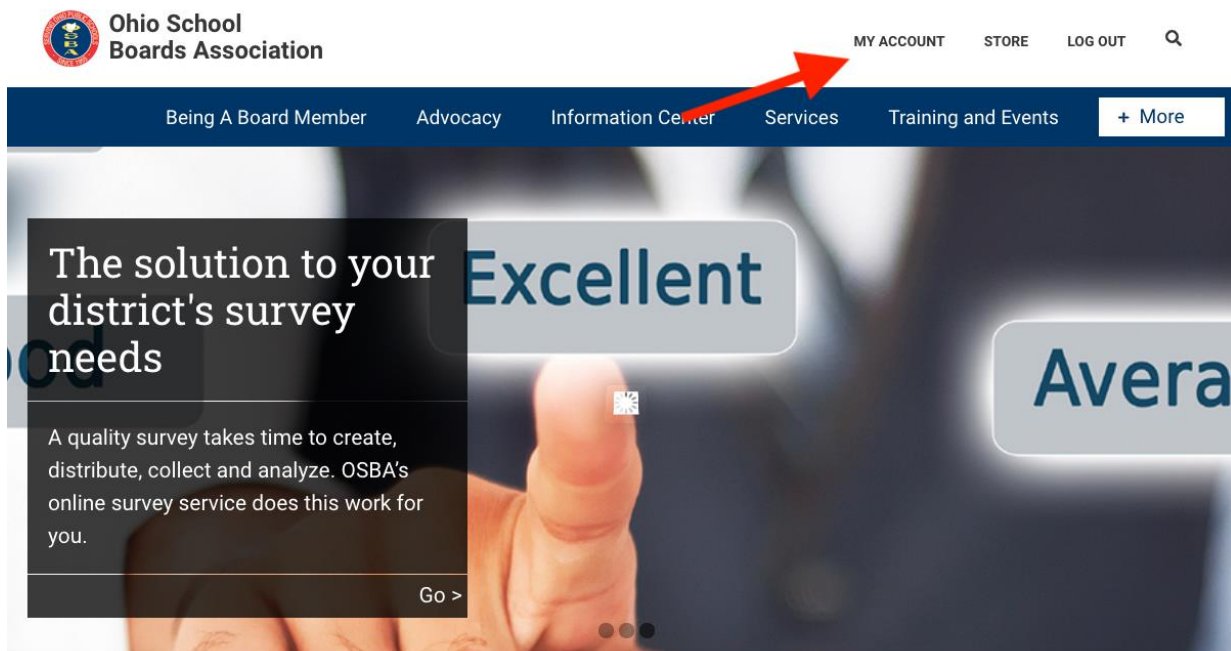


# How to Update Staff Permissions & the District Roster

To update permissions for staff accounts, or edit your district roster for your district, you will first need to log into your OSBA Account. That can be done by navigating to [www.ohioschoolboards.org](http://www.ohioschoolboards.org) and logging in with the email address, and password you set. If you have forgotten your password, you can use the reset password link to change it.

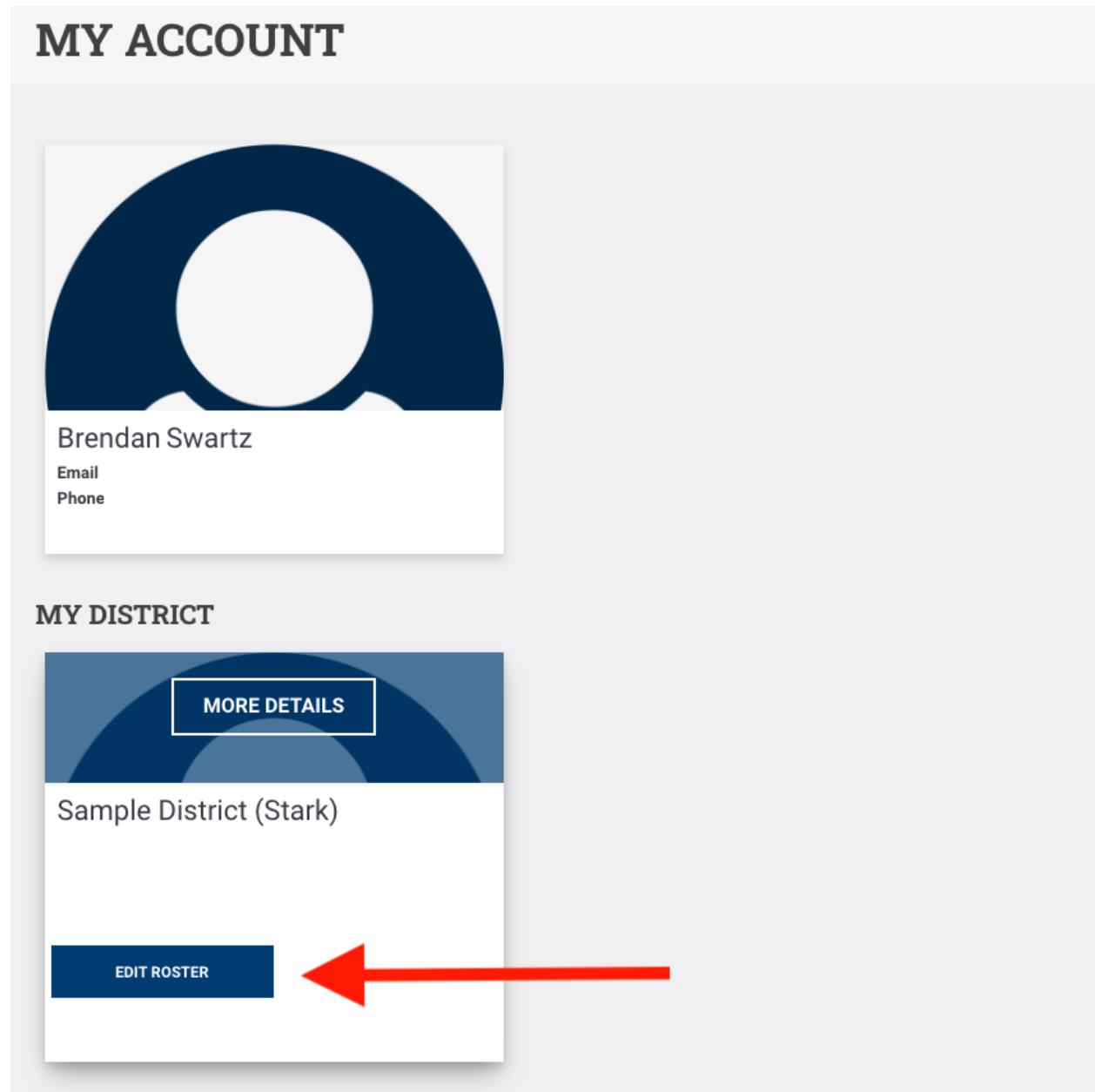
Once you have logged in, you will be returned to the OSBA Homepage. To access your account, click on the “My Account” button located on the top right side of the screen.



[COVID-19: RESOURCES AND INFORMATION ON THE CORONAVIRUS](#)

Once you have clicked this button, you will be taken to the “My Account” page (pictured below). On this screen you should see two boxes. The first box will be your profile. It will list your name, as well as the email address and phone number we have on file for your account.

The second box, located under “My District” is your districts profile. In this example the district name reads “Sample District”. To edit staff permissions or update your staff roster, click on “Edit Roster”.



After clicking on “Edit Roster” you will be taken to the “District Roster” page. On this page you will find your District contact information, as well as a list of all accounts associated with your school district. At the top of the page you will notice three options:

- Manage Permissions
- Assign Board Member Roles
- Add a new Contact

## MY DISTRICT ROSTER



- [Manage permissions](#)
- [Assign board member roles](#)
- [Add new contact](#)

These options allow you to quickly manage your district. The “Manage Permissions” link will allow you to easily grant or revoke access to publications or allow others to register staff for events by using the “Event Registration” permission.

	PDQ	EVENT REGISTRATION
Boardmember, Ima	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bob, Billy	<input type="checkbox"/>	<input type="checkbox"/>
Bunny, Bugs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bunny, Bugs	<input type="checkbox"/>	<input type="checkbox"/>
Camden, Lucy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chambers, Jeff	<input type="checkbox"/>	<input type="checkbox"/>

The “Assign Board Member Roles” link will allow you to specify which Board Roles apply to which Board Members. This includes Board President, Board Vice President, Legislative Liaison, and Student Achievement Liaison.

**Edit**

**Board President \***

- Select -

**Board Vice President \***

- Select -

**Legislative Liaison \***

- Select -

**Student Achievement Liaison \***

- Select -

SUBMIT CANCEL

The “Add New Contact” Link can be used to create a new account associated with your district. A window will appear for you to enter the new contacts information. After completing the form, the contact will appear in the list of contacts shown of the previous page. Depending on the “Role” you have selected for the contact, they will appear under Administration, Board, or Staff appropriately.

**Edit**

**Salutation**

**First Name \***

**Middle Name**

**Last Name \***

**Suffix**

EMAIL

Make Primary Email

ADD EMAIL