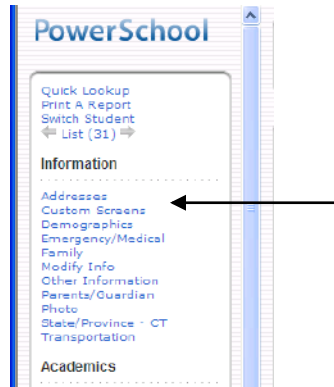


Instructions to View and Update AUP / Web Permissions

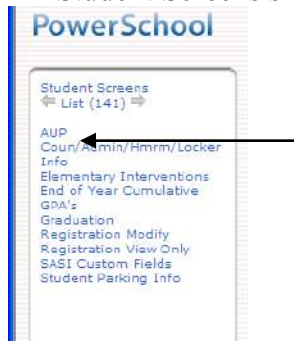
Information has been imported into PowerSchool. It is the responsibility of each school to keep the information updated.

To get to the AUP Screen in PowerSchool

- Search for a student
- On the left under **Information** click **Custom Screens**



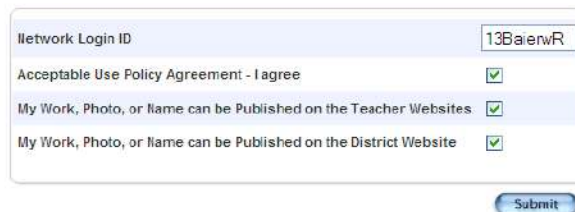
- Student Screens show



- On the left click on AUP

AUP Screen

- Network Login ID for HJMS & SHS only
- Acceptable Use Policy Agreement is checked if student agreed
- Next 2 fields are checked if parent/guardian returned forms with permission for Website, otherwise no check

A screenshot of the AUP (Acceptable Use Policy) screen. It shows a form with the following fields:

- Network Login ID: 13BaierwR
- Acceptable Use Policy Agreement - I agree:
- My Work, Photo, or Name can be Published on the Teacher Websites:
- My Work, Photo, or Name can be Published on the District Website:

At the bottom of the form is a 'Submit' button.

- **To Update AUP Screen**
 - Either check or uncheck box(es) and Click Submit