



## Accounts & Permissions

### 1) Data Accounts

#### Levels of Data accounts:

- **ABE Web Full Access** – Allow Add/Edit all Courses data (Student Intake, Attendance, Testing, All Student Data)
  
- **Read only**- Is full access only but they can't edit any record.
  
- **Supervisor override**- limited to trusted data users that will be correcting errors.

#### How to request Data accounts

A director or a data supervisor must email [inters@dwd.in.gov](mailto:inters@dwd.in.gov) and request a data user account. Please provide the first and last name of the user as well as what level of access you are requesting.

2) **PDFs** are the data accounts with read-only permission. They can run the reports.

They have access to all the data at that program.

**Requests for PDF accounts** need to be sent to **Amy Ramer** so that she can track any changes to her PDF list.

3) **Teacher accounts** are the local accounts, created by Data user. They only see their courses and the students assigned to those courses.

Teacher's accounts are created locally on the teacher's record.

Log in information for the teacher website is located on the teacher's account, in the lower right-hand side under "enable web access".



## Teacher's Login Credentials

1) Open the teacher's record.

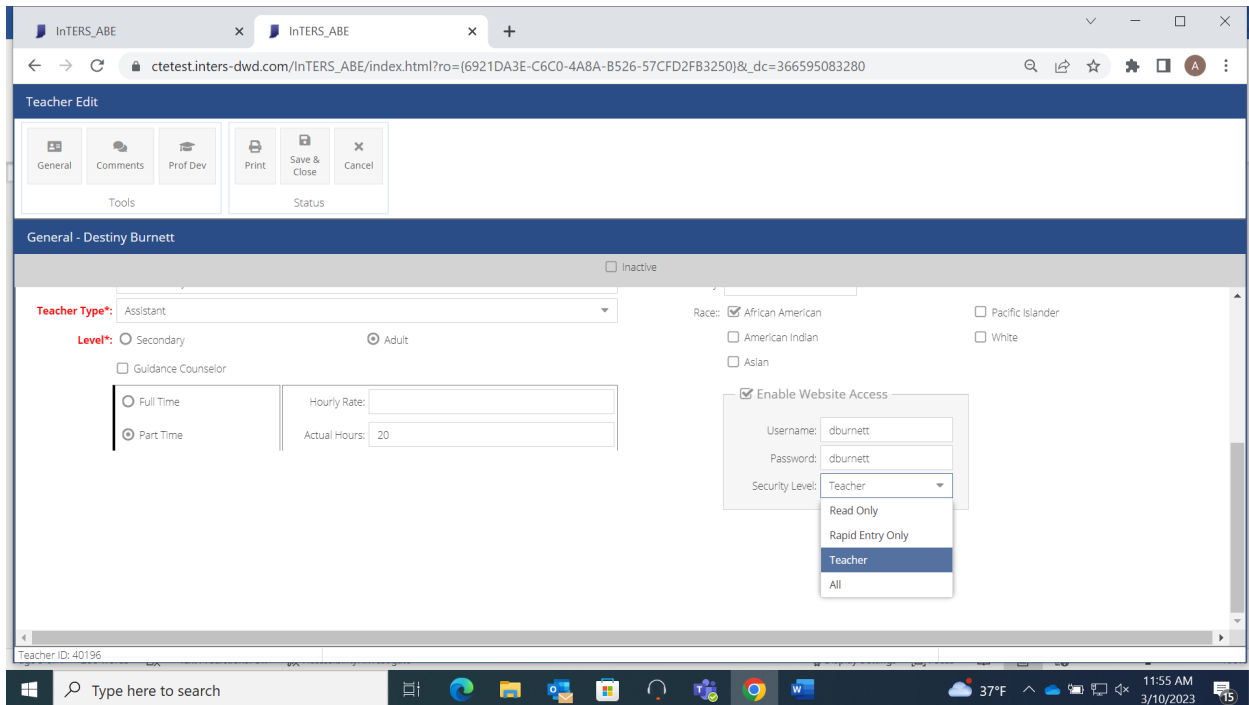
On the "Teacher's Edit" screen.

The teacher's login details will be under "Enable Website Access" on the bottom right of the screen.

A screenshot of a web browser displaying the "Teacher Edit" screen in the InTERS\_ABE system. The browser's address bar shows the URL: ctetest.inters-dwd.com/InTERS\_ABE/index.html?ro=(A281D6EA-306F-4263-ABDE-68F4203B03B7)&\_dc=982994050763. The page title is "Teacher Edit". Below the title is a navigation bar with buttons for "General", "Comments", "Prof Dev", "Print", "Save & Close", and "Cancel". The main content area is titled "General - undefined" and contains a form for editing teacher information. The form includes a "Teacher Type" dropdown menu, a "Level" section with radio buttons for "Secondary" and "Adult", and a "Race" section with checkboxes for "African American", "American Indian", "Asian", "Pacific Islander", and "White". There are also checkboxes for "Guidance Counselor", "Full Time", and "Part Time". Input fields for "Hourly Rate" and "Actual Hours" are present. A yellow box highlights the "Enable Website Access" section, which includes fields for "Username", "Password", and a "Security Level" dropdown menu. At the bottom of the page, a status bar shows "Teacher ID: New Teacher" and a red warning message: "New Teacher's General info must be saved before adding additional info!". The Windows taskbar is visible at the bottom of the screenshot, showing the search bar, task view, and system tray with the date and time (8:12 AM, 3/10/2023).

## Types of Teacher's accounts

- **Read Only** - full access only but they can't edit any record.
- **Rapid Entry Only** – Access only to rapid attendance and testing.
- **Teacher** – Full access.
- **All** – Ability to do intakes.



The screenshot displays the 'Teacher Edit' interface for 'Destiny Burnett'. The form includes the following fields and options:

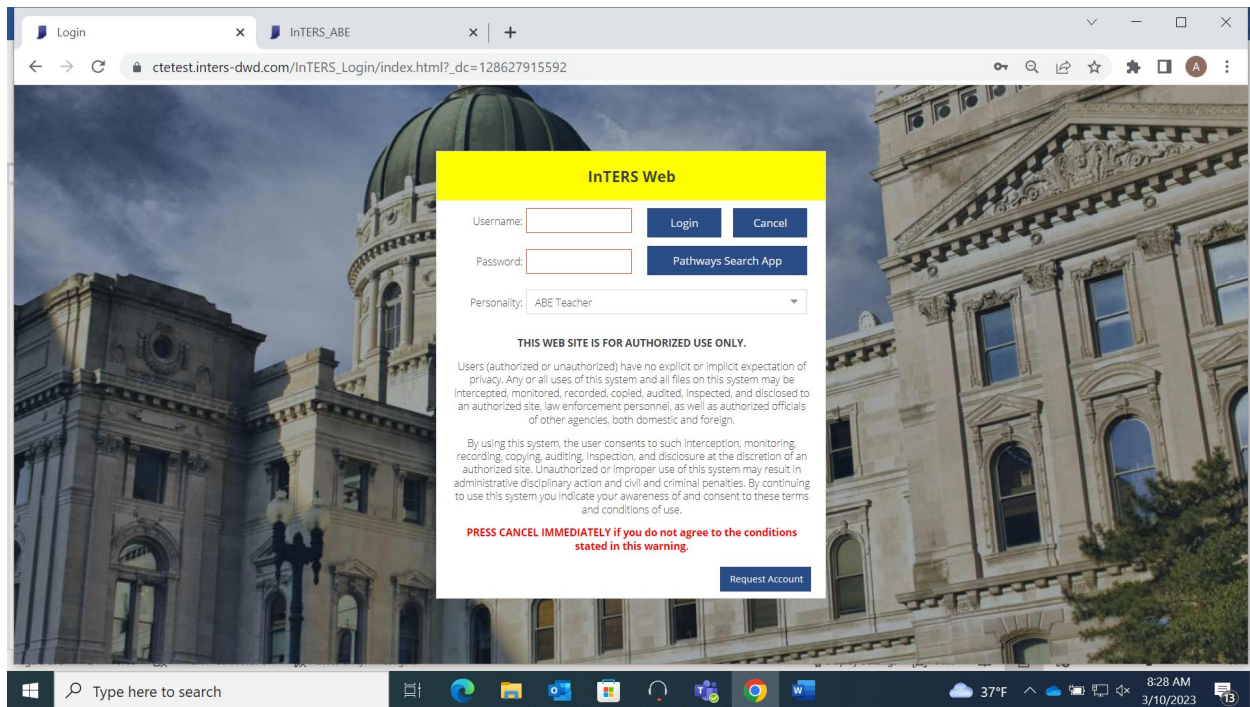
- Teacher Type:** Assistant
- Level:**  Secondary,  Adult
- Guidance Counselor:**
- Full Time:**  (Hourly Rate: )
- Part Time:**  (Actual Hours: 20)
- Race:**  African American,  American Indian,  Asian,  Pacific Islander,  White
- Enable Website Access:**
- Username:** dburnett
- Password:** dburnett
- Security Level:**  (Dropdown menu open showing: Read Only, Rapid Entry Only, **Teacher**, All)

Teacher ID: 40196

# INDIANA ADULT EDUCATION



3) To access Inters as a teacher, enter the username and password entered in step 2, and select the **Personality** as ABE teacher.



ctetest.inters-dwd.com/InTERS\_Login/index.html?\_dc=128627915592

**InTERS Web**

Username:

Password:

Personality: ABE Teacher

**THIS WEB SITE IS FOR AUTHORIZED USE ONLY.**

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

**PRESS CANCEL IMMEDIATELY if you do not agree to the conditions stated in this warning.**

Type here to search

8:28 AM  
3/10/2023