

CUNYfirst Campus Solutions User Access Request Form - Production

Please note: This form is required in order to request access to the CUNYfirst system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name:	First Name:	MI:
Empl ID:	Job Title:	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time If you are a student, please specify college: _____		
Business Unit / Campus:	Dept / Office:	
Work Phone:	Ext:	CUNY email address:

CONFIDENTIALITY STATEMENT (must be signed by the Employee) :

I understand that the data obtained from anyCUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in theCUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance withCUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature:	Date:
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Managerial Approval (Requesting Supervisor) :

Business Unit / Campus:	Department / Office:
Last Name:	First Name:
Title:	Phone:
Email Address:	
Signature:	Date:

Action Requested (Check Only One): **Add Access** **Remove Access** **Delete All Access**

Student Records - 1 *(Roles require Student Records Owner Approval)*

SR – Common Roles

<input type="checkbox"/> CU_CSCS_Common	Assign to all CS users with the exception of Self-Service users.
<input type="checkbox"/> CU_CSSS_Student_Srvcs_Center	View info about a student via Student Services Center
<input type="checkbox"/> CU CS SS Advisor	Access to the student advisement center.

SR - Inquiry Roles

<input type="checkbox"/> CU_CSSR_PreReq_View	View Only access to configured prerequisite rules
<input type="checkbox"/> CU_CSCC_Stud_Person_Info_VW	DISPLAY ONLY access to Personal Information for any STUDENT (no job record)
<input type="checkbox"/> CU_CSCC_Student_View	View a Person's Bio Data for any STUDENT
<input type="checkbox"/> CU_CSCS_FERPA_Display	Assign to staff responsible for updating FERPA restrictions for an individual.
<input type="checkbox"/> CU_CSCS_Student_Inq_PubSafety	Limited inquiry access to Student information for Public Safety Staff
<input type="checkbox"/> CU_CSCS_Student_Inq_Limited	Limited inquiry access to Student information
<input type="checkbox"/> CU_CSCS_Student_Inquiry	Inquiry access to select Student information
<input type="checkbox"/> CU_CSSI_REPORTS	Service Indicator Reports
<input type="checkbox"/> CU_CSSR_Admin_Crse_Catlg_VIEW	Administer Course Catalog - View Only
<input type="checkbox"/> CU_CSSR_CommonStudRecPagesView	Adds View Only access to common Student Record pages.
<input type="checkbox"/> CU_CSSR_Grade_Reports	Run and display Grade Reports
<input type="checkbox"/> CU_CSSR_Grade_Roster_View	Assign to staff responsible for maintaining student milestones.
<input type="checkbox"/> CU_CSSR_REPORTS	Student Records Reports
<input type="checkbox"/> CU_CSSR_ProgPlan_Maintainer_VW	Program Plan Maintainer – View Only
<input type="checkbox"/> CU_CSSR_View_Setup_and_Config	Access to view Student Records setup and configuration.

SR - Enrollment Roles

<input type="checkbox"/> CU_CSSR_Enroll_Appt_Maintainer	Assign to staff responsible for maintaining student enrollment appointments.
<input type="checkbox"/> CU_CSSR_Enroll_Stdnt_Maintain	Access to Quick Enroll students.
<input type="checkbox"/> CU_CSSR_Quick_Admit	Access to Quick Admit Students for SR Staff.
<input type="checkbox"/> CU_CSSR_Enrollmnt_Reqst_Viewer	Display enroll requests. Run and print enrollment verifications.
<input type="checkbox"/> CU_CSSR_Enrollmnt_Requirements	Add, u/d enrollment reqs, pre-requisite and co-requisite courses.

Student Records Roles

<input type="checkbox"/> CU_CSCPSR_DEGREEWORKS_CAMPUSAD	Access to DegreeWorks setup pages for campus
<input type="checkbox"/> CU_CSCPSR_DEGREEWORKS_CUNYVIEW	View only access to DegreeWorks setup pages for all campuses
<input type="checkbox"/> CU_CSCPSR_DeansList_Admin	Access to Deans list setup and process pages.

Student Records Roles

<input type="checkbox"/> CU_CSCC_Administer_Immuniz	Assign to staff responsible for maintaining the Immunization Table.
<input type="checkbox"/> CU_CSCC_Immunizations	Assign to staff responsible for updating immunization data for students.
<input type="checkbox"/> CU_CSCC_STUD_ATHL_INFO	Role for Athletics Directors to maintain Athletics information for students.
<input type="checkbox"/> CU_CSCC_Student_Health_Update	Assign to staff that update immunization, and health test data for students.
<input type="checkbox"/> CU_CSCC_Student_Update	Add/Update Bio Data for any STUDENT
<input type="checkbox"/> CU_CSCC_Veteran_Rep	Assign to Staff responsible viewing and updating Veterans Affairs data.
<input type="checkbox"/> CU_CSSR_Acad_Advisor_Maintain	U/d and CORRECTION to Student Advisor where advisor(s) are assigned to a student.
<input type="checkbox"/> CU_CSSR_Administer_Roster	Add, u/d grade rosters, class rosters; generate attendance rosters
<input type="checkbox"/> CU_CSSR_Base_Student_Records	Assign to all Student Records users.
<input type="checkbox"/> CU_CSSR_Block_Enroll_Maintaine	This role should be assigned to people who will manage and maintain block enrollments.
<input type="checkbox"/> CU_CSSR_Class_Permission	Assign to Administrave staff responsible for assignment of class permissions.
<input type="checkbox"/> CU_CSSR_Crs_Catalog_Maintainer	Assign to staff that are responsible for maintaining course catalog.
<input type="checkbox"/> CU_CSSR_Dept_Class_Roster	Access Class Rosters that fall under user's Academic Organization as assigned in SACR
<input type="checkbox"/> CU_CSSR_Dept_Grade_Roster	Access Grade Rosters that fall under user's Academic Organization as assigned in SACR
<input type="checkbox"/> CU_CSSR_EndTrm_Act_Maintainer	Assign to staff responsible for processing and maintaining end of term activities.
<input type="checkbox"/> CU_CSSR_ePermit_Approver	Campus access to the ePermit form.
<input type="checkbox"/> CU_CSSR_Grade_Maintainer	Assign to staff who are responsible for maintaining student grades.
<input type="checkbox"/> CU_CSSR_Graduation_Maintainer	Assign to staff responsible for processing and maintaining graduation activities.
<input type="checkbox"/> CU_CSSR_Health_Services	Health Services Reports
<input type="checkbox"/> CU_CSSR_Milestone_Maintainer	Assign to staff responsible for maintaining student milestones.
<input type="checkbox"/> CU_CSSR_PATHWAYS_REPORTS	Access to CUNY Pathways Reports
<input type="checkbox"/> CU_CSSR_ProgPlan_Maintainer	Program Plan Maintainer
<input type="checkbox"/> CU_CSSR_Stdnt_Grp_Maintainer	Intended for staff who are responsible for maintaining student groups.
<input type="checkbox"/> CU_CSSR_Term_Activate_Maintain	Assign to staff responsible for maintaining term activation for students.
<input type="checkbox"/> CU_CSSR_Term_Withdrawal	Assign to staff who will be executing the term withdrawal processes.
<input type="checkbox"/> CU_CSSR_Textbook_Data_Entry	Textbook Data Entry
<input type="checkbox"/> CU_CSSR_Transcript_Maintainer	Assign to Staff processing and maintaining transcript requests.
<input type="checkbox"/> CU_CSSR_Transcript_Text_Update	Add and Update Transcript Text
<input type="checkbox"/> CU_CSSR_Transfer_Credit_Maint	Assign to staff responsible for configuring transfer credit rules.

Student Records - 2 *(Roles require Student Records Owner Approval)*

SR - Class Schedule / Course Catalog Roles

<input type="checkbox"/> CU_CSSR_Administer_Class_Sched	class schedule, class notes, exam codes run class notes and exam code reports
<input type="checkbox"/> CU_CSSR_Administer_Crse_Catalg	Access to Administer Course Catalog
<input type="checkbox"/> CU_CSSR_Administer_Term_Setup	Administer Term Setup, Term/Session and Academic Calendar
<input type="checkbox"/> CU_CSSR_Class_Maintainer	Create class waitlists, permissions and enrollment blocks; process mass enrollments
<input type="checkbox"/> CU_CSSR_Class_Schedule	Add,combined sections; print class schedule; add class sections, schedule new courses
<input type="checkbox"/> CU_CSSR_Combined_Sections	Update/display sections combined table
<input type="checkbox"/> CU_CSSR_Roll_Curriculum_Forwrd	RollCurriculum Forward
<input type="checkbox"/> CU_CSSR_View_Course_Cls_Setup	View Course / Class Setup; view enrollment requirements; u/d advising Student groups

SR - Inquiry Roles (High Level)

<input type="checkbox"/> CU_CSCC_Disability_User_VIEW	Run and v/w queries using Query Viewer View Only access to CS disability data.
<input type="checkbox"/> CU_CSCC_Student_Health_View	View access to Citizenship and Passport data for an individual student
<input type="checkbox"/> CU_CSCS_Student_Inquiry_DOB	Allows view of full Date of Birth on Student Summary View Page
<input type="checkbox"/> CU_CSCS_Student_Inquiry_PREG	View Access to Priority Registration Student Group (Disabled)
<input type="checkbox"/> CU_CSSR_ACAD_Installation_DO	View access to Install Student Admin page.
<input type="checkbox"/> CU_CSSR_ACAD_Config_Rpt_Cds_DO	Display only of HEGIS, CIP, and Field of Study tables
<input type="checkbox"/> **CU_CSCS_Student_Inquiry_SSN	Allows view of full Social Security Number on Student Summary View Page.
<input type="checkbox"/> **CU_CSCC_Citizenship_Data_VW	View immunization, accommodation, and health test data

SR - Faculty Workload Roles

<input type="checkbox"/> CU_CSSR_Administer_Fac_Wkld	Add, u/d faculty assignment types and instructor assignment class.
<input type="checkbox"/> CU_CSSR_Coord_Faculty_Workload	Access to run Instructor/Advisor reports; u/d Instructor/Advisor Table; u/d Instructor schedule
<input type="checkbox"/> CU_CSSR_Faculty_Workload_Rpts	Access to Run Faculty Workload Reports
<input type="checkbox"/> CU_CSSR_View_Faculty_Workload	Access to View Faculty Workload - View Only
<input type="checkbox"/> CU_CSSR_Update_Instrctr_Wrkl	Access to update Instructor Workload
<input type="checkbox"/> CU_CSSR_Instructor_Advisor	Update/display the Instructor/Advisor Table
<input type="checkbox"/> CU_CSSR_Faculty_Workload_Intfc	Faculty Workload Interface Processor
<input type="checkbox"/> CU_CSSR_Faculty_Workload_IR	Assign to staff in Institutional Research who are responsible for running the CUNYfirst-to-IR interface for Faculty Workload processes.
<input type="checkbox"/> CU_CSSR_Faculty_Wrk_Intfc_I537	Assign to staff that will be running the I537 Faculty Workload Interface.

Student Records Roles (High Level)

<input type="checkbox"/> CU_CSCC_Disability_User	Access to CS disability data.
<input type="checkbox"/> CU_CSCC_Manage_Committee	Manage Committees based on a standardized committee types
<input type="checkbox"/> CU_CSCC_Stud_Person_Info_Corr	CORRECT HISTORY UPDATE access to Personal Information for any STUDENT
<input type="checkbox"/> CU_CSCC_Student_Personal_Info	Assign to staff that require UPDATE access to Personal Information for any STUDENT
<input type="checkbox"/> CU_CSSR_ACAD_Config_Display	Academic Structure configuration (includes programs, plans, subplans, careers, etc).
<input type="checkbox"/> CU_CSSR_ACAD_Config_Display_SA	Display only access to Install Student Administration page.
<input type="checkbox"/> CU_CSSR_ACAD_Config_Reports	Assign to staff who run SR Academic Structure Configuration Reports
<input type="checkbox"/> CU_CSSR_ACAD_Config_Rpt_Cds	Central office access ONLY to HEGIS, CIP, and Field of Study table access
<input type="checkbox"/> CU_CSSR_Administer_Grades	Post grades; run grade lapse process, missing immun.; Grade assignment process
<input type="checkbox"/> CU_CSSR_LAWSCHOOL_BLINDGRADING	Assists users in verifying and validating exam numbers for all law students
<input type="checkbox"/> CU_CSSR_ProgPlan_Maintain_CORR	Program Plan Maintainer - CORRECTION
<input type="checkbox"/> CU_CSSR_Setup_and_Config	Maintain Student Records setup and configuration values.
<input type="checkbox"/> CU_CSSR_Setup_and_Config_Rpts	Assign to staff that have a need to run Student Records setup reports.
<input type="checkbox"/> CU_CSSR_Undo_SF_Enr_Cancel	Allows access to run a process that Undoes Enrollment Cancellations
<input type="checkbox"/> **CU_CSCC_Citizenship_Data	Update access to Citizenship and Passport data for an individual student
<input type="checkbox"/> **CU_CSCC_Class_Meeting_Patterns	Access to Class Meeting Patterns
<input type="checkbox"/> **CU_CSSR_Admin_Crse_Catalg_CORR	Administer Course Catalog with CORRECTION
<input type="checkbox"/> **CU_CSSR_Instructor_Advsr_CORR	Corrections access to the Instructor/Advisor Table

Campus Community (Shared Data) Roles

<input type="checkbox"/> CU_CSCC_3C_Checklists	3C Checklist - base access
<input type="checkbox"/> CU_CSCC_3C_Checklists_Run	3c Checklist Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Comments	3C Comments - base access
<input type="checkbox"/> CU_CSCC_3C_Comments_Run	3c Comments Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communication_Run	3c Communication Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communications	3C Communications - base access
<input type="checkbox"/> CU_CSCC_3C_Setup_Conf_View	View access to all setup and configuration values for 3C
<input type="checkbox"/> CU_CSCC_Svc_Indc_Maintainer	Assign to staff who maintain service indicators and run mass assign processes.
<input type="checkbox"/> CU_CSCS_Student_Groups	Update access to Student Groups
<input type="checkbox"/> CU_Query_Run	Run and view queries using Query Viewer

** Roles require Central Office Approval

Admissions *(Roles require Admissions Owner Approval)*

Admissions Roles

<input type="checkbox"/> CU_CSAD_Add_Applicant	Assign to staff that are responsible for adding applications.
<input type="checkbox"/> CU_CSAD_Administer_Admissions	Access to administer admissions and running admissions processes.
<input type="checkbox"/> CU_CSAD_Hobsons_Admin	Access to the Hobson's Connect component
<input type="checkbox"/> CU_CSAD_Maintain_Applications	Access to adding, updating and correcting applications for admission
<input type="checkbox"/> CU_CSAD_Mass_Change	Assign to staff responsible for running Admissions batch processes.
<input type="checkbox"/> CU_CSAD_Test_Score_Maintain	Assign to staff that are responsible for updating academic test data for a student

AD - Inquiry Roles

<input type="checkbox"/> CU_CSAD_REPORTS	Admissions Reports
<input type="checkbox"/> CU_CSSR_Create_Maintain_Org_VW	View access to External Organizations

Campus Community (Shared Data) Roles

<input type="checkbox"/> CU_CSCC_3C_Checklists	3C Checklist – base access
<input type="checkbox"/> CU_CSCC_3C_Checklists_Run	3c Checklist Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Comments	3C Comments – base access
<input type="checkbox"/> CU_CSCC_3C_Comments_Run	3c Comments Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communication_Run	3c Communication Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communications	3C Communications – base access
<input type="checkbox"/> CU_CSCC_3C_Setup_Conf_View	View access to all setup and configuration values for 3C
<input type="checkbox"/> CU_CSCC_Svc_Indc_Maintainer	Assign to staff who maintain service indicators and run mass assign processes.
<input type="checkbox"/> CU_CSCS_Student_Groups	Update access to Student Groups
<input type="checkbox"/> CU_Query_Run	Run and view queries using Query Viewer

Full Admissions Roles

<input type="checkbox"/> CU_CSADM_Add_Applicant	Assign to staff that are responsible for adding applications.
<input type="checkbox"/> CU_CSADM_Administer_Admission	Access to administer admissions and running admissions processes.
<input type="checkbox"/> CU_CSADM_Setup_And_Config_VW	Limited view-only access to Admissions Setup/ Config data

‡ Full Admissions Roles require UAPC1 Institution SACR Security ‡

Student Financials *(Roles require Student Financials Owner Approval)*

Student Financials Roles

<input type="checkbox"/> CU_CSSF_Base_Student_Financial	This role should be assigned to all Student Financials users.
<input type="checkbox"/> CU_CSSF_Campus_Dir_Deposit_Adm	Assign to users to add and update student bank account information and direct deposit elections
<input type="checkbox"/> CU_CSSF_Cashiering	Assign to users who perform cashiering functions.
<input type="checkbox"/> CU_CSSF_Collections	Assign to users who perform collections functions.
<input type="checkbox"/> CU_CSSF_Conversion	SF Conversion
<input type="checkbox"/> CU_CSSF_Corporate_Bills	Assign to users who perform corporate billing functions.
<input type="checkbox"/> CU_CSSF_County_Chargeback	Assign to users that are responsible for processing county chargeback.
<input type="checkbox"/> CU_CSSF_Disbrsmnt_Rfnd_Inbound	SF Disbursements and Refunds Inbound Interface
<input type="checkbox"/> CU_CSSF_Enrollment_Deposit	Assign to users who perform enrollment deposit functions.
<input type="checkbox"/> CU_CSSF_ePayment_Reconcil	Assign to users who perform e-payment reconciliation.
<input type="checkbox"/> CU_CSSF_Refunding	Assign to users who perform refunding functions.
<input type="checkbox"/> CU_CSSF_Sallie_Susp	Assign to users responsible for processing Sallie Mae inbound files and processes.
<input type="checkbox"/> CU_CSSF_Stud_Acct_Stmt_Rpt	Student Account Statement Report
<input type="checkbox"/> CU_CSSF_Stud_Recv_Rpt	Student Financials Student Receivables Report
<input type="checkbox"/> CU_CSSF_Student_Bills	Assigned to staff that that perform student billing functions.
<input type="checkbox"/> CU_CSSF_Summary_Of_Grants	Student Financials Summary of Grants
<input type="checkbox"/> CU_CSSF_Third_Party	Assigned to staff that perform third party billing functions.
<input type="checkbox"/> CU_CSSF_Tuition_Calc_Rpt	Assigned to staff responsible for processing tuition calculation verification reports.
<input type="checkbox"/> CU_SF_1098T_Editor	1098 Editor
<input type="checkbox"/> CU_SF_1098T_Reviewer	1098 Reviewer

SF - Inquiry Roles

<input type="checkbox"/> CU_CSSF_Setup_and_Config_VW	View access to Student Financials Setup and Configuration
<input type="checkbox"/> CU_CSSF_REPORTS	Student Financials Reports
<input type="checkbox"/> CU_CSSF_CommonSFPagesView	View Only access to common Student Financial pages.
<input type="checkbox"/> CU_CSSS_StudCenter_FinPages	Adds Financial Pages to Student Services Center.
<input type="checkbox"/> CU_CSSF_Direct_Depost_View	View Only access to student bank account info and direct deposit elections
<input type="checkbox"/> CU_CSSF_Refund_AP_Vchr_Review	View Only access to Student Refund AP Vouchers.

Student Financials Roles (High Level)

<input type="checkbox"/> CU_CSSF_Administer_Cashiering	Assign to users who administer cashiering functions.
<input type="checkbox"/> CU_CSSF_Administer_Student_Fin	This high-level SF role assigned to users who manage SF processes.
<input type="checkbox"/> CU_CSSF_Cancellation	Assign to SF Cancellation users.
<input type="checkbox"/> CU_CSSF_Cashier_GL_Interface	Access to Cashiering GL Interface
<input type="checkbox"/> CU_CSSF_Chrg_Pymnt_Reversal	Access to Reverse student charges and payments
<input type="checkbox"/> CU_CSSF_Setup_and_Conf_Cashier	Setup and Configure Cashiering.
<input type="checkbox"/> CU_CSSF_Setup_Course_Class_Fee	Setup Course & Class Fees

Campus Community (Shared Data) Roles

<input type="checkbox"/> CU_CSCC_3C_Checklists	3C Checklist – base access
<input type="checkbox"/> CU_CSCC_3C_Checklists_Run	3c Checklist Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Comments	3C Comments – base access
<input type="checkbox"/> CU_CSCC_3C_Comments_Run	3c Comments Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communication_Run	3c Communication Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communications	3C Communications – base access
<input type="checkbox"/> CU_CSCC_3C_Setup_Conf_View	View access to all setup and configuration values for 3C
<input type="checkbox"/> CU_CSCC_Srvc_Indc_Maintainer	Assign to staff who maintain service indicators and run mass assign processes.
<input type="checkbox"/> CU_CSCS_Student_Groups	Update access to Student Groups
<input type="checkbox"/> CU_Query_Run	Run and view queries using Query Viewer

Financial Aid *(Roles require Financial Aid Owner Approval)*

Financial Aid Roles

<input type="checkbox"/> CU_CSFA_APTS	FA APTS Disbursements.
<input type="checkbox"/> CU_CSFA_APTS_Intfc	FA APTS Interface
<input type="checkbox"/> CU_CSFA_Base_Financial_Aid	Assign role to Financial Aid users
<input type="checkbox"/> CU_CSFA_Dept_Awards	Assign to people in OTHER offices who need to post specific awards to Financial Aid.
<input type="checkbox"/> CU_CSFA_Maintain_Budgets	Access to create and maintain student budgets manually.
<input type="checkbox"/> CU_CSFA_Maintain_FA_Term	Access to Add, Update, Change FA Term records manually.
<input type="checkbox"/> CU_CSFA_Maintain_SAP	Access to SAP functions for schools after they have gone live withCUNYfirst Financial Aid.
<input type="checkbox"/> CU_CSFA_Manage_ISIRs	Access to process and correct ISIR data, including ISIR reports, suspense management, etc.
<input type="checkbox"/> CU_CSFA_ManageExAwards_CAMPUS	Campus access to Manage Financial Aid External Awards
<input type="checkbox"/> CU_CSFA_Package_Aid	Access to all aspects of packaging Financial Aid.
<input type="checkbox"/> CU_CSFA_PELL_Campus_Coord	Assign to Campus Pell Coordinator
<input type="checkbox"/> CU_CSFA_PELL_PAYMENT_REPORTING	Access to PELL Payment Reporting pages
<input type="checkbox"/> CU_CSFA_Process_Auth_Disb	Access to manual and batch pages for Authorize and Disburse Aid.
<input type="checkbox"/> CU_CSFA_Process_Loans	Access to all facets of Financial Aid Loan functionality.
<input type="checkbox"/> CU_CSFA_R2T4	Access to the Return to Title IV (R2T4) worksheets and reports..
<input type="checkbox"/> CU_CSFA_SAP_SETUP	Access to SAP Setup
<input type="checkbox"/> CU_CSFA_TAP	FA TAP Disbursements Interface
<input type="checkbox"/> CU_CSFA_Work_Study	Access to the Work Study pages

FA - Inquiry Roles

<input type="checkbox"/> CU_CSFA_Anticipated_Aid_Report	FA Anticipated Aid Report
<input type="checkbox"/> CU_CSFA_REPORTS	Financial Aid Reports
<input type="checkbox"/> CU_CSFA_SAP_INQUIRY	Satisfactory Academic Progress Inquiry
<input type="checkbox"/> CU_CSFA_Setup_and_Config_VW	View access to maintain Financial Aid setup and configuration pages
<input type="checkbox"/> CU_CSFA_View_Financial_Aid	View Only access to most pages in the Financial Aid area.

Financial Aid Roles (High Level)

<input type="checkbox"/> CU_CSFA_Anticipatd_Aid_Inbound	FA Anticipated Aid Inbound Interface
<input type="checkbox"/> CU_CSFA_Award_Override	Manually award students with Professional Judgement - overrides ALL Financial Aid rules.
<input type="checkbox"/> CU_CSFA_Feed_Outbound	Access to process FA interfaces.
<input type="checkbox"/> CU_CSFA_Setup_and_Config	Access to maintain Financial Aid setup and configuration pages.
<input type="checkbox"/> CU_CSFA_Work_Study_CORR	Access to the Work Study pages and Correct History access to the Work Study Approval page.
<input type="checkbox"/> **CU_CSFA_APTS_Coord_Campus	Access to setup APTS controls fields and access to the details page.
<input type="checkbox"/> **CU_CSFA_Disburse_Override	Access to override authorization and disbursement rules to force aid to disburse.
<input type="checkbox"/> **CU_CSFA_File_Management	Access to update Bio/Demo data for Student Relationships.
<input type="checkbox"/> **CU_CSFA_File_Mgmt_CORR	Access to update Bio/Demo data for Student Relationships.
<input type="checkbox"/> **CU_CSFA_Maintain_SAP_CORR	CORRECT history access to SAP functions
<input type="checkbox"/> **CU_CSFA_Parent_Loan_Coord	Access to update Bio/Demo data for Student Relationships.

**** Roles require Central Office Approval**

Campus Community (Shared Data) Roles

<input type="checkbox"/> CU_CSCC_3C_Checklists	3C Checklist – base access
<input type="checkbox"/> CU_CSCC_3C_Checklists_Run	3c Checklist Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Comments	3C Comments – base access
<input type="checkbox"/> CU_CSCC_3C_Comments_Run	3c Comments Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communication_Run	3c Communication Mass Assign / Run
<input type="checkbox"/> CU_CSCC_3C_Communications	3C Communications – base access
<input type="checkbox"/> CU_CSCC_3C_Setup_Conf_View	View access to all setup and configuration values for 3C
<input type="checkbox"/> CU_CSCC_Srvc_Indc_Maintainer	Assign to staff who maintain service indicators and run mass assign processes.
<input type="checkbox"/> CU_CSCS_Student_Groups	Update access to Student Groups
<input type="checkbox"/> CU_Query_Run	Run and view queries using Query Viewer

Data Permissions (SACR) Security

Secure Student Administration

Security Type	Value
Academic Institution - List academic institution(s) user can access.	
Institution / Campus	
Institution / Career - Career(s) the user can access.	UGRD UKCC ULAG CBAC GRAD DOCT GGRD MEDS LAW
Academic Program - Academic program(s) that the user can access.	All or Specific _____
Academic Plan - Academic plan(s) that the user can access	All or Specific _____
Academic Org - Academic Organization(s) that the user can access.	
Admissions Action - Admission Action(s) the user is allowed access	All or Specific _____
Program Action - Program Action(s) the user is allowed to access	All or Specific _____
Application Center - Application center(s) the user is allowed to access,	
3C Group - 3C Group(s) user is allowed to access (Inquiry / Update / Delete)	Inquiry Update Delete _____
Enrollment Access ID - Enrollment Access ID Requested	
Milestone Security - List Specific Milestones and (Inquiry / Update)	Inquiry Update _____
Service Indicators - List codes and reasons (Place / Release)	Placement Release _____
Student Group - List groups and Inquire / Update)	Inquiry Update _____
Transcript Report - Determines the transcript types users have access to.	ADVMT OFFIC STDNT UNOFF Other _____
Test ID Security - Determines access to specific test scores	All or Specific
Graduation Status - Specify Graduation Review Status requested	All or Specific
CTM Transaction - Specify CTM Transaction requested	All or Specific

Secure Student Financials

Security Type	Value
Business Unit	
Cashier's Office - <u>(Bursar only)</u>	
SetID	
Institution Set	

Approvals

SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)

Student Records - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Student Records - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

Student Financials - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Student Financials - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

Financial Aid - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Financial Aid - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date:

Admissions - Campus Approval:

Last Name:	First Name:
Signature:	Date:

Admissions - Central Approval: (if required)

Last Name:	First Name:
Signature:	Date: