User Access Guide

If the district is unable to upload the required audit documents via the Tiered Monitoring system, contact the User Manager at the district to obtain access to the system.

First, the User Manager will give LEA User or LEA Admin status to each user that will need access to the Tiered Monitoring web application. There MUST BE as least one person with Tiered Monitoring LEA Admin status. The Tiered Monitoring Administrator has full access (view, data entry, and authorized representative) to the Tiered Monitoring web application.

Second, the Tiered Monitoring Administrator must assign access rights to other district staff with Tiered Monitoring User access using the "Maintain User Security" screen.

This is a 3-step process.

Maintain User Security – 3 Step Process

Step 1. Staff with the LEA User status logs into Tiered Monitoring application and has no access to any monitoring reports. This step simply adds the staff person to the user list under "Maintain User Security."

Step 2. Once the staff person is added to the user list, the Administrator logs into Tiered Monitoring, goes to "Maintain user security," selects the User and assigns monitoring reports and security levels (View, Data Entry and Authorized Representative) for the User.

Step 3. Then, the User logs into Tiered Monitoring and is able to access the reports for which the Administrator has assigned them rights.