



DRDP Online Tip Sheet

Adding Sites and Users in DRDP Online for Administrators

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1. Administrator Roles

To add classes, users need one of the following administrative roles: Agency Administrator, Data Entry/Analyst, Lead Agency Administrator, Site Administrator, or Teacher of Record Plus Enrollment.

1.1. User Profile

To confirm your DRDP Online role(s) and assigned sites, select User Profile in the upper right corner (*Figure 1.1*).

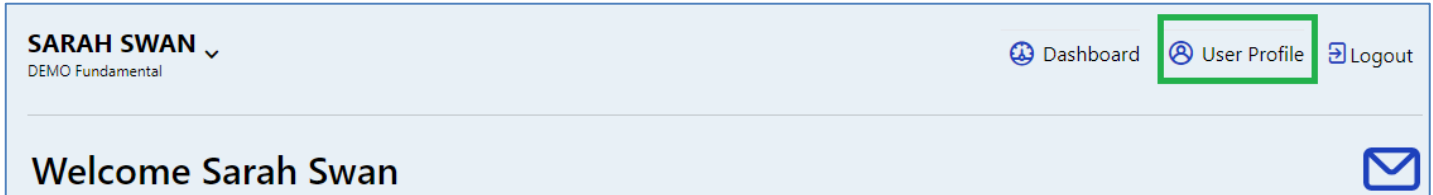


Figure 1.1: DRDP Online Login Screen

1.2. Roles and Permissions Document

For more details about roles and permissions and specific information on each role, view [DRDP Roles and Permissions](#). This document is also accessible by selecting **Resources** on the left navigation menu and then selecting **Roles & Permissions** (*Figure 1.2*).

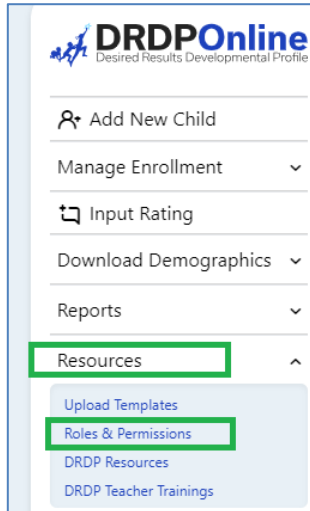


Figure 1.2: Roles and Permissions Document

2. Getting Started

1. Go to the [DRDP Online system](#).
2. Enter your username. (This is your complete email address (e.g., jsmith@school.net).)
3. Enter your password.

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If you forget your password, select **Forgot Password** under the login button (see Figure 2.1 below). After verifying your email address, the system will email you a link to reset your password.) Create a new password using these requirements:

- eight characters long
- upper- and lower-case letters
- numbers, symbols, or special characters (@,\$,%,*,!)

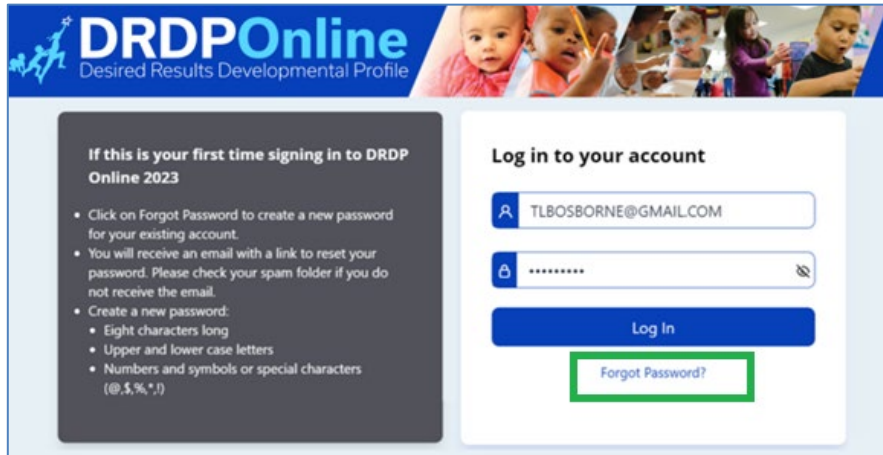


Figure 2.1: DRDP Online Login Screen

3. Adding Users

3.1. Check for Current Users

1. Once logged into the DRDP Online site, check that you are assigned to the appropriate site(s). Select the arrow to the right of your name at the top of the screen to view a list of all the sites you are assigned to (Figure 3.1-1).



Figure 3.1-1: Assigned Sites

2. Select the User Accounts option to expand the menu. Then, select User Accounts to search for your account (see Figure 3.1-2 below).

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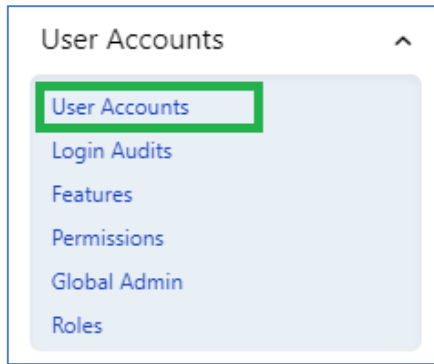


Figure 3.1-2: User Accounts

3. Search your user account by name or email (*Figure 3.1-3*). Once you find the user account, select the pencil to view and edit the account details. You cannot add a user role that has more privileges. For example, a site administrator cannot make themselves an agency administrator.

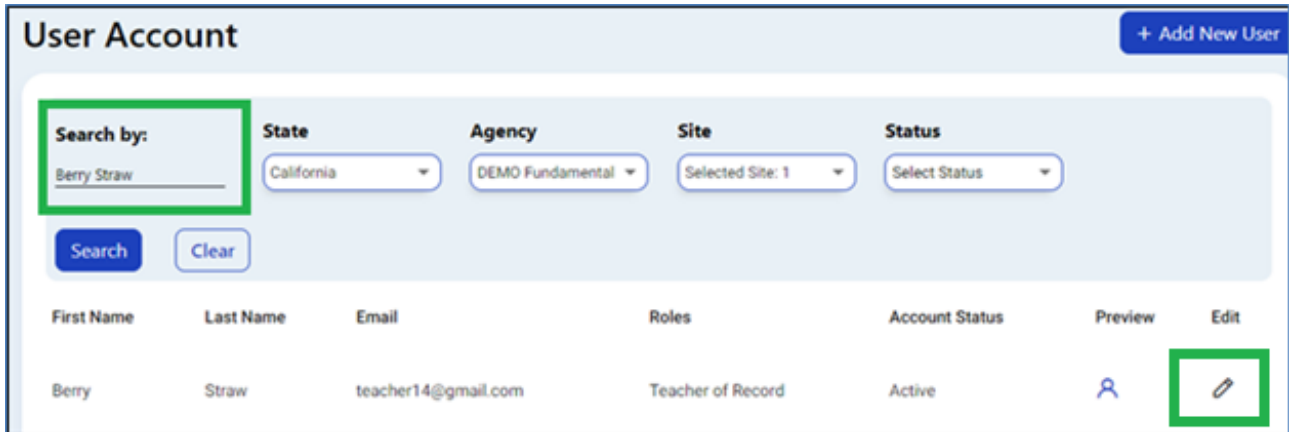


Figure 3.1-3 Search User Account

4. Edit account details and assign user roles in the editing window. (Users can have more than one role.) Select **Save** (see *Figure 3.1-4 below*).

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The screenshot shows a user profile editing window titled "Editing Berry Straw". The form is organized into two columns. The left column contains fields for "Work Title", "M.I.", "Account Email" (with the value "teacher14@gmail.com"), "Account Created" (with the date "8/29/2018"), "Status" (set to "Active"), "Account Status Modified By", "State" (set to "California"), and "County". The right column contains fields for "First Name" (with the value "Berry"), "Last Name" (with the value "Straw"), "Suffix" (a dropdown menu set to "Select Suffix"), "Last Login", "Account Status Modified Date", "Password Status" (with the text "Last Changed On:"), "Region" (a dropdown menu set to "Select Region"), and "Agency". At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a green rectangular box.

Figure 3.1-4 Editing Users Window

5. Roles are assigned here by scrolling down the editing window above to the Roles section (*Figure 3.1-5 below*). See [DRDP Roles and Permissions](#) for details about user roles and permissions.

The user must be assigned a role to access the DRDP Online site.

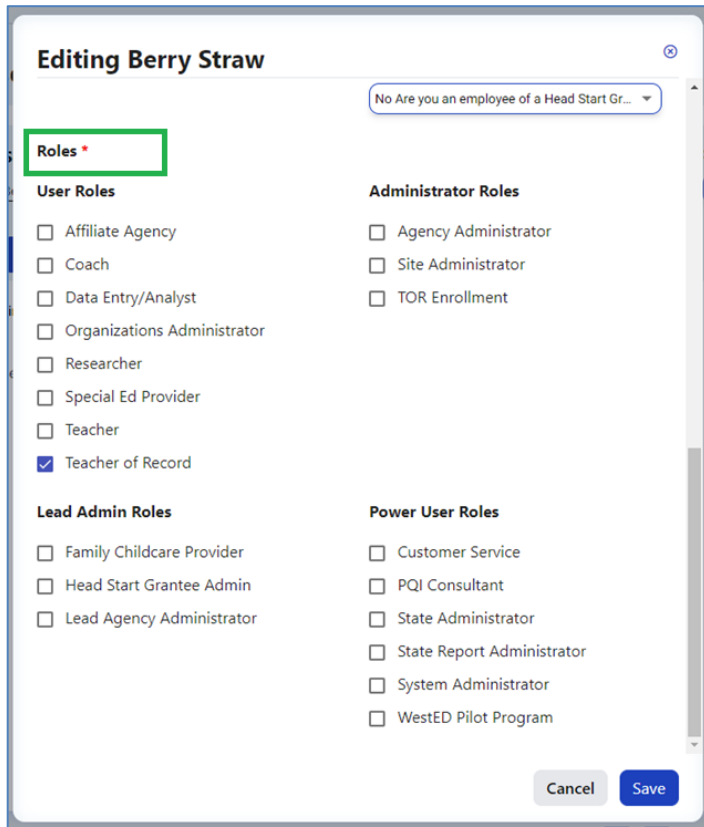


Figure 4.1.5: Editing Roles Window

6. Follow the same steps to check that any teachers within your agency and site(s) have user accounts and are assigned to the appropriate site(s).

3.2. Add Users

1. Select the **User Accounts** option to expand the menu. Then, select **User Accounts** to search for your account. Next, select the **+ Add New User** tab (see Figure 3.2-1 below).

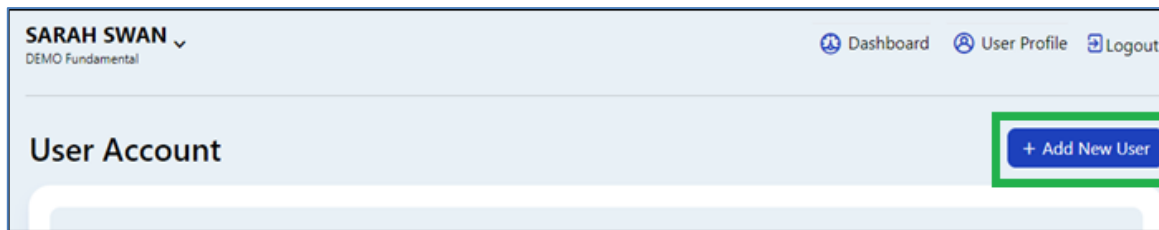


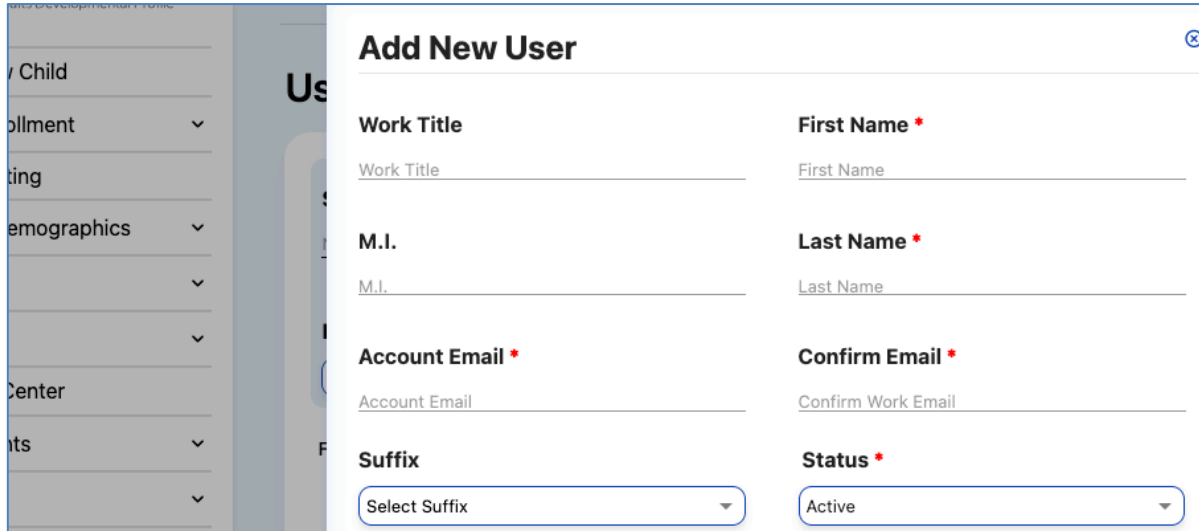
Figure 3.2-1: User Account/Add New User

Users can also be added with an upload template. Please see the DRDP Online Tip Sheet: User Upload Template.

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2. Insert information into all required fields indicated with a red asterisk * (Figure 3.2-2).

The user must be assigned to a site. If the user is not assigned to a site, they will not have access or be visible to their administrators.



The screenshot shows the 'Add New User' form with the following fields and their requirements:

- Work Title (Required)
- First Name (Required)
- M.I. (Optional)
- Last Name (Required)
- Account Email (Required)
- Confirm Email (Required)
- Suffix (Optional)
- Status (Required, dropdown menu set to 'Active')

Figure 3.2-2: Add New User Window with Required Fields

Remember to select the user role(s), as specific permissions are associated with each role. For more information on each role, select Resources on the left navigation menu, then choose Roles & Permissions (see Figure 1.2 above).

3. Return to the **User Account** window (see Figure 3.1.2 above) and find the newly added user. Select the pencil and assign roles as needed.

4. Adding Sites

1. Select the **Setup Menu** tab to expand the menu, then select **Sites** (see Figure 4.1-1 below) to find or add a new site.

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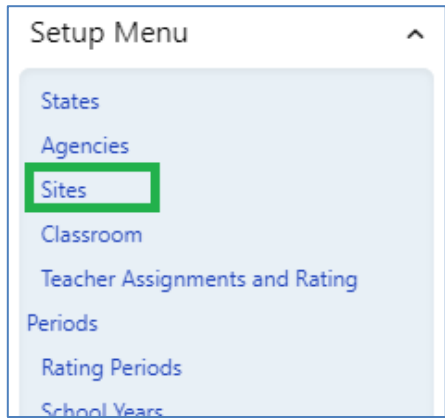


Figure 4.1-1: Setup Menu/Sites

2. In the **Sites** window, enter the site's name to search DRDP Online for a list of current sites. To add additional sites to the system, select the **+Add New Site** button (Figure 4.1-2) on the upper right-hand side to input the site information, add the site, and choose **Save** (Figure 4.1-3). Only Lead Agency Administrators, Family Childcare Providers, and Agency Administrators can move staff from one site to another (and Site Administrators if they are associated with those sites).

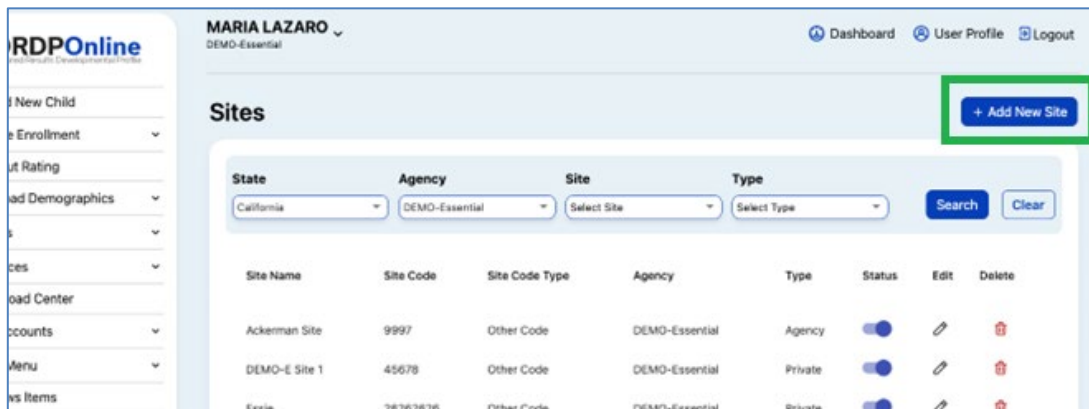


Figure 4.1-2: Add New Site Button

The screenshot shows the 'Add New Site' form in the DRDP Online 2023 interface. The form is titled 'Add New Site' and is set for the state of California. It includes the following fields and values:

- State:** California
- Agency:** DEMO Fundamental
- Site Name *:** Noodles
- Site Code:** (empty)
- Site Code Type:** Select Site Code Type
- Type *:** Agency
- Site Address *:** 688 SCHOOL AVE
- Site City *:** CAMARILLO
- County:** Select County
- State *:** California
- Site Zip *:** 93010-1012

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a green box.

Figure 4.1-3: Add New Site Open Window

5. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOnline@wested.org.
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the [Desired Results for Children and Families/DRDP Online Resources webpage](#).
- Register for a one-hour [DRDP Online webinar](#) and earn professional development hours.
- Sign up for the [DRDP Online Update](#) weekly email bulletin.
- Subscribe to the [WestEd DRDP Resources](#) YouTube channel.