

## Custom Group Restrictions

For any higher level access within CPOMS, each user would require a 'Key', using the CPOMS Authenticator App.

You can then setup group restrictions to allow certain users access to a specific group(s).

Within their User Group permissions, you can also tailor for which categories.

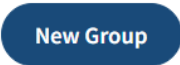
To setup custom group restrictions please follow the below instructions (**Admin Key Holders** only).

This is useful if you wish to allow a user access to a custom group of students, *rather than a existing tutor or year group*:-

**Step 1:- Create two new 'Groups', one for All Students and one for the students you wish to restrict by e.g. SEN Students.**

To create a new group, go to '**Admin**' > '**Groups**' tab.

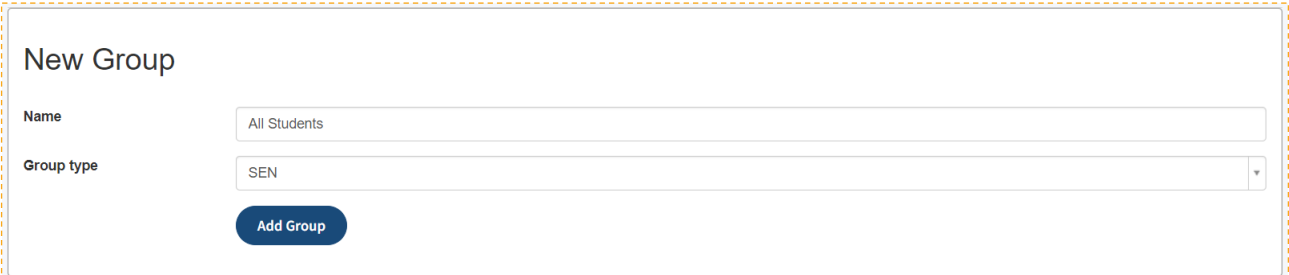
Click on the '**New Group**' button, *to the right-hand side of the screen*.



Within the 'New Group' form, enter a '**Name**' for your first group, *e.g. All Students*.

In '**Group Type**' type in the subject of the group and click on it, *i.e. if you are restricting by SEN Students, you could call the new group type 'SEN'*.

Click '**Add Group**' when you are ready.



Repeat the above instructions for your second new group, *choosing the new 'Group type' you created above this time*.

## Step 2:- Edit the groups

Once you have created the groups, you will see that you have the option to **'Edit'** next to each of the group names.


Groups New Group


Houses | Academic Levels | Registration Form | Sens

Restrict access?

Name	Type	New	Edit	Remove
All Students	Sen	Yes	Edit	✗
SEN Students	Sen	Yes	Edit	✗

Click **'Edit'** next to the **'All Student'** group firstly.

Using the double arrow , move all of your students into the right-hand box entitled **'Students in this group'**.

You will then need to move the students you are restricting by back into the left-hand box entitled **'Students not in this group'**. *To move them back, simply enter their name in the 'Filter by student name' field, click on it and select the single arrow  .*

Click **'Save Group'** when you are ready.

All Students (Sen)

Name:

Group type:

**Students**

**Students not in this group**

Showing all 6

Filter by student name

→→
→

- Abbie Adams
- Graham Allen
- Duncan Anderson
- Erin Bailey
- Leanne Bennett
- Jade Butler

**Students in this group**

Showing all 680


Filter by student name

←
←←

- Kim Behl
- Candice Bell
- Vi Benjafield
- Alex Bennett
- Karen Bennett
- Suzanne Bennett
- Vanessa Bennett
- Engracia Benwell
- Titos Berrecloth
- Petronilla Bracci
- Nonie Brodeur
- Joel Brown
- Mary Brown
- Oscar Brown
- Dalenna Bruckenthal

Save Group

Repeat the process in your second group, by clicking on **'Edit'** next to your second group name.

This time move all of the students you wish to restrict by only, from the left-hand box entitled **'Students not in this group'** to the right-hand box **'Students in this group'** (you can again filter by student name, and click the single arrow  to move them across).

Click **'Save Group'** when you are ready.

### SEN Students (Sen)

Name:

Group type:

Students

**Students not in this group**  
Showing all 680

Filter by student name

←→

- Dalenna Bruckenthal
- Cordy Burberry
- Lindsay Butler
- Will Butler
- Damien Campbell
- Fred Campbell
- Peter Campbell
- Amanda Carter
- Christian Carter
- Elliott Carter
- Elliott Carter
- Isaac Carter
- Karen Carter
- Mia Carter
- Rebecca Carter

**Students in this group**  
Showing all 6

Filter by student name

←

- Abbie Adams
- Graham Allen
- Duncan Anderson
- Erin Bailey
- Leanne Bennett
- Jade Butler

### Step 3: – Switch on Group Restrictions

To switch on Group Restrictions, go to **'Admin' > 'Groups'** tab. At the top of the page you will have the option to restrict by your different groups, click on the group name you created in Step 1 and tick the **'Restrict access'** check box.

### Groups

Houses | Academic Levels | Registration Forms | Sens

Restrict access?

Name	Type	New	Edit	Remove
All Students	Sen	No	<a href="#">Edit</a>	✗
SEN Students	Sen	No	<a href="#">Edit</a>	✗

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## Step 4: – Choose who should be able to access the groups

Lastly, you will need to choose who can access each group.

Go to **'Admin' > 'Groups'** tab. Click **'Edit'** next to the **'All Students'** group firstly, scroll down to the **'Users'** section. Move across all users who should have access to all students, *e.g. your SLT team*, to the right-hand box entitled **'These users will be able to see students in this class'**. Click **'Save Group'** when you are ready.

Click **'Edit'** next to your second group name and again move across all users who should have access to all students firstly *e.g. your SLT team*, as well as the user(s) who should have access to this group of students only this time *e.g. your SENCO*.

Click **'Save Group'** when you are ready.



For higher level access in CPOMS, the user would also need to be in a higher level user group, with two factor authentication setup for their account.

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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).

