

## Student Locator (SSID) LEA Notification Set up

Action	Part
Access the Student Locator	A
Add New Notification	B

### Part A. Access the Student Locator

- 1. Follow outlined process to access the Student Locator (SSID) via the Iowa Education Portal

### Part B. Add New Notification

**Note:** Adding a new notification will ensure that necessary LEA personnel will receive emails notifying the user that there is an issue that requires assistance. This could be a User Fixing Error or User Matching Error email or notification

- 1. Click your Zone Name (e.g. LEA\_99990000)
- 2. Click on the *School Notifications* tab
- 3. Select *Add*
- 4. Enter the *Email Address* and *Name* of the recipient
- 5. In the *Filter* field select the school or schools to which the recipient should receive notification. To select multiple schools hold the CTRL (Command for Mac users) key while selecting the schools with the mouse.
- 6. Change *GracePeriod* to *60* or *120 minutes*
- Note:** Though the *GracePeriod* can be set to any interval, it is recommended that it be set at 60 minutes. This will avoid an overabundance of emails generated for User Fixing and User Matching errors
- 7. Determine if user can receive *HTML Formatted Email*
  - a. If Yes, leave box checked
  - b. If No, uncheck box
- 8. Select *OK*