

## **Teaching Strategies GOLD® online User Account Guidance**

### **BACKGROUND**

1. User account records within the Results Matter TS GOLD® organizational license can be transferred between programs.
2. The transfer of staff user accounts ensures that TS GOLD® professional development records and inter rater reliability records, if applicable, follow the user to a new place of employment. Staff members should be able to retain evidence of their professional development accomplishments as well as their familiar user name in the TS GOLD® online system.
3. Duplicate user accounts (as well as duplicate child records) present a serious data quality issue. Transferring existing staff user accounts ensures that duplicates are not created within the State's license.

### **PROCESS**

1. **Disabling Inactive User Accounts:** When a staff member with a TS GOLD® user account leaves employment with your program or agency, immediately disable the user's account. This is required as part of our data security policy. This is required as part of our data security policy. User accounts that have been disabled will be housed within the local license during the program year, but moved to the organizational level within the Results Matter state license each summer.
2. **New Employees:** If you have a new employee who has previously used Teaching Strategies GOLD® in the Colorado Results Matter program, please have them complete, sign and submit the attached form and Results Matter staff will complete the transfer of the user record. When staff records are transferred to a new program, the user account will remain temporarily disabled. It is the responsibility of the program administrator to reactivate the account, providing the new staff member with the level of access authorized by the program.
3. **Returning Employees:** If a staff member returns to your employment, notify Results Matter and the user account will be restored and ready for you to reactivate and assign.
4. **Multiple User Names** – Please avoid assigning multiple user names to staff members. Users can be given access to the necessary and authorized information in a number of ways. If you need assistance with how to organize user access, please contact your regional consultant or Teaching Strategies.
5. **More on Multiple User Names** – Please take some time before the program year is underway to complete some clean up on multiple user names in your TS GOLD® subscription. If you need assistance in determining which usernames are inactive, please contact your regional consultant or Teaching Strategies.