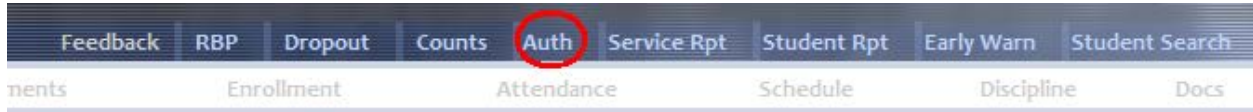


How to use the Authorize Feature of the eCST

1. Login to eCST
2. Choose the **Auth** link on home page



Type User's name in name fields and click **List**

Note: Sometimes you have to do this process 2 times for the name to display

Administration

Authorize

Baseline School	
Comparison School	Sunset Valley Elementary School
Staff First Name	
Staff Last Name	

List

3. Check the grades you would like to authorize, enter the **Expires** date and click **Save**

Campus Staff

Any authorized users will be appended to results below.

Save

#	Emp ID	Name	Role	Grades											Authorized By	Expires
				All	EE	PK	KG	01	02	03	04	05				
1.	Maestro, Lucia	Tchr-		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Save **Cancel**