Kinross

External Authentication Document

User Setup Documentation

Configuring External Authentication on the FileMaker Server

1. Configure the FileMaker Server to authenticate against both FileMaker and External Server Accounts

2. Configure the operating system of your server to be authenticating against your primary LDAP Server – Open Directory on MacOS X or Active Directory on Windows.

DENBIGH
INTERNATIONAL

3.   Create the following groups in your LDAP Server, and allocate ALL users who need access to Denbigh Admin to **db_staff**, which is the generic lowest level of access. Please ensure that all account group names are created using lower-case. This is especially important for MacOS X deployments.
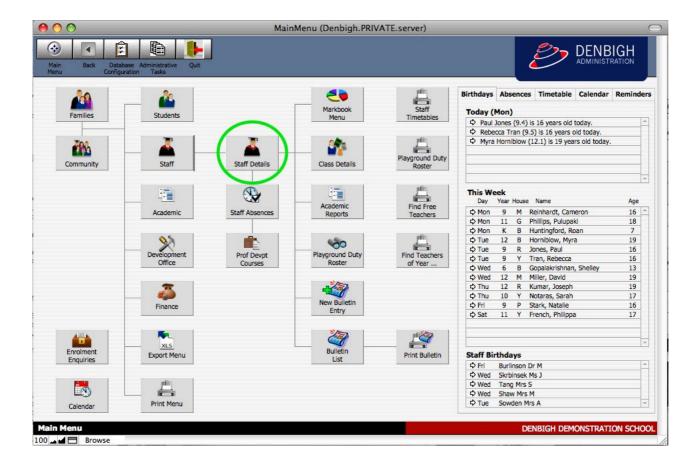
db_admin	db_markbook_admin
db_attendance	db_markbook_entry
db_attendance_staff	db_medical_write
db_bulk_senders	db_medical_read
db_calendar	db_music
db_community	db_principle
db_correspondence_write	db_pastoral_care
db_correspondence_read	db_registrar
db_curriculum	db_references
db_dba	db_reports_doslevel
db_discipline	db_reports_supervisor
db_extra_curricular	db_sport
db_finance_write	db_staff
db_finance_read	db_sms_write
db_foundation	db_sms_read
db_hr_write	db_students
db_hr_read	db_textbooks
db_learning	db_timetable

4.   Membership of **db_staff** is mandatory for all users. Adding users to additional groups, will increase the level of access to the system. Please refer to *Appendix A* for examples of specific roles, and *Appendix B* for which groups may be required to grant the required access.

5.   Any member of the LDAP Groups should now be able to log into Denbigh Administration, using the launcher file supplied (Denbigh Admin.fp7) or by launching FileMaker Pro, choosing File > Open Remote... from the menubar and selecting the MainMenu from the list of available files.

6.   When a user logs into Denbigh Administration, however, the system will attempt to match their login with a staff record in the staff file. This allows for some user specific preferences and validation to be referenced, in particular the email functionality within Denbigh Admin, as the system needs to know who the sender is, and whether they are authorised to originate emails from within Denbigh Admin.

DENBIGH
INTERNATIONAL

Configuring staff records in Denbigh Administration

1.   Staff records in the Staff file need to be configured with the users' login names, and email shortnames (i.e. the text before the @ in the email address. To access staff records, log in with a full administrator's password, and click on Staff Details on the Main Menu.

2.   Find the required staff member and then click on the Confidential > Account / Email Info / Security tabs.

The top left section of the tab in this form view contains the following fields:

Login Name – this is the key field that will link the user's id to their staff record. It must be entered exactly as the login name that will be typed in when logging into Denbigh Admin. If the login names can be entered in different forms (i.e. shortname or longname) then enter each variation that will allow a successful authentication against the LDAP server.

Email Username – this field is used by the emailing system within Denbigh Admin and will designate the 'Email From' value when sending emails.

Allow Email – a user can be prevented from sending emails from within Denbigh Admin by setting this value to 'No'

Examples of User Group Memberships

Membership of **db_staff** is mandatory for all users. Following are a few examples of how a user's group memberships may be configured to suit specific roles. Each institution, however, will have different requirements for specific people, so refine as required:

Title	Description	Group Memberships
Database Administrator	Full access to the entire system, including access to structure, and bypass of many validations. Use with extreme care	db_dba
Registrar	Main data entry operator for family and students. Access to change student's status from future to enrolled, and to alumni. All address data etc.	db_staff db_registrar db_addresses
Attendance Administrator	Access to manage all absence data for students, and issue correspondence to parents regarding unexplained absences	db_staff db_attendance db_correspondence_write
Curriculum Coordinator	Management of all class data, enrolling students in subjects, configuring academic reports etc	db_staff db_curriculum db_markbook_admin
Timetabler	No access to create or delete classs records, but access to manage timetables, grounds duy rosters etc	db_staff db_timetables
Teacher	Read access to non-confidential data, and write access to reports and markbook results	db_staff

Summary of Kinross Files, Accounts and Privileges

The following table provides an overview of which accounts (LDAP Groups) have been assigned to each file, and an indication of the level of access granted. Accounts are listed in authentication order so level of access will be granted depending on what groups a staff member belongs to.

Account Name	Files Accessible	Privilege Sets
db_admin	Email	Email Admin
	References	Data Entry with Auditing
	Student current	Office administration
	Times	Data entry with auditing
	Transport passes	Data entry with auditing
	MainMenu	Office Administration
db_attendance	Attendance	Data Entry with Auditing
	AttendanceArchive	Data Entry with Auditing
	Civica	Data Entry
	Student Attendance Front Counter Interface	Create Edit & Delete
db_attendance_staff	Staff	Staff Absences and Extras Only
		Staff absences
	Timetable lessons	
db_bulk_senders	Email	Email Admin
db_calendar	Calendar	Data Entry with Auditing
	Denbigh Calendar	Calendar Entry
db_community	Community	All except community delete and learning
db_correspondence_write	Correspondence	Create edit delete layout
db_correspondence_read	Correspondence	View only
db_curriculum	MainMenu	Limited Access Curriculum
	Markbook Groups	Data Entry with Auditing
	Reports	Data Entry with Auditing
	Student class enrolments	Data entry with auditing
	Test Results	Data Entry with Auditing
	Timetable lessons	Data entry with auditing
	Classes	Data entry with auditing
db_dba	Addresses	Data Entry with Auditing
	Attendance	Data Entry with auditing with layouts
	AttendanceArchive	Data Entry with Auditing with Layouts
	Calendar	Data Entry with Auditing
	Civica	Data Entry with Layout
	Classes	Data Entry with Auditing
	Community	Data Entry with Auditing
	Correspondence	Data Entry with Auditing
	Denbigh Calendar	Data Entry with Auditing

DENBIGH INTERNATIONAL

	Discipline	Data Entry with Auditing
	Email	Data Entry with Auditing
	Extra Curricular	Data Entry with Auditing
	Family	Data Entry with Auditing
	Finance_Data	Data Entry with auditing
	Internal Messaging	Data Entry with Auditing
	MainMenu	Data Entry with Auditing
	Markbook Group Students	Data Entry with Auditing
	Markbook Groups	Data Entry with Auditing
	Markbook Task Students	Data Entry with Auditing
	Notes	Data Entry with Auditing
	Photos	Data Entry with Auditing
	Program	Data Entry With Auditing
	References	Data Entry with Auditing
	ReportArchive	Data Entry with Auditing
	Reports	Data Entry with Auditing
	SMS	Data Entry with Auditing
	Staff	Data Entry with Auditing
	Student attendance front counter interface	Create Edit & Delete
	Student Class Enrolments	Data Entry with auditing
	Student Current	Data Entry with Auditing
	Student Former	Data Entry with Auditing
	Student Future	Data Entry with Auditing
	Test Results	Data Entry with Auditing
	Textbooks	Data Entry with auditing
	Timetables	Data entry with auditing
	Times	Data entry with auditing
	Timetable lessons	Data entry with auditing
	Transport passes	Data entry with auditing
	Vcal	Data entry with auditing
db_discipline	Discipline	Data Entry with Auditing
db_extra_curricular	Extra Curricular	Extra Curricular
db_finance_write	Family	Accounts
	Finance_Data	Accounts
	MainMenu	Accounts
	Notes	Accounts
	Student Current	Accounts
	Student future	Accounts
db_finance_read	Family	Accounts
	Finance_Data	Accounts Read Only
	MainMenu	Accounts
	Notes	Accounts
db_foundation	Notes	Foundation
	Program	Foundation
	Student Future	View only
db_hr_write	Community	HR
	Staff	Create, Edit, Delete All

DENBIGH
INTERNATIONAL

	Student Former	db_hr_write
db_hr_read	Staff	View All
db_learning	Community	All except community delete and learning
	Student Current	DB Learning Privilege set
db_markbook_admin	Markbook Group Students	Create Edit Delete in All
	Markbook Groups	Create Edit & delete in all
	Markbook task students	Create Edit Delete in All
db_markbook_entry	Markbook Group Students	Record Level Permissions
	Markbook Groups	Teachers
	Markbook Task students	Teacher record level permissions
db_medical_write	Student attendance Front counter interface	Create Edit & delete
	Attendance	Data Entry with Auditing
	Student Current	Medical
	Student Future	View Only
db_medical_read	Student Current	Medical
db_music	Extra Curricular	Music
db_principle	Addresses	Read-Only with Auditing
	Calendar	Read-Only with Auditing
	Civica	Read-Only Access
	Classes	Read-Only Auditing
	Community	View only + citizenship + Academic
	Correspondence	View only
	Denbigh calendar	Read –only with auditing
	Discipline	Read-Only with Auditing
	Extra Curricular	View only
	Family	Teachers View with Limited fields
	Internal Messaging	Data Entry with Auditing
	MainMenu	Limited Access Teachers Read-Only with auditing
	Markbook Group	Read-Only with Auditing
	Markbook Group Students	Read-only with auditing
	Markbook tasks students	Read-Only Access
	NAPLAN	Principle
	Notes	View Only
	Photos	Read-Only with Auditing
	Program	Read-only with auditing
	References	Read only
	ReportArchive	Public Read Only
	Report	Data Entry with Auditing
	SMS	Teachers
	Staff	Read-only with Auditing
	Student class enrolments	Read-Only with Auditing
	Student Current	View Only
	Student Former	Read-Only with Auditing
	Student Future	Read-Only with auditing
	Test Results	Read-only with auditing
	Text books	Read-only with auditing

	Times Timetable lessons Transport passes	Read-only with auditing
db_pastoral_care	MainMenu Notes	Pastoral care Pastoral Care
db_registrar	Community Family MainMenu Notes Photos Student class enrolments Student Current Student Former Student Future Test Results Transport passes	All except community delete and learning View Edit Create Delete Limited Field Access Registrar Registrar Data Entry with Auditing Registrar Create Edit, Delete all tabs Data Entry with Auditing Data Entry with Auditing Data entry with auditing
db_references	References	Staff data entry
db_reports_doslevel	Reports	View & Record level edit DOS Level
db_reports_supervisor	Reports	View & record level Edit Supervisor Level
db_sport	Extra Curricular	Sport
db_staff	Addresses Attendance AttendanceArchive Calendar Civica Classes Community Correspondence Denbigh Calendar Discipline Email Extra Curricular Family Finance_data Internal Messaging MainMenu Markbook Group Students Markbook groups Markbook task students NAPLAN Notes Photos Program References ReportArchive	Read-Only with Auditing Data Entry with Auditing Read- Only with auditing Read-Only with Auditing Read-Only Access Read-Only Auditing View only + citizenship + Academic No Access Read-Only Access Teachers Teachers View only Teachers view with limited fields No Access Normal Limited Access Teachers Read-Only with Auditing Read-Only with Auditing Read-only with Auditing Data Entry with Auditing Teachers View only No Access No access NonDBA View & record Level Edit staff level

DENBIGH INTERNATIONAL

	Reports	Public Read Only
		Minimal Access Teachers
	SMS	Create Edit & Delete
	Staff	Teachers
	Student Attendance Front Counter	General Staff
		Read only with Auditing
	Student class enrolments	Teachers No Access
	Student Current	Read only with Auditing
	Student Former	Read-only with auditing
	Student Future	Timetable custom
	Test Results	Read-only with auditing
	Textbooks	Read-only with auditing
	Timetables	Read only with auditing
	Times	
	Timetable lessons	Data entry with auditing
	Transport passes	
	Vcal	
db_sms_write	SMS	Public Read Write
db_sms_read	SMS	Public Read Only
db_students	Student attendance front counter	Student sign-in
	Vcal	Student access
db_textbooks	Textbooks	Data Entry with Auditing
db_timetable	Timetables	Data entry with auditing
	Times	Data entry with auditing
	Timetable lessons	Data entry with auditing

The first column represents the account names, the second column represents the file as well as the order of authentication, the last column represents the Account privileges.