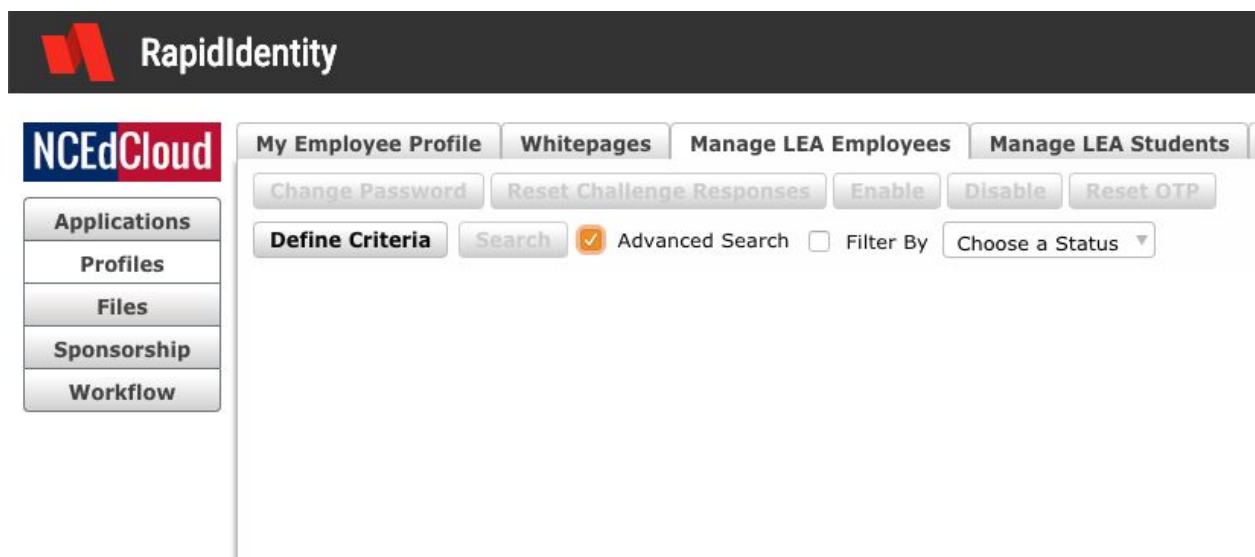# Finding Users with Privileged Roles in NCEdCloud

It is probably a good idea for LEA and Charter School Technology Directors to periodically review which of their users have privileged roles in the NCEdCloud IAM Service. Users with these roles have the ability to look at employee and student Profiles, Reset Passwords and Challenge Questions, and in the case of LEA Administrators and LEA Data Auditors, the ability to review and download the source data files for ALL employees and students in your district/school.

You can do an Advanced Search for these users in the Profiles view of the RapidIdentity Portal (see below).

If you are not familiar with how to check who has these privileged roles, the process will require an "advanced search" under your **Profiles** tab in NCEdCloud. The steps are:

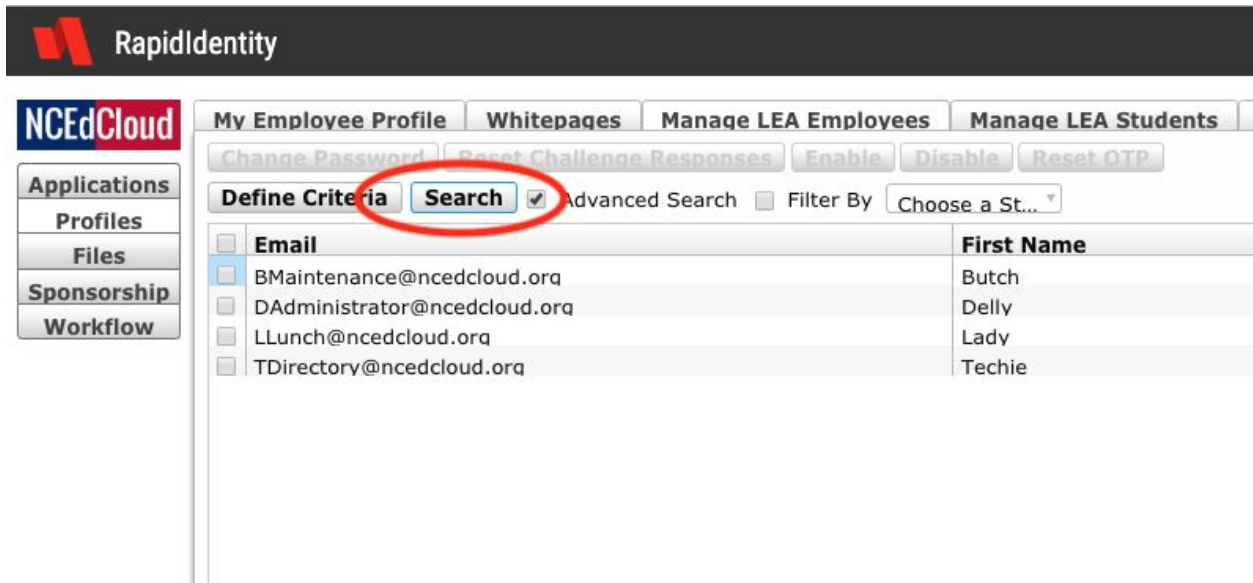1. Click on **Profiles** (side navigation)

2. Click on **Manage LEA Employees**

3. Check the **Advanced Search** box

4. Click on **Define Criteria**

5. In the Criteria window click on **Add Criteria**

6. In the dropdown box select **NCEdCloud Roles**

7. Enter ONE of the roles below in the empty value box

    a. **LEA Administrator**

    b. **LEA Data Auditor**

    c. **LEA Help Desk**

    d. **LEA Student Help Desk**

8. Click on **Save** at the bottom of the window

9. Then click on the **Search** button to see your users with that role

10. You can repeat the process by clicking on **Define Criteria** and entering another role in the value box - make sure to click on **Search** when you return to the Profiles page to update the list

Mark Scheible, MCNC - March 2019