

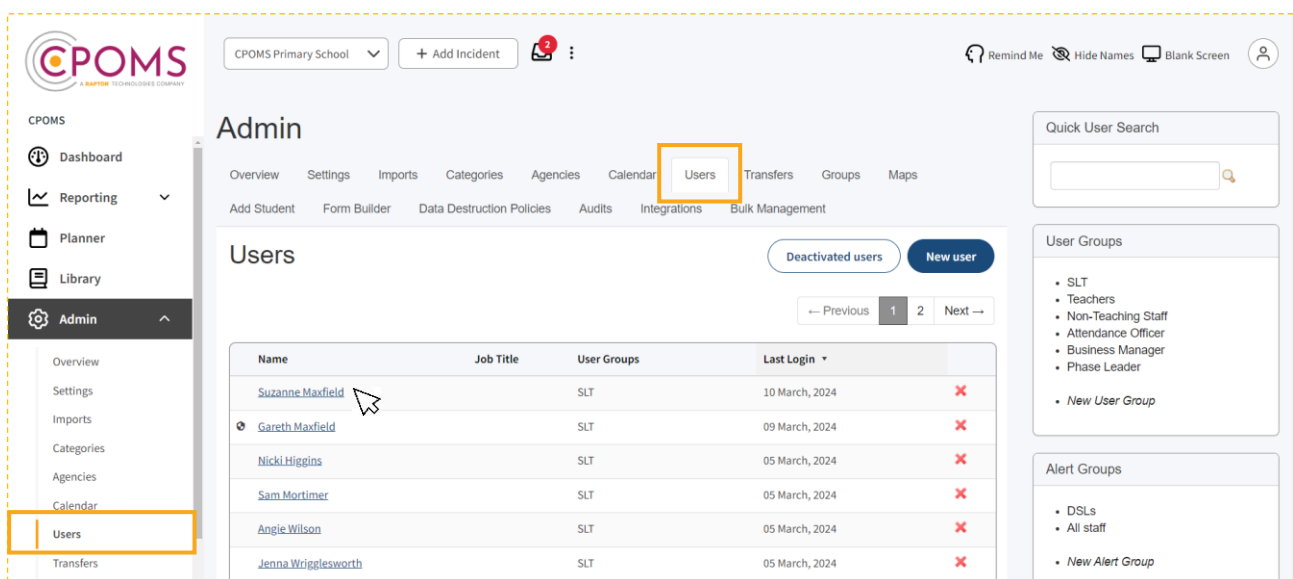
Single Student Restriction

For any type of higher-level access in CPOMS, each user would require a **Soft Key**, using the **CPOMS Authenticator App**.

In some cases, you may wish to restrict a higher-level user from accessing a certain student, *i.e. a staff member's child/family member for example*.

An **Admin Key Holder** in school can choose to restrict a single student, by following the below instructions:-

Log into CPOMS with your key. Go to **'Admin' > 'Users'** and click on the relevant staff members name (*who you would like to restrict a student from*) from your list of users.

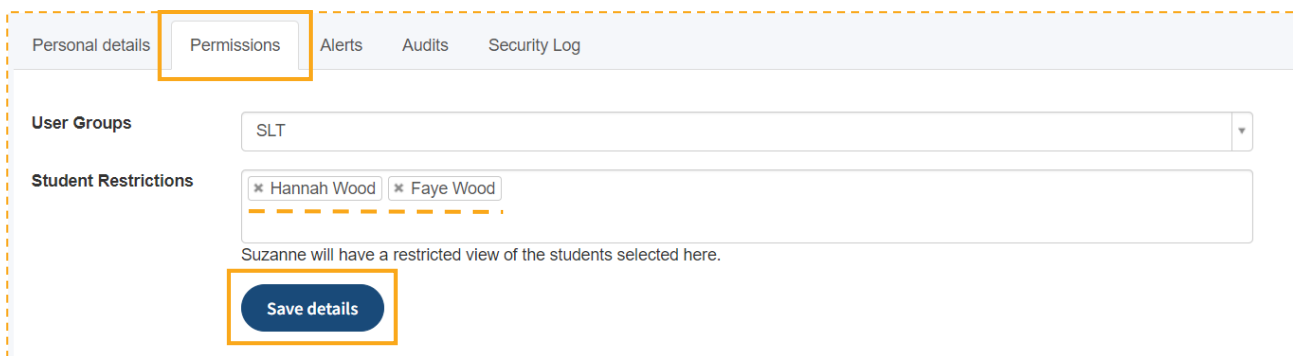


The screenshot shows the CPOMS Admin interface. The 'Users' tab is selected in the top navigation bar. Below the navigation, there are buttons for 'Deactivated users' and 'New user'. A table lists users with the following data:

Name	Job Title	User Groups	Last Login
Suzanne Maxfield	SLT	SLT	10 March, 2024
Gareth Maxfield	SLT	SLT	09 March, 2024
Nicki Higgins	SLT	SLT	05 March, 2024
Sam Mortimer	SLT	SLT	05 March, 2024
Angie Wilson	SLT	SLT	05 March, 2024
Jenna Wrigglesworth	SLT	SLT	05 March, 2024

In their profile, click on the **'Permissions'** tab.

In the **'Student Restrictions'** field, begin to type the students name and once it appears for selection, click on it. You may restrict further students if needed, by typing their name and selecting it again. When you are ready, click **'Save details'**. The staff member will no longer be able to access the chosen student's profile.



The screenshot shows the 'Permissions' tab of a user profile. The 'User Groups' dropdown is set to 'SLT'. The 'Student Restrictions' field contains two entries: 'Hannah Wood' and 'Faye Wood'. Below this field, a message states: 'Suzanne will have a restricted view of the students selected here.' A 'Save details' button is highlighted.

For further assistance on any of the above please do not hesitate to contact us on
01756 797766 or [**support@cpoms.co.uk**](mailto:support@cpoms.co.uk).

