assure all staff users are current employees and be able to disable or expire staff user accounts when appropriate.

Data Security – Monitoring Staff User Accounts

AIM User Guide

This AIM User Guide covers the security process of monitoring and maintaining staff user accounts in AIM/Infinite Campus. Districts must assure all staff users are current employees and be able to disable or expire staff user accounts when appropriate.

NOTE: Please be sure to update our [District AIM Contact Form](#) whenever there is a staff change that affects how the OPI AIM staff communicates with your school/district on AIM data and collections. It is important to keep this information as accurate and up to date as possible.

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FAQ:

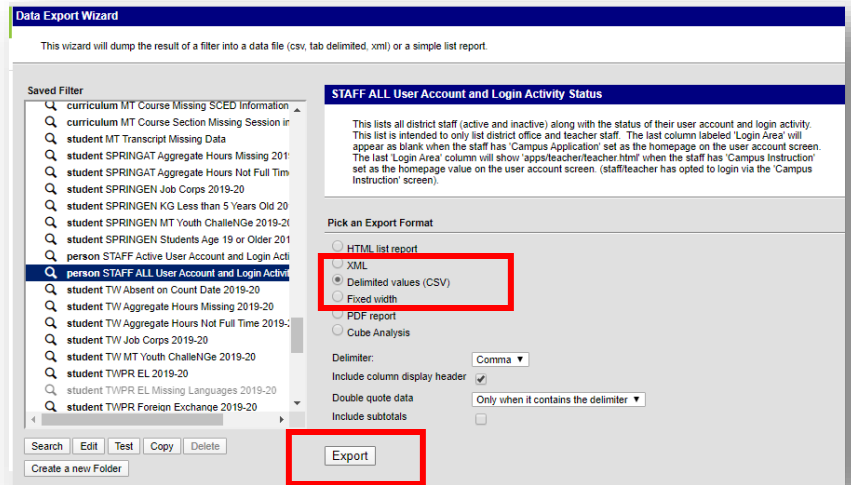
- 1. How can I get the list of User Accounts in my AIM system?** The list of Staff members accessing the district's AIM system can be seen or extracted into an Excel spreadsheet.
- 2. My Special Education teacher left at the end of last year. Should I Disable or Expire their User Account?** User Accounts must be closed when a staff member leaves. Disable and/or Expire, but do not delete, user accounts, unless they were created in error.
- 3. Should I document how I assure data security?** See suggestions for tracking your processes for maintenance of the Staff User Accounts in Aim. *page 4*
(For more on creating and changing user accounts, please refer to the guide: [Creating & Modifying Users](#))

Export List of Staff Users:

List of ALL USERS(Inactive and Active): Generate a spreadsheet with a list of staff users that will tell you when they last logged in, number of logins this month, whether their account is disabled and if expired, the date the account was expired:

Path: Index>Ad Hoc Reporting> Data Export>>expand State Published list

1. Go to the **Index** tab.
2. Select **Ad hoc Reporting**.
3. Select **Data Export**.
4. Expand the **State Published** folder.
5. Select the **person STAFF ALL User Account and Login Activity Status** ad hoc.
6. Select **Delimited values (CSV)**.
7. Click **Export**.



List of ACTIVE USERS: This report lists ACTIVE district staff along with the status of their user account and login activity. This list is intended to only list district office and teacher staff.

Path: Index>Ad Hoc Reporting> Data Export>>expand State Published list

1. Go to the **Index** tab.
2. Select **Ad Hoc Reporting**.
3. Select **Data Export**.
4. Expand the **State Published** folder.
5. Select the **person STAFF Active User Account and Login Activity** ad hoc.
6. Click **Delimited values (CSV)**.
7. Click **Export**.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Login User Name	Last Login Date	Logins This Month	Account Disabled	Account Expire Date	Login Area
2	Gaga	Lady	lgaga	3/11/2015	2	NO		
3	Jackman	Hugh	hughj	3/18/2015	25	NO		
4	Squarepants	Sponge	spongebob	8/1/2008	0	YES	8/1/2008	
5	Lincoln	Abraham	alincoln	6/5/2012	0	YES	3/10/2015	
6	Grisham	John	jgrisham	9/15/2011	0	YES	3/10/2015	
7	Smith	Jane	janesmith	12/1/2014	0	NO		
8								

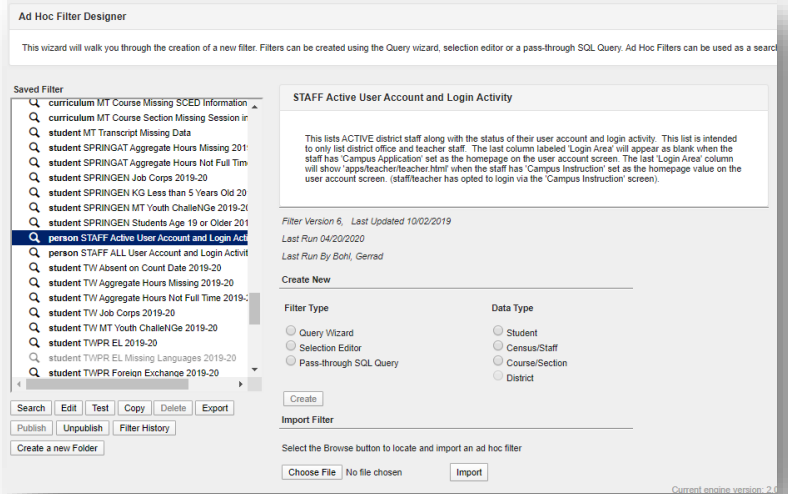
To View the List of Staff Users (*Rather Than Export*):

You can quickly view the static list of staff users on your screen with the same information as above, sorted by last name:

Path: Index>Ad Hoc Reporting> Filter Designer>>expand State Published list

1. Go to the **Index** tab.
2. Select **Ad Hoc Reporting**.
3. Select **Filter Designer**.
4. Expand the **State Published** folder.
5. Select the **person STAFF User Account and Login Activity Status (or) Active User Account** ad hoc.
6. Click **Test**.

NOTE: Inactive user accounts should be disabled and/or expired but ***NOT*** deleted. The historical record of an inactive user account is valuable and sometimes essential; especially in the case of when the user was involved in a special education student's IEP/ER.

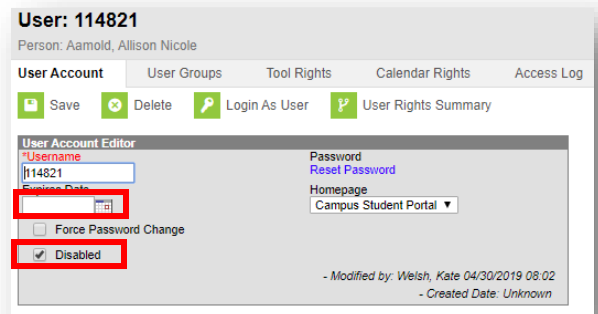


It is only on rare occasions that a user account should be deleted. This might be the case if a user account was duplicated or entered by accident (and is not attached to a special education student's IEP/ER) and needs to be fixed by deleting.

Disable or Expire Inactive User Accounts:

To Edit the User Account:

1. Go to the **Search** Tab.
2. Select **User** from drop down list.
3. Enter last name in search box.
4. Click **Go**.
5. Populate the **Expires Date**: This date reflects when the user account will be inactivated. This date can be past, present or future. It can also be used to identify the date the account was disabled (for audit trail purposes.)
6. The **Disabled** box: Check this box to *immediately* disable the user account. This box can be used in conjunction with the Expires Date.
7. Click **Save**.

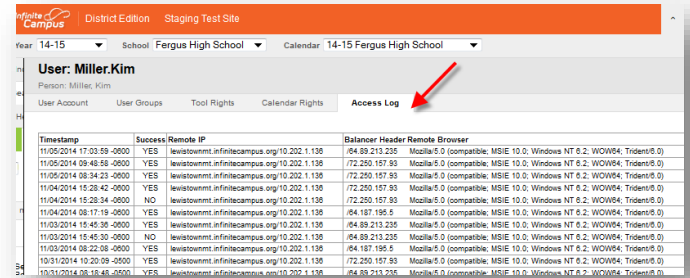


View Access Log for Users:

While viewing the User Account Editor as seen in the previous step, click on the **Access Log** tab.

The **Access log** lists every time a login attempt is made and whether it was successful.

An attempt marked **NO** is usually due to a mistyped password.



The screenshot shows the 'Access Log' tab for user Miller, Kim. The table below is a representation of the data shown in the screenshot.

Timestamp	Success	Remote IP	Balancer	Header	Remote Browser
11/05/2014 11:03:59 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	84.89.213.235	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/05/2014 09:48:58 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	72.250.157.93	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/05/2014 08:34:23 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	72.250.157.93	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/04/2014 15:28:42 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	72.250.157.93	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/04/2014 15:28:34 -0600	NO	leviatovmmt.infinitcampus.org/10.202.1.136	72.250.157.93	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/04/2014 08:17:19 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	84.187.195.5	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/03/2014 15:45:38 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	84.89.213.235	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/03/2014 15:45:30 -0600	NO	leviatovmmt.infinitcampus.org/10.202.1.136	84.89.213.235	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
11/03/2014 08:22:08 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	84.187.195.5	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
10/31/2014 10:20:09 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	72.250.157.93	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	
10/31/2014 09:18:48 -0600	YES	leviatovmmt.infinitcampus.org/10.202.1.136	84.89.213.235	Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Trident/6.0)	

NOTE: After 5 unsuccessful login attempts, the system automatically prompts the user to enter an extra security item. In this case, the user may call their Districts AIM Primary Contact to get their password reset. If the user having login issues is the AIM Primary Contact, they may call the AIM Help Desk for assistance at 1-877-464-6681

Documenting Data Security Efforts:

When it comes to data security, it can be useful to be able to go back and see what was done by whom and when. These features and general practices can help increase security efforts:

1. By **not deleting** users, you maintain a history of user accounts.
2. The **Expires Date** can be used to indicate the date an account was disabled.
3. The **Access Log** provides details as to when a user accessed AIM.
4. Saving the spreadsheet reports that you export from the Ad Hocs with detailed notes and comments as to what you did and your reasoning for those actions will also provide a history for anyone who needs it.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or

[Submit an AIM Help Desk Ticket](#)