

Role Assignments



BUILDING: Sample High School

Ticket Manager

The highest level of permissions in the system. In addition to all Worker privileges, a Ticket Manager can also assign tickets and change the properties of any ticket.

External Notification Creator

Can make ticket notifications that allow communication between the system and your anonymous tipsters. Should be higher-level staff who are used to dealing with sensitive information and FERPA compliance.

Worker

Workers, in addition to all Observer privileges, can take ownership of unassigned tickets and change properties of tickets. May be guidance counselors, school resource officers, or any staff who would normally do the legwork on projects.

Observer

Gives a user the basic ability to observe tickets. Can also comment on tickets and add themselves as a coworker to tickets

Name/Title	Email				
Chuck Phillips/Principal	cphillips@sampleschool.k12.us	X			
Claire Menke/Asst. Principal	cmenke@sampleschool.k12.us			X	
Donna Trivett/Counselor	dtrivett@sampleschool.k12.us		X		
Melanie Crispin/Safety Officer	mcrispin@sampleschool.k12.us			X	
Jim Doe/Teacher	jimdoe@sampleschool.k12.us				X

For assistance, please call 1.800.434.0154 or email info@safeschools.com .					