



## DRDP Online Roles and Permissions

Roles	Permissions
<b>Coach</b>	View and Download Group Reports View DRDP Resources
<b>Teacher</b>	View and Download Reports View and Edit Portfolio View Child Enrollment View Dashboard Classrooms View DRDP Resources View My Classes View, Enter, and Edit Child Rating
<b>Teacher of Record</b>	Edit Share Status View and Download Reports View and Edit Portfolio View Child Enrollment View Dashboard Classrooms View DRDP Resources View My Classes View Shared Child View, Enter, Edit, and Lock Child Rating
<b>Teacher Of Record + Enrollment</b>	Edit Teachers View and Download Reports View and Edit Portfolio View and Edit Share Status of Child View Dashboard Classrooms View DRDP Resources View Pending Re-Enrollments View Pending Transfer View Pending Withdraws View Total Locked Children View, Create, and Edit Child Records View, Create, and Edit Classrooms View, Enter, Edit, Lock, and Unlock Child Rating

Roles	Permissions
<p><b>Site Administrator</b></p>	<p>Accept, Decline, or View Pending Transfers            Accept, Edit, Decline or View Withdraws            Accept, Edit, Decline, or View Pending Re-Enrollments            Accept, Edit, Decline, or View Pending Release Requests            Assign Approved Vendor to Agency Account            Create and Edit Child Accounts            Create and Edit Classrooms            Create and Edit Enrollments            Create, Edit, and Deactivate User Accounts            Download Demographics Incl. Ratings            Download Demographics Only            View and Delete Share Status of Child            View and Download Reports            View Portfolio            View, Create, and Edit News Items</p>
<p><b>Agency Administrator</b></p>	<p>Assign Approved Vendor to Agency Account            Create and Edit Child Accounts            Create and Edit Enrollments            Create and Edit Sites            Create, Edit, and Deactivate User Accounts            Create, Edit, and Delete Classrooms            Download Demographics Incl. Ratings            Download Demographics Only            View and Download Reports            View and Edit Share Status of Child            View Pending Re-Enrollments            View Pending Release Requests            View Pending Transfers            View Pending Withdraws            View, Add, and Edit Portfolio            View, Create, and Edit News Items</p>

Roles	Permissions
<p><b>Data Entry/Analyst</b></p>	<ul style="list-style-type: none"> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Enrollments</li> <li>Create and Edit Sites</li> <li>Create, Edit, and Deactivate User Accounts</li> <li>Create, Edit, and Delete Classrooms</li> <li>Download Demographics Incl. Ratings</li> <li>Download Demographics Only</li> <li>View and Download Reports</li> <li>View and Edit Share Status of Child</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>View Pending Withdraws</li> <li>View, Add, and Edit Portfolio</li> <li>View, Create, and Edit News Items</li> </ul>
<p><b>Family Childcare Provider</b></p>	<ul style="list-style-type: none"> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Enrollments</li> <li>Create Custom Rating Views</li> <li>Create, Edit, and Deactivate Sites</li> <li>Create, Edit, and Deactivate User Accounts</li> <li>Create, Edit, and Delete Classrooms</li> <li>Download Demographics Incl. Ratings</li> <li>Download Demographics Incl. Ratings and Scores</li> <li>Download Demographics Incl. Scores</li> <li>Download Demographics Only</li> <li>Select and Lock Rating Views</li> <li>Show Companion Documents for Download Demographics</li> <li>View and Download Reports</li> <li>View and Edit Rating Periods</li> <li>View and Edit Share Status of Child</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>View Pending Withdraws</li> <li>View, Add, and Edit Portfolio</li> <li>View, Create, and Edit News Items</li> <li>View, Edit, and Deactivate Rating Periods</li> </ul>

Roles	Permissions
<p><b>Head Start Grantee Admin</b></p>	<ul style="list-style-type: none"> <li>Access to Child Demographics</li> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Rating Views</li> <li>Create and Edit Sites</li> <li>Create Custom Rating Views</li> <li>Create, Edit, and Deactivate User Accounts</li> <li>Create, Edit, and Delete Classrooms</li> <li>Create, Edit, and Delete Enrollments</li> <li>Head Start Children Page</li> <li>View and Download Reports</li> <li>View and Edit Rating Periods</li> <li>View and Edit Share Status of Child</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>View Pending Withdraws</li> <li>View Portfolio</li> <li>View, Create, and Edit News Items</li> </ul>
<p><b>Lead Agency Administrator</b></p>	<ul style="list-style-type: none"> <li>Assign Approved Vendor to Agency Account</li> <li>Create and Edit Child Accounts</li> <li>Create and Edit Enrollments</li> <li>Create Custom Rating Views</li> <li>Create, Edit, and Deactivate Sites</li> <li>Create, Edit, and Deactivate User Accounts</li> <li>Create, Edit, and Delete Classrooms</li> <li>Download Demographics Incl. Ratings</li> <li>Download Demographics Incl. Ratings and Scores</li> <li>Download Demographics Incl. Scores</li> <li>Download Demographics Only</li> <li>Select and Lock Rating Views</li> <li>Show Companion Documents for Download Demographics</li> <li>View and Download Reports</li> <li>View and Edit Rating Periods</li> <li>View and Edit Share Status of Child</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>View Pending Withdraws</li> <li>View, Add, and Edit Portfolio</li> <li>View, Create, and Edit News Items</li> <li>View, Edit, and Deactivate Rating Periods</li> </ul>