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Designating a Superintendent Proxy

What is a Superintendent Proxy?

A superintendent proxy is a person who is designated to manage data hosting agreements on behalf of the District Superintendent. The only District Superintendent level capability that a proxy does not have is that he/she is not allowed to designate anyone else as a proxy. That must be done by the District Superintendent.
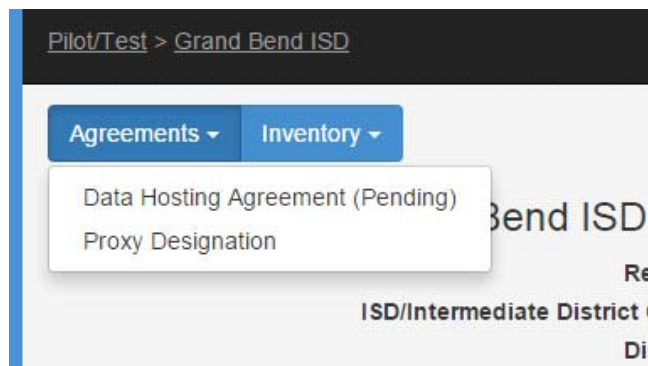
Who may designate a Superintendent Proxy?

Only a District Superintendent role may designate a proxy on his/her behalf.

What are the steps involved in designating a proxy?

1) The first step toward designating a proxy is to have a valid login as a district superintendent. If you (or your district superintendent) do not have a login or have misplaced the email with the login credentials, please email support@midatahub.org for a replacement email.

   Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation.

2) Click on the item for Proxy Designation. Note that if any proxies currently exist they are listed at the top as "Current Proxies".

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3) Fill in all fields with the name, email address, title, and phone number for the proxy and click on Save. The designation will then show in the list of authorized users on the district home page in the cockpit application as shown below. The proxy will receive an email notifying him/her of the change. If that user had a previous account under that email address, the same login will access the new functionality upon the next time the person accesses the system. If the user did not previously have a login with that email address, new user credentials will be emailed when they are generated on the next hourly cycle.

Julie Smith	support@midatahub.org	District Superintendent Proxy	Edit	Delete

4) If needed, the superintendent may remove someone as proxy by simply clicking the delete button next to the assignment. The edit functionality may not be used to add or delete proxy capability.