



Who can do what in SR

Everyone at your school signs in to SR with their own login. A login's **role** decides what that person sees and what they can change. This guide explains each role, so you can give every person the right one.

Admin

Runs the school in SR: every page, every setting, and the desktop app on the office PC. One admin is the **Owner**.

Head of Department (HOD)

A teacher who also oversees a level (e.g. KG) or a subject in a level (e.g. JHS Mathematics).

Teacher

Their own classes: scores for the subjects they teach, and attendance and remarks as class master.

Bursar

Fees: fee lists, invoices, payments, receipts and debtors. Sees students, never changes them.

Parent

Not a staff login. The parent portal shows only their own children: fees, results, attendance.

How logins work

Who makes them

An admin creates logins under **Users**, on the web or on the desktop app. Only the Owner can create or change an admin login.

Every login is a person

Each login, except an admin's, belongs to someone on your staff list. Teacher and HOD logins must belong to teaching staff. This is how SR knows which classes and subjects are theirs.

An email for every login

SR needs an email for each login. If your school turns on sign-in codes, SR emails a 6-digit code there whenever the person signs in on a new phone or computer.

One person, two jobs

A login can have extra roles under **Also works as**, for example a teacher who is also the bursar. They sign in as their main role, then switch with **Work as ...** in the menu. Admins don't need extra roles, and a login can't be both Teacher and HOD (an HOD already teaches).

Switching a login off

When someone leaves, switch their login off in **Users**. They can no longer sign in, and nothing they did is lost: their payments, scores and attendance stay on record with their name.

Checked on SR's server

Every rule in this guide is checked by SR's server on each request, not just hidden from the screen.

Some permissions are your school's choice. Switches in **Settings** can let HODs print reports, let class masters see their class's fee balances, or let teachers and bursars send SMS. Each role below says what can be switched on; page 4 lists every switch, and page 5 is a one-page quick reference.

Runs the school in SR

Admins can do everything on the web, and they are the only people who can sign in to the desktop app on the office PC. Give this role to the headteacher and the school administrator; keep it to a few trusted people.

Students and parents

- Admit, edit and import students from a spreadsheet; add photos.
- Delete a student added by mistake (not one with fees history: mark them inactive instead).
- Add guardians and give parents access to the parent portal.

Staff, classes and terms

- Add staff, give them subjects and classes (class master), and set who signs reports.
- Set up classes, start new terms and years, and promote students (**Classes, Transitions**).

Attendance

- Mark any class's register.
- Add attendance weeks and open registers; delete a week, day or register.

Exams and reports (Gradebook)

- Set up report cards and grading, and choose each class's subjects.
- Set exams and tests, and enter or correct any class's scores.
- Publish results, so teachers and parents can see them.
- Read every class's results, write or correct the class master's remarks for any class, and print the reports.
- Appoint heads of department (HODs).

Fees, documents and messages

- Everything a bursar does (page 3).
- Print every document: reports, transcripts, receipts, statements, registers.
- Send SMS to any parents or staff, once your school has SMS.

The school

- Create and manage logins (**Users**) and change school-wide **Settings**.

THE OWNER

One admin, usually the proprietor

The first admin is the school's Owner. The Owner is an ordinary admin for records, plus these decisions, which only the Owner can make:

- Add admins, change them, switch them off or reset their passwords.
- Turn sign-in codes on or off for staff.
- Turn parents' online fee payments on or off, choose the person named as receiving them, and change the bank account or Mobile Money wallet they're paid into.
- Pass ownership to another admin.
- Choose who pays Paystack's fee on online payments: the school or the parent.

Safeguards: the most sensitive of these ask for the Owner's password again. Every Owner action is listed in Settings for all admins to see, and a copy is emailed to the school. The Owner can't remove their own admin access without passing ownership on first. In a dispute, SR support can change the Owner.

A teacher who oversees part of the school

An admin appoints HODs in **Gradebook › Heads**, either for a whole level (e.g. KG) or for one subject in a level (e.g. JHS Mathematics). An HOD does everything a teacher does, plus, **for what they head**:

- Set exams and tests for every class.
- See every class's scores.
- Review submitted scores, and approve them or send them back, before the admin publishes.
- Read the published results of every class in the levels they head.
- An HOD who heads nothing in particular oversees every level.

HODs also add attendance weeks and open registers for teachers to mark, for every class.

Your school can switch on: HODs approving scores before they're published (Settings › Academics), HODs printing reports and score sheets for what they head (Settings › Academics), and the teacher options below.

TEACHER

Their own classes and subjects

Every teacher

- Sees the students in the classes they teach or are class master of. They can't change student records.
- Enters scores for the subjects they teach, and submits them.
- Adds their own class work (up to 8 per subject, class and exam period). Exams and tests are set by an admin or HOD.

Class masters, for their class

- Mark the attendance register.
- Once results are published, write each student's interest, attitude and class master's comment.

Not for teachers

- Fees and payments, other classes' scores, printing reports.

Your school can switch on: class masters seeing their class's fee balances, read-only (Settings › Fees), and teachers texting the parents of the class they're class master of (Settings › SMS).

BURSAR

Fees and payments

- Sees every student, read-only.
- Sets up fee items and each class's fees, and issues invoices.
- Records payments, naming who received the money: the Owner, an admin or a bursar.
- Reverses a payment entered by mistake. A parent's online payment can never be reversed in SR.
- Adds fines and discounts, and imports balances from before the school used SR.
- Sees who owes (debtors) and prints receipts, statements, invoices and other finance documents.
- Not for bursars: scores, results and attendance.

Your school can switch on: bursars sending SMS to parents, for example fee reminders (Settings › SMS). The Owner can name a bursar as the person receiving parents' online payments.

The parent portal

Parents don't get a staff login. Once your school turns on the parent portal, an admin gives each parent a one-time code; they sign in at parents.lauriandc.com with their phone number and a PIN they choose. They see only their own children:

- Fees owed, payments and receipts.
- Published results. Your school can hold them back while fees are owed.
- Attendance and, while exams are being marked, how far each subject has got. Each is your school's choice.
- Paying fees by Mobile Money, if the Owner turns online payments on.

The switches in Settings

What your school can turn on, and where. Off until an admin (or, where marked, the Owner) turns it on.

SETTINGS SECTION	WHAT IT ALLOWS
Academics	HODs approve submitted scores before the admin publishes them. HODs print exam reports and score sheets for what they head.
Fees	Class masters see their class's fee balances, read-only.
SMS	Who besides admins may send SMS: bursars (any parents), HODs and teachers (the parents of the class they're class master of).
Sign-in (Owner)	A code by email when staff sign in on a new phone or computer. Each browser can be trusted for 30 days.
Parent portal	The portal itself; showing attendance and exam progress; holding results back while fees are owed; a texted code when a parent signs in on a new phone (one SMS credit each).
Parent portal (Owner)	Online fee payments by Mobile Money, who is named as receiving them, the account they're paid into, and who pays Paystack's fee.

Quick reference

Who can do each task. "If allowed" means a switch in Settings (page 4).

TASK	WHO
STUDENTS AND STAFF	
Admit, edit or import students	Admin
See students	Admin · Bursar every class · HOD Teacher classes they teach or are class master of
Add staff, give subjects and classes	Admin
ATTENDANCE	
Open registers	Admin · HOD
Mark a register	Admin any class · HOD Teacher class they're class master of
EXAMS AND RESULTS	
Set exams and tests	Admin any · HOD what they head
Add class work	Teacher · HOD subjects they teach (up to 8)
Enter scores	Admin any · HOD Teacher subjects they teach
Approve submitted scores	HOD what they head, if allowed
Publish results	Admin
Write the class master's remarks	Admin any class · HOD Teacher class they're class master of
Print report cards	Admin · HOD what they head, if allowed
FEES	
Fee lists, invoices, payments, reversals, fines, discounts	Admin · Bursar
Be named as receiving a payment	The Owner, an Admin or a Bursar
See a class's fee balances	Admin · Bursar · class masters, if allowed
THE SCHOOL	
Send SMS	Admin · Bursar any parents, if allowed · class masters, their class's parents, if allowed
Logins, Settings, the desktop app	Admin (admin logins and online payments: the Owner)