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## Fwd: Fw: Urgent Information for ASP (RAISE) Secure Access Approvers

1 message

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BusinessManager@STARteachingschoolalliance.org <liz.tuddenham@mfschool.net>

18 May 2017 at 19:02

Reply-To: BusinessManager@starteachingschoolalliance.org

To: Liz Tuddenham <liz.tuddenham@mfschool.net>

**From:** RAISEOnline.UNMONITORED@education.gov.uk <RAISEOnline.UNMONITORED@education.gov.uk>

**Sent:** 18 May 2017 16:55

**Subject:** Urgent Information for ASP (RAISE) Secure Access Approvers

Dear colleague

As you are aware, an initial version of the Analyse school performance (ASP) service was released on 21<sup>st</sup> April 2017. Whilst many users already have access to the service, many Secure Access approvers are unsure about the steps required to add the new service for their users. In response to this, guidance has been updated and the following additional information should enable you to successfully complete this task as part of your approver role. If you are still unable to add the ASP service after following these instructions, please raise a new service request with the [Secure Access Helpdesk](#).

We strongly encourage schools to log in and become familiar with the new service **now**. Doing this, will ensure that you are able to access and use the service quickly once 2017 data becomes available. Please help us to avoid a backlog of help-desk queries in the Autumn by setting your accounts straight away.

### 1. Approvers - adding the RAISEonline - Analyse School Performance service

- **Log into** your [Secure Access](#) account as normal.
- Underneath the Home and Administration buttons (top of the web page) it will say your name and that you are signed in, next to this it will say 'Your account', **click** on this.
- You should now see your personal details, **scroll** to the bottom of your personal details and click the **Edit** button. This will now let you edit your account.
- **Scroll** to the bottom of your personal details again and just above the **Save** button you should see a '**Choose**' button. **Click** this and a pop up box will appear. Look for 'Analyse school performance (RAISE)' underneath this select the option you need by ticking either 'RAISE school Anon', 'RAISE school Named' or 'RAISE school Governor' if you are a school or academy. **PLEASE NOTE YOU CAN ONLY ADD ONE OPTION.**

At the moment there is no difference in selecting Anon or Named, however in the ASP July release – users with 'RAISE school Named' will be able to view pupil named data. 'RAISE school Governor' users will be able to view static tables as opposed to filterable table views for 'RAISE school Anon and Named' users.

- Click the **Save** button and the pop up box will close, then click the **Save** button underneath Group list. It is next to the '**Back**' button.
- Go back to your home page by **clicking** the **Home** button at the top of the page, 'Analyse school performance (RAISE)' should now be listed.
- When you click on 'Analyse school performance (RAISE)' it will prompt you for your Secure Access login details again, **input** them and it will take you to the 'Analyse school performance (RAISE)' site.

[Additional information](#)

- If you need to give ASP to other members of staff **click** on the **Administration** button at the top of the page, once you have done this below Administration at the left hand side of the page are a list of options, **click** on User Management. This will list the staff members who have an account at organisation. **Select** 'Details' next to the user's account. Now follow the instructions from the third bullet point above (it won't be your details in this instance but that of the account holder you are looking at) to add ASP.
- If you need to **create an account** for a member of staff before adding ASP please see this guide:[Secure Access Approver User Guide](#)

## 2. Adding ASP (RAISE) Step-by-Step Screen Shots

The following steps relate to adding ASP (RAISE) for a school or academy. The same process would apply for other types of users such as Local Authorities.

### Step 1

Once logged in to the screen headed Secure Access account type, **Click "Edit"** at the bottom of the screen:

**Secure Access account type**

**End user** - may only access the applications they're given access to.  
**Approver** - an Approver is a type of End user that may create and administer End user accounts, giving access/permissions to applications they themselves have access to.

Administrator  
 End User  
 Approver  
 N/A - Not used  
 Super Admin

Support  
 System Admin User  
 Third party support

**Application access/permissions**

Select which applications this user should be granted access to.

**Group list**

KIS  
 Access to Key to Success  
 EFA Information Exchange  
 EFA Information Exchange  
 Teacher Services – Employers  
 Teacher Services – Employers  
 S2S  
 Access to S2S  
 Post 16 Course Portal  
 Post 16 Course Portal  
 EduBase  
 EduBase Parent Group - EduBase (Establishment)  
 Edubase Establishment - Establishment

### Step 2

Scroll down then **click 'Choose'** under 'Group list':

### Application access/permissions

Select which applications this user should be granted access to.

#### Group list

**Choose**

**KIS**  
 Access to Key to Success

**EFA Information Exchange**  
 EFA Information Exchange

**Teacher Services – Employers**  
 Teacher Services – Employers

**S2S**  
 Access to S2S

**Post 16 Course Portal**  
 Post 16 Course Portal

**EduBase**  
 EduBase Parent Group - EduBase (Establishment)  
 Edubase Establishment - Establishment

**Edit** **Back** **Reset password** **WS Sync** **Transfer permissions**

### Step 3

Scroll down again and you should see the ASP (RAISE) options.

Tick 'RAISE School Anon', RAISE school Named' or 'RAISE school Governor' if you are a school or academy – see para 1 bullet 4 above.

Press 'Save' at the bottom of the screen:

**Teacher Services – Employers**  
 Teacher Services – Employers

**S2S**  
 Access to S2S

**Post 16 Course Portal**  
 Post 16 Course Portal

**EduBase**  
 EduBase Parent Group - EduBase (Establishment)  
 Edubase Establishment - Establishment

**Analyse school performance (RAISE)**  
 RAISE School Anon  
 RAISE School Governor  
 RAISE School Named

**Save** **Back**

### Step 4

Press 'Save' again at the bottom of the screen and the service should be added to your account:

## Application access/permissions

Select which applications this user should be granted access to.

### Group list

Choose

KIS

Access to Key to Success

EFA Information Exchange

EFA Information Exchange

Teacher Services – Employers

Teacher Services – Employers

S2S

Access to S2S

Post 16 Course Portal

Post 16 Course Portal

EduBase

EduBase Parent Group - EduBase (Establishment)

Edubase Establishment - Establishment

Analyse school performance (RAISE)

RAISE School Anon

Save

Back

Reset password

Regards

Iain Bradley, Deputy Director, Data Modernisation Division, Department for Education



Department  
for Education