

**Student Records (SR) Access – (Advisors, Registrar, Records, Enrollment...)**

<b>Security Role</b>	<b>Role Name as Listed on the Access Form</b>	<b>Long description</b>	<b>Training Required</b>
ASU_SA_SR Standard Stdnt Pages	SR Standard Student Pages View	This role provides faculty and staff with view access to student information. This information includes name and address data in Campus Community, student records data in the Student Services Center, the ability to print an unofficial transcript and the ability to view holds on the student's record. This is the basic, default role for access to student records.	FERPA Refresher  Intro to PeopleSoft for Advisors: Viewing Student Data
ASU_SA_SR Catalog_Sched View	SR Catalog, Schedule View	This role provides view access to pages in the Course Catalog and Schedule of Classes and includes the Process Profile permission list which is needed to print the Class Schedule and other reports. All users should have this role as the base role in Student Records.	None Required
ASU_SA_SR Advisor	ASU Enrollment Advising Update	This role maintains the page used to advise and clear students prior to enrollment using the replacement to MACS (ASU Advising). View only access to this page is available in the ASU_SA_SR Standard Stdnt Pages role.	FERPA Refresher Advisor 101 Advisor 201 or "Use ASU Advising to Clear System Service Indicators"
ASU_SA_SR Class Permission	SR Course and Class Permission	This role provides access to assign enrollment overrides to students who need specific permission to enroll in a class, such as time conflicts, course requisites, class limits, and department/instructor consent.	FERPA Refresher Advisor 101 Advisor 201 or "Grant Permission Overrides as an Advisor"
ASU_SA_SR Unit Load Adjust	SR Unit Load Adjustments	This role provides access to the Enrollment Limits page to adjust the maximum hours a student can carry during a semester.	FERPA Refresher Advisor 201 or "Grant Permission Overrides as an Advisor"
ASU_SA_SR Student Groups	SR Student Groups Update	This role provides staff with access to maintain students in student groups. Note: Student Groups associated with students may be viewed in the Student Services Center.	FERPA Refresher Online Student Group training

PS Roles defined as of 10/12/06

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ASU_SA_SR Program Plan Update	SR Program Plan Updates	This role provides access to the student's program and plan data to make updates such as changing from one school to another and changing majors or minors. View only access to student majors and minors is available in the ASU_SA_SR Standard Student Pages View role.	FERPA Refresher Advisor 101 Advisor 201 or "Change a Student's Plan as an Advisor"
ASU_SA_SR Program Plan Adm	SR Program Plan Updt Admission	This role provides access to the student's program and plan data to make updates such as changing from one school to another and changing majors or minors. This role is available to staff in Admissions and Readmissions offices.	FERPA Refresher Advisor 101 Advisor 201 BPG for Admissions
ASU_SA_SR Program Plan Reg	SR Program Plan Updt Registrar	This role provides access to the student's program and plan data to make updates such as changing from one school to another, changing majors or minors or adding DOG-filed data. This will include the <i>correct history</i> function. This role is available only to Registrar staff.	FERPA Refresher Advisor 101 Advisor 201 BPG for Registrar
ASU_SA_SR Cohort Mgmt View	SR Cohort Management View	This role provides access to view Cohort Management data setup (Campus Match cohorts, Learning Communities, Class Blocks etc.) and to view student's cohort permissions.	FERPA Refresher Online Cohort View
ASU_SA_SR Cohort Mgr	SR Cohort Management Update	This role provides access to Cohort Management pages to identify class sections that are combined into cohorts for use with Campus Match, Learning Communities and other class blocks. (LIMITED ACCESS) This role is limited to those users who will build cohorts. <i>Cohort Management View</i> is available for user who will only need to view class cohorts.	FERPA Refresher Hands-On Cohort Build

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ASU_SA_SR Cohort Permission	SR Cohort Permission Update	<p>This role provides access to grant students permission to enroll in cohorts. (LIMITED ACCESS) This role is limited to those users who will grant permission to individual students to enroll in a Cohort. Users who request this role should also request <i>SR Cohort Management View</i>.</p>	<p>FERPA Refresher Online Cohort Permissions</p>
ASU_SA_SR Enroll Supervisor	SR Enrollment Supervisor	<p>This role is limited to asst/assoc registrar staff. It gives correction capability to enrollment requests to correct inaccuracies. (LIMITED ACCESS) This role is available only to Registrar staff.</p>	<p>FERPA Refresher</p>
ASU_SA_SR Enroll Staff	SR Enrollment Staff Access	<p>This role provides access to enroll students, adjust enrollment appointments and update student enrollment records. (LIMITED ACCESS) This role is available only to Registrar staff.</p>	<p>FERPA Refresher Need hands-on Registrar staff training</p>
ASU_SA_SR Records Information	SR Records Information Update	<p>This role is available to staff in the registrar's office only. It provides access to update student records data maintained by the registrar's office including address data, FERPA, deceased data, etc. (LIMITED ACCESS) This role is available only to Registrar staff.</p>	<p>FERPA Refresher Advisor 101 Advisor 201</p>

**Scheduler Access**

<b>Security Role</b>	<b>Role Name as Listed on the Access Form</b>	<b>Long description</b>	<b>Training Required</b>
ASU_SA_SR Schedule Updt	SR Schedule Builder	This role provides access to build the class schedule and to view the catalog.	Class Scheduling Basics Class Scheduling Advanced  Ad Astra hands-on training if they schedule their own rooms
ASU_SA_SR Data Rptg	SR Data Reporting	This role has view access to all setup tables and student records pages; intended for institutional analysis	FERPA Refresher
ASU_SA_SR General	SR View Only	This role has view access to general data in student records. (currently limited to catalog and class schedule)	
ASU_SA_SR Query Vw	SR Query View	This role allows users to run PeopleSoft queries but not create them. This is NOT for EPM data warehouse access.	
ASU_SA_SR Instructor Advisor	SR Instructor Advisor Table	This role allows users to update and maintain the Instructor/Advisor Table. This role is limited to those users who will update and maintain information on the academic profiles of faculty, instructors, TAs and advisors in their area. This information is used to assign individuals to teach and grade classes and to attach individual advisors to students.	Job Aid and Business Process Guide – available at the OASIS PeopleSoft Training Environment on Blackboard
ASU_SA_SR Admin All	SR Administrator All	This role provides full access to all pages in Records and Enrollment, Curriculum Management, Setup SACR-Foundation Tables, and Product Related - Student Records.	Limited Access

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ASU_SA_SR Admin Dept	SR Administrator Dept	<p>This role provides access to view the catalog, build the class schedule, set reserve capacity, adjust class associations, identify combined sections, build course edits and view academic structure setup tables.</p> <p>This role is limited to those users who will be involved in the centralized functions related to building the schedule of classes.</p>	<p>Limited Access – Class Scheduling Basics Class Scheduling Advanced</p>
ASU_SA_SR Catalog Mgr	SR Administrator Catalog	<p>This roles adds, updates and corrects the course catalog, view class schedule, academic structure and academic org tree.</p> <p>This role is limited to those who administer the course catalog and various set-up tables associated academic structure and academic organizations.</p> <p>Users with this role should also request access to the class schedule, academic structure and academic org tree.</p>	<p>Limited Access Business Process Guide when available.</p>
ASU_SA_SR Facilities	SR Facilities	<p>This role maintains the building and facility tables.</p> <p>This role is limited to those users who will update and maintain information on buildings and facilities.</p>	<p>Limited Access Business Process Guide when available</p>
ASU_SA_SR Security Setup	SR Security Setup	<p>This role allows users full access to the row-level security setup pages under Setup SACR. This role is limited to Registrar employees who are responsible for user row-level security setup.</p>	<p>Limited Access</p>
ASU_SA_SR Security View	SR Security View	<p>This role allows users view access to the row-level security setup pages under Setup SACR. This role is limited to Registrar staff who have a proven business need to lookup users' row-level security settings. Generally, this would be people who will troubleshoot access problems.</p>	<p>Limited Access</p>
ASU_SA_SR Residency	SR Residency Table	<p>This role allows user to update and maintain residency data on students</p>	<p>Limited Access</p>

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ASU_SA_SR ID Changes	SR ID Changes	<p>This role provides access to update the student's ID.</p> <p>This role is limited to administrative staff.</p>	<p>Limited Access FERPA Refresher Business Process Guide</p>
ASU_SA_SR Name Changes	SR Name Changes	<p>This role provides access to change names on student records.</p> <p>This role is limited to administrative staff.</p>	<p>Limited Access FERPA Refresher Business Process Guide</p>
ASU_SA_SR Residency	SR Residency	<p>This role allows user to update residency data on students.</p> <p>This role is limited to Residency Classification staff.</p>	<p>Limited Access FERPA Refresher</p>
ASU_SA_SR Test Scores	SR Test Results Update	<p>This role provides access to update test results for students for University Placement Tests.</p> <p>This role is limited for administrative staff.</p>	<p>Limited Access FERPA Refresher Test Results Business Process Guide</p>
ASU_SA_SR Athletics	Athlete Data Update	<p>This role updates Athlete Participation tables in Campus Community. This role is maintained by Student Records.</p> <p>This role provides access to update data for Student Athletes and to maintain the Athlete Participation data.</p>	<p>Limited Access FERPA Refresher Business Process Guide</p>
ASU_SA_SR Data Rptg	SR Data Reporting	<p>This role has view access to all setup tables and student records pages; intended for institutional analysis and other centralized data reporting use only.</p>	<p>Limited Access FERPA Refresher</p>
ASU_SA_SR Query Vw	SR Query View	<p>This role allows users to run PeopleSoft queries but not create them. This role is NOT for data warehouse/EPM access.</p> <p>This role is limited to those users who have a proven business need to run pre-written queries in the production environment.</p>	<p>Limited Access FERPA Refresher Business Process Guide and Online Training (to be published)</p>

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ASU_SA_SR Query Mgr	SR Query Manager	<p>This role is limited to administrative and technical staff who will create and run queries.</p> <p>This role is limited to those users who have a proven business need to create and run queries in the production environment.</p>	Limited Access FERPA Refresher PS special hands-on training
ASU_SA_SR Admin All	SR Administrator All	<p>This role provides full access to all pages in Records and Enrollment, Curriculum Management, Setup SACR-Foundation Tables, and Product Related - Student Records.</p> <p>. This role is reserved for centralized administrative offices.</p>	FERPA Refresher Limited Access
ASU_SA_SR Student SelfService	SR Student Self-Service	<p>This role provides students with self-service access to Student Records, Student Financials and Financial Aid data, as well as the ability to view bio/demo data.</p> <p>This role is not requested, but is automatically assigned to students to provide them access to the Self-Service Center.</p>	No training required

**UG Admissions Access**

<b>Security Role</b>	<b>Role Name as it is Listed on the Access Form</b>	<b>Long description</b>	<b>Training Required</b>
ASU_SA_AD UG Applicant Svcs	AD UG Applicant Services	Ability to admit UG student and update admission applications.	Admissions Undergrad Power User FERPA Refresher
ASU_SA_AD UG Customer Service	AD UG Customer Service	Ability to look up UG Applicants. Ability to add UG prospects and update prospect information.	Admissions Undergrad Power User FERPA Refresher
ASU_SA_AD UG Manager	AD UG Manager	Ability to view and admit UG students. Ability to make updates and changes to UG admissions applications including applicant major choices.	Admissions UnderGrad Power User FERPA Refresher

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ASU_SA_AD UG General User	AD UG General User	Ability to view UG Admissions applications. View access to summary pages for one-stop view of UG applicant.	Admissions General User FERPA Refresher
ASU_SA_AD UG Summary View	AD UG View Only	Ability to view UG admissions applications. View access to summary pages for one-stop view of UG applicant.	Admissions View Only FERPA Refresher
ASU_SA_AD UG Student Worker	AD UG Student Worker	Ability to view UG summary pages. Ability to enter UG prospect information and communication records. This role is for UGA student workers only.	Admissions View only FERPA Refresher
ASU_SA_AD UG SuperUser	AD UG Super User	Ability to update and make corrections to UG applicants and prospects. Ability to view and update query based updates. Ability to make any correction or update necessary to the UG admissions process or prospect process.	Limited Access
ASU_SA_AD UG Data	AD UG Data	Ability to update and run queries. Ability to view all summary pages.	Limited Access
ASU_SA_AD Security Setup	SA Security Setup Role	This role provides Admissions with a way to setup row level security, among other things. It basically provides full access to the entire SECURE_STUDENT_ADMIN menu.	Limited Access

**GR Admissions Roles**

<b>Security Role</b>	<b>Role Name as it is Listed on the Access Form</b>	<b>Long description</b>	<b>Training Required</b>
ASU_SA_AD GR Admissions Staff	DGS Admissions Staff	Ability to view and admit GR students. Ability to make updates and changes to GR admissions applications including applicant major choices and residency. Ability to maintain applications. View access to summary pages.	FERPA Refresher Admissions Graduate Power User

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<b>Security Role</b>	<b>Role Name as it is Listed on the Access Form</b>	<b>Long description</b>	<b>Training Required</b>
ASU_SA_AD GR Admissions Supv	DGS Admissions Supervisor	Ability to view and admit GR students. Ability to make updates and changes to GR admissions applications including applicant major choices and residency. Ability to maintain applications. View access to summary pages. Ability to update test score information.	FERPA Refresher Admissions Graduate Power User
ASU_SA_AD GR Dept Supervisor	Dept Supv GR Admissions Vw	Ability to look up GR applicants and prospects.	FERPA Refresher Admission Gportal View Only
ASU_SA_AD GR Dept Staff	Dept Staff GR Admissions Vw	Ability to look up GR applicants and prospects.	FERPA Refresher
ASU_SA_AD GR DGS Staff	DGS Staff GR Admissions Vw	Ability to look up GR applicants and prospects.	FERPA Refresher
ASU_SA_AD GR Dean Review	Dean Review Admissions App	Ability to look up GR applicants.	FERPA Refresher Admission Gportal
ASU_SA_AD GR Sevis Staff	DGS Sevis Staff	Ability to view and admit GR students. Ability to make updates and changes to GR admissions applications including applicant major choices and residency. Ability to maintain applications. View access to summary pages.	FERPA Refresher Admissions Graduate Power User

Human Capital Management Roles

<b>Security Role</b>	<b>Role as it is Listed on the Access Form</b>	<b>Long description</b>	<b>Training Required</b>
ASU_HR_GB Bus Analyst UPD	HCM Business Analyst Update	This role is used for Business Analyst Update access such as translate values or message text.	

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ASU_HR_TA View Role	HR View Job Information	This role is used by departmental users to view jobs, applicants, and interviews.	
ASU_HR_TA Hiring Manager	HR Hiring Manager	This role is used by departmental Hiring Managers to post jobs, screen applicants, schedule interviews and prepare job offers.	"Talent Acquisition Using PeopleSoft" training course – either Demo, Hands-On, or Online version.
ASU_HR_TA Recruiter	ASU Recruiter	This role is for ASU recruiters to be able to set up and maintain desired job qualifications using competencies.	