Schools Data Team
Perspective Lite
Headteachers – Adding a new user
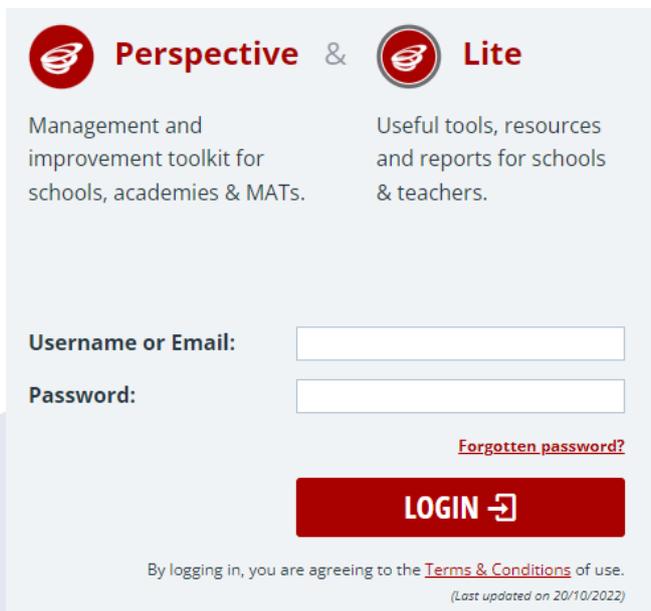## Inc. updating privileges

Headteacher Ownership

Perspective Lite is a secure web-based application, that all head teachers in Staffordshire have been given access to. The Schools Data Team have now turned-on further functionality within this site to enable the ability to share secure documents to and from the Schools Data Team. This will replace the use of the Staffordshire Secure Emailer (Filetransfer or Liquid Files) for sharing documents with the team.

The head teacher at each school is the owner of their data and management of users on their pages. They are then able to set up additional users within their school to use the site. There are different privileges that each user can be given. We however do suggest that at least one other user is provided with **admin rights**.

Accessing Perspective Lite

The link to the secure website is https://perspective.angelsolutions.co.uk/ and enter your logon credentials.

If the head teacher has forgotten their log on details they can follow the link https://perspective.angelsolutions.co.uk/perspective/ForgotPassword.aspx to reset their password to get access to their account.

This help guide contains some of the common messages that may be displayed when resetting/activating an account Common Messages When Resetting a Password – Perspective Lite (zendesk.com).
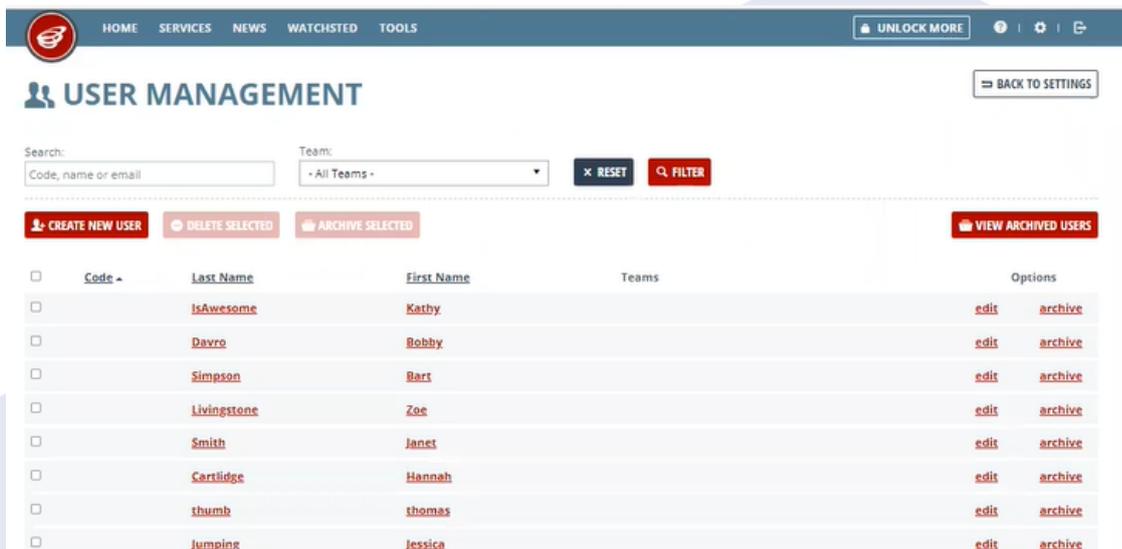
If you require your welcome e-mail to be resent please e-mail the Schools Data Team at schools.capitadatateam@staffordshire.gov.uk

Adding a new user

After accessing the main sites page, choose the **settings** icon (Small cog in top right) and choose **manage users**
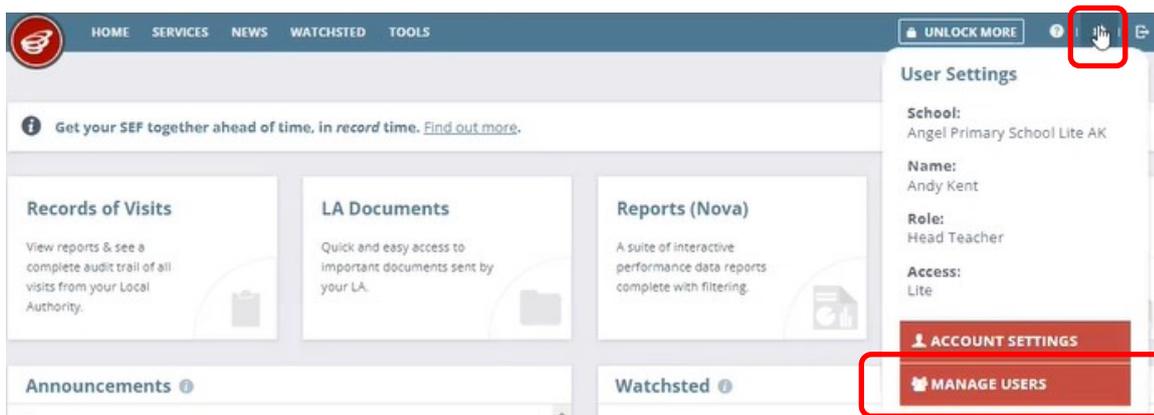
This will provide a list of current users.

Click **Create New User**

Enter the following details.
- **First Name**
- **Last Name**
- **E-mail**

Press **Save**

Permissions

Next click on the **permissions** tab.

As default all permissions are set to **OFF.** The head teacher can then decide what permission each user can have access to.

Off	Unable to access this information
Read	Have access to read only the information
Action	Have access to read and edit the information

Data	Access to reports, analysis and real time data
LA / Org Documents	Access to send and receive data from the Schools Data Team
Census	Access to census data imports and infographics
Visits	Access to visits
Admin	Access to all areas and ability to set up new users ** it is recommended to have at least one other user with this permission along with the head teacher

When the appropriate permissions are chosen, please click **Save all permissions**

Sending the welcome e-mail

Once the user has been saved and the permissions set, you then need to click **Send Welcome E-mail**, this will send the user an e-mail with their log in details to enable access to the system.

*** Please note that the Schools Data Team are unable to resend the welcome e-mail to **individual school users**.

Further support

Technical Support – please contact Angel Solutions Directly

Contact Angel Solutions directly by calling **0845 129 7196** the team are available 9 to 5 Monday to Friday

Alternatively, you can e-mail Angel Solutions and they will respond as soon as possible **perspectivesupport@angelsolutions.co.uk**

Data inc. sending/receiving files – please contact the Schools Data Team

You can call the Schools Data Team on **01785 895600**

Alternatively, you can e-mail the team at **schools.capitadatateam@staffordshire.gov.uk** and we will respond as soon as possible