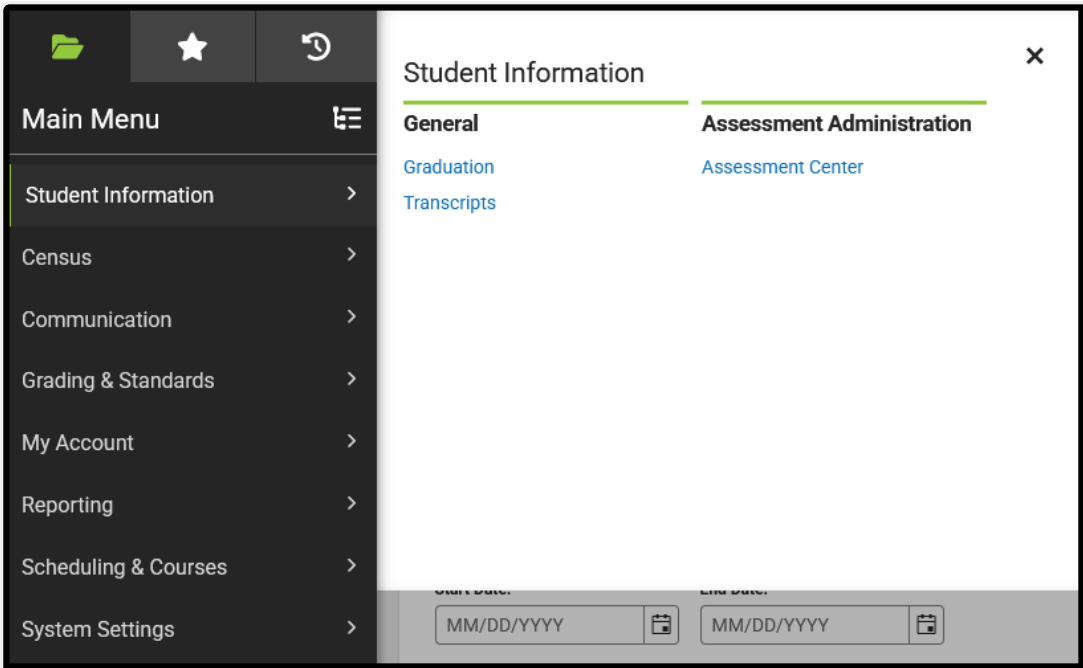# eTranscript Managers User Group

Last Modified on 12/14/2025 8:45 pm CST

The following are suggested tool rights for those responsible for generating electronic versions of student transcripts. eTranscripts are submitted to post-secondary establishments and third-party vendors for use in applying for acceptance into a college or university.

Your staff may need more tool rights or less tool rights depending on their actual job duties. Start with this list and modify rights to meet your school or district needs.

Student Information

General | Assessment Administration

Student Information Access for eTranscript Managers

General

▸ Click here to expand...

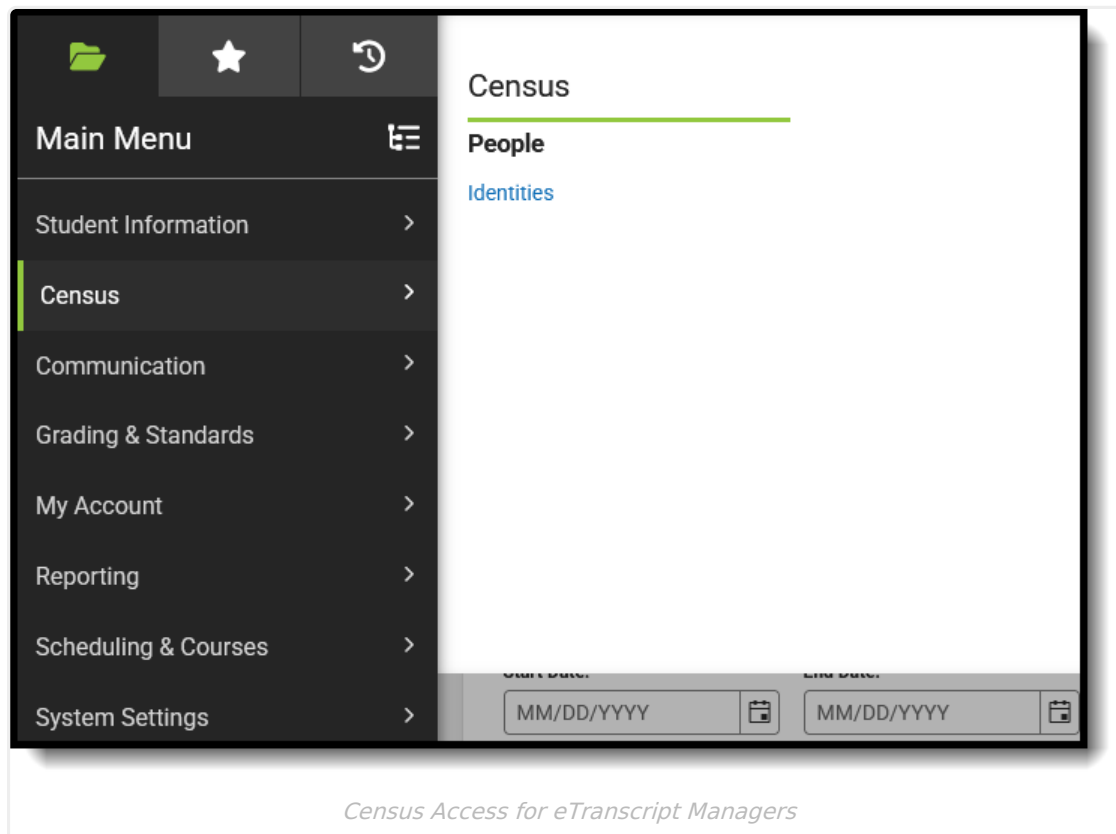| Tool	Read	Write	Add	Delete
Graduation	X	X		
Transcripts	X	X	X	
Free Form Entry	X			
Assessment Center	X	X	X	

Assessment Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Assessment Center	X	X	X	

Census

Census Access for eTranscript Managers

People

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Identities	X	X	X	
Legal Name & Gender	X	X		

Grading & Standards

Grading Setup | Reports
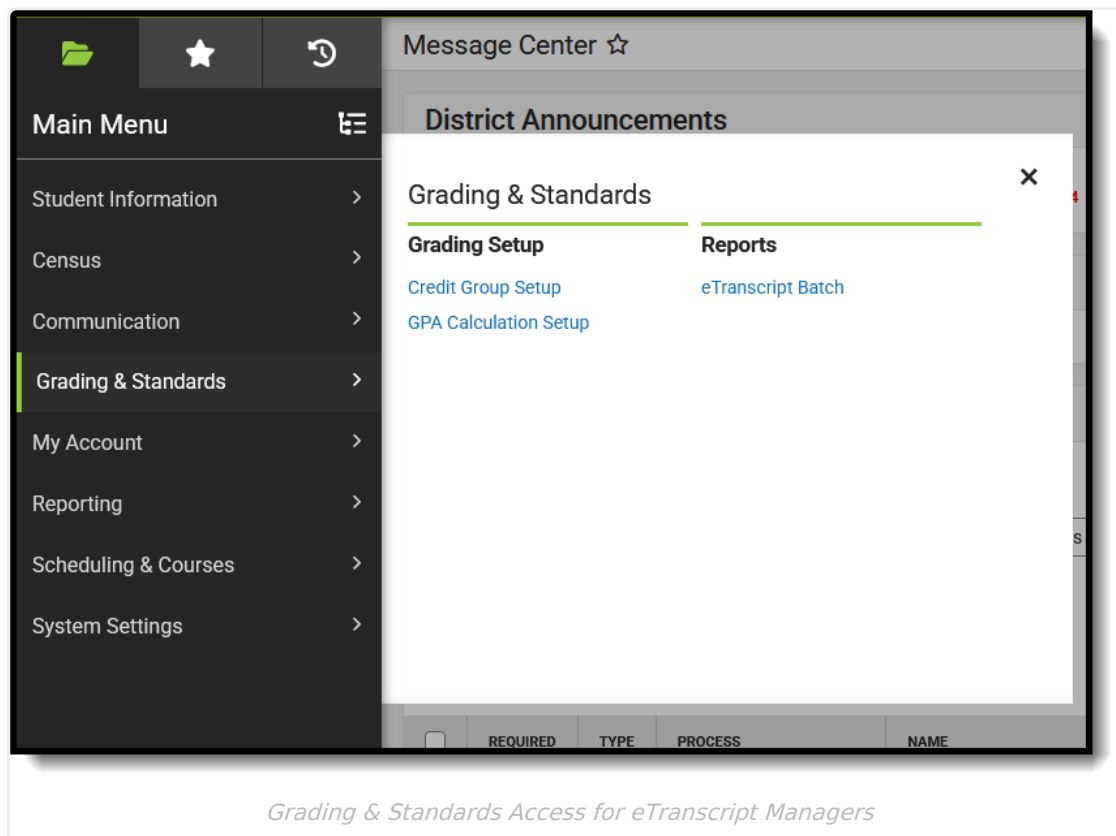
Grading & Standards Access for eTranscript Managers

Grading Setup

▶ Click here to expand...

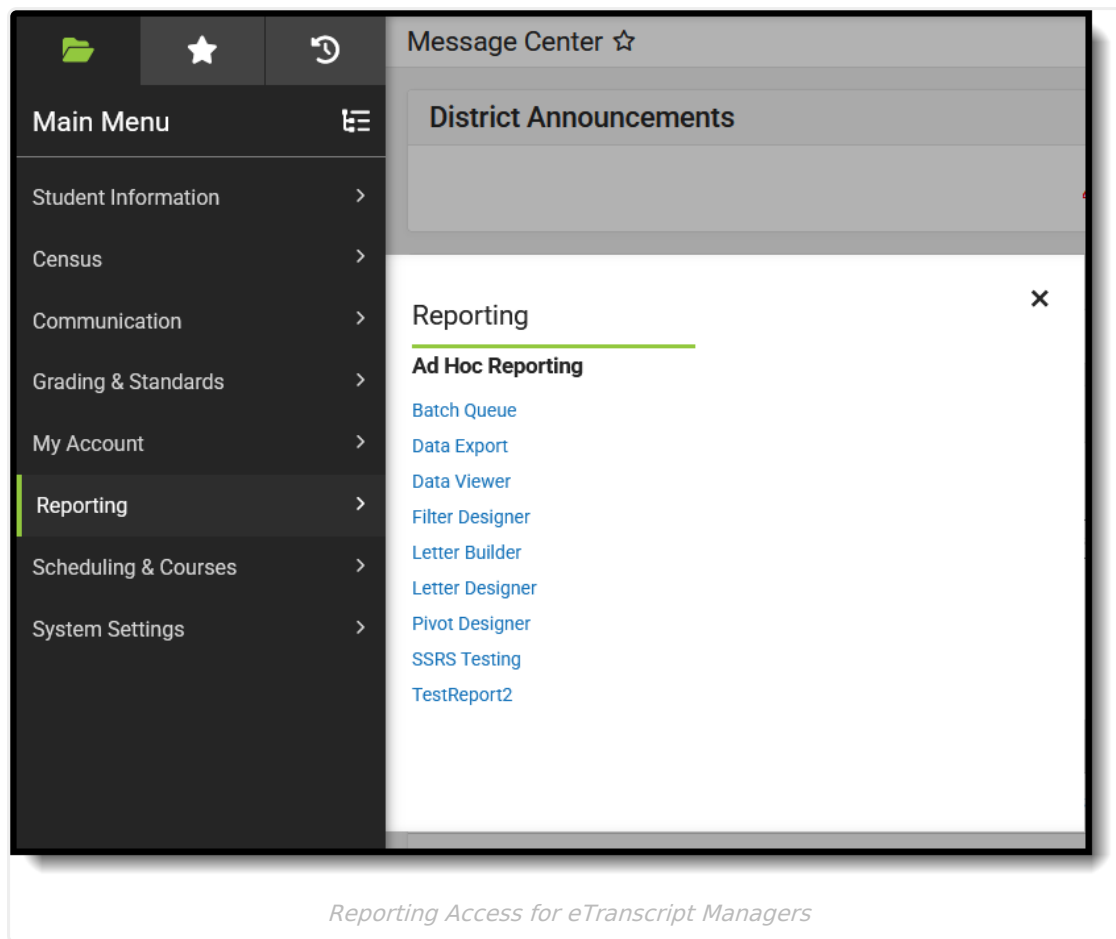| Tool	Read	Write	Add	Delete
Credit Group Setup	X	X	X	
GPA Calculation Setup	X	X		

Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
eTranscript Batch	X			

Reporting

Reporting Access for eTranscript Managers

Ad hoc Reporting

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Batch Queue	X	X	X	
Data Export	X	X	X	
Data Viewer	X	X	X	
Filter Designer	X	X	X	
Letter Builder	X			
Letter Designer	X	X	X	
Pivot Designer	X	X	X	

Scheduling & Courses

Scheduling & Courses Access for eTranscript Managers
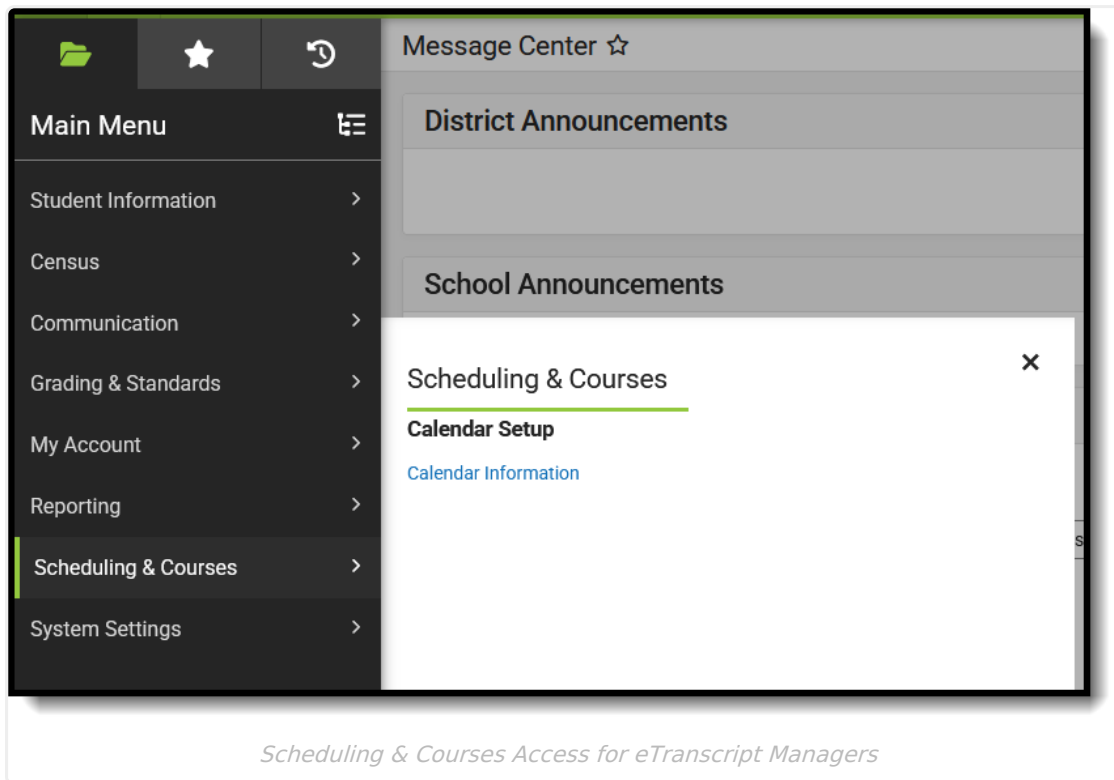
Calendar Setup

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Calendar Information	X	X		

System Settings

Data Defining | System Preferences

System Settings Access for eTranscript Managers
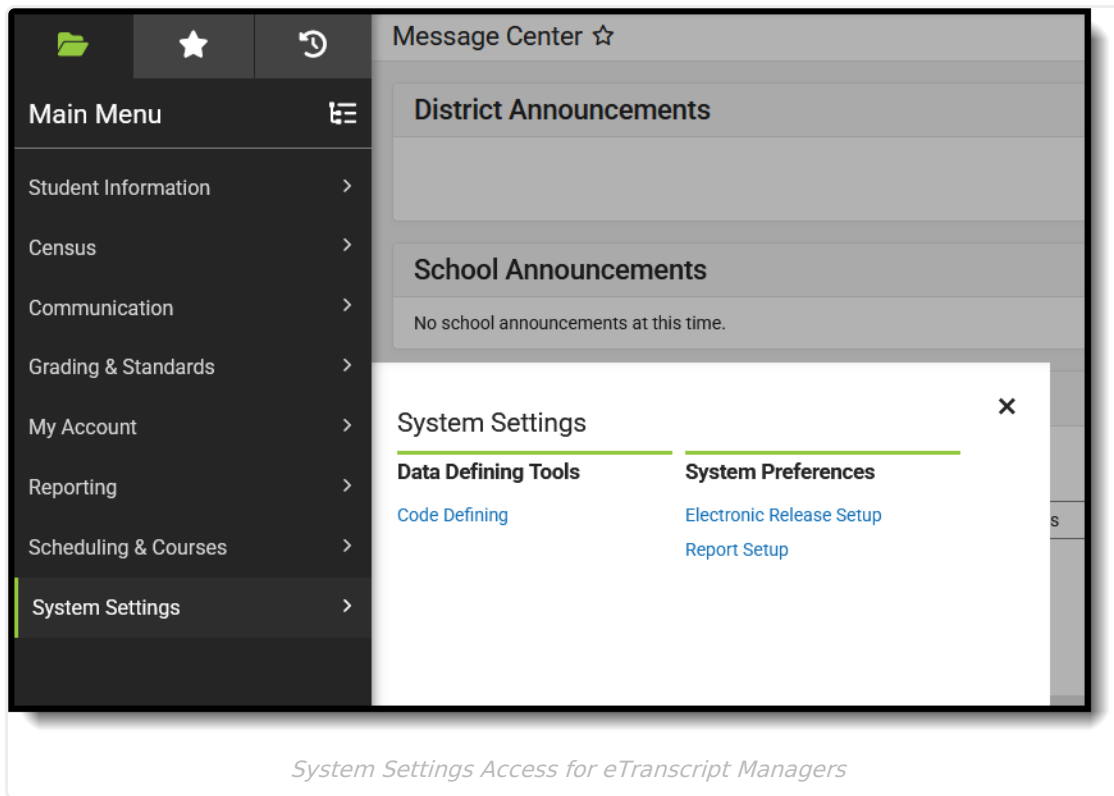
Data Defining

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Code Defining	X	X	X	

System Preferences

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Electronic Release Setup	X			
Report Setup	X	X	X	

Additional Access Rights

General Access

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X