

Report Name: *User Report*

Purpose: The purpose of this report is to review user levels and privileges. This report includes: IEP User, User School, Additional School; User Group; Admin Access; Can Edit Cases; Can Create Child

1. Choose the **Reports** button from any screen in the Maryland Online IEP.
2. From the list of available reports, click on **User Report**.
3. The User Report can be filtered by County, User Group, School, School Name, Admin Access, Can Edit Cases, Can Create Child.



Tip: The search will only yield results for resident and service schools to which the user is assigned.

4. Once criteria have been selected, click the Run Report button.

The screenshot shows the 'User Report' configuration interface. It features several sections: 'Residence County' with a dropdown menu set to 'Training County'; 'Residence School' with radio buttons for 'Public' (selected) and 'Private', and a dropdown for 'Public Schools' set to 'Training High'; 'User Group' with a dropdown menu; and three sections for permissions: 'Admin Access', 'Edit Cases', and 'Can Create Child', each with 'Yes' (selected) and 'No' radio buttons. At the bottom, there is a blue 'Run Report' button.

5. The results can be viewed on screen, printed or downloaded to a CSV file.

User Report

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Resident County:
Training County
Resident School:
Training High
User Group:
Admin Access:
Yes
Edit Cases: Yes
Can Create Child:
Yes

IEP USERS	USER SCHOOL	ADDITIONAL SCHOOLS	USER GROUP	ADMIN ACCESS	CAN EDIT CASES	CAN CREATE CHILDO	USERNAME	STATUS
Karen	Training High		School Based Administrator	Yes	Yes	Yes	ksalinas	Inactive
SCHOOL, HIGH	Training High		School Based Administrator	Yes	Yes	Yes	hachool	Active
Trainer, Two	Training High		Special Ed Director/Data Manager	Yes	Yes	Yes	ztrainer	Active