

One-Stop Summer/Interim Systems Authorization

Used by Chairpersons to request access to various systems for a temporary replacement/designee who will act in his/her place for a limited time

Finance Transactions Access:	Registrar Transactions Access: (Role descriptions attached)	Assoc. Provost Transactions Access:
CUNYfirst Procurement Rights: <input type="checkbox"/> Requester <input type="checkbox"/> Requester's Supervisor <input type="checkbox"/> Dept Approver LV1 <input type="checkbox"/> Dept Approver LV2	CUNYfirst CS Rights: <input type="checkbox"/> Update: CU_CSSR_Class_Permission, CU_CSSR_Enrollmnt_Requirements, CU_CSSS_Student_Srvcs_Center, CU_CSSR_Enroll_Stdnt_Maintain, <input type="checkbox"/> View-only: CU_CSCS_Common, CU_CSSR_Dept_Class_Roster, CU_CSSR_Dept_Grade_Roster, CU_CSSR_Admin_Crse_Catlg_VIEW, CU_CSSR_Enrollmnt_Reqst_Viewer, CU_CSSR_ProgPlan_Maintainer_VW, CU_CSSR_View_Course_Cls_Setup, CU CS SS Advisor, CU_CSSR_View_Faculty_Workload, CU_CSCS_Student_Inquiry, CU CS SS Instructor, CU_Query_Run,	<input type="checkbox"/> Chair-level Rights for BC Tools: Executive Dashboard View Multiple Positions Approval
<input type="checkbox"/> Proftech Approvals <input type="checkbox"/> CF Travel User/Proxy/Approvals: Travel and Expense Entry, Travel and Expense Delegate Entry (Proxy), Travel and Expense Supervisor Travel and Expense Department Level 1 Travel and Expense Department Level 2 <input type="checkbox"/> CF Procurement-Card Supervisor <input type="checkbox"/> BC e-Appointments	<input type="checkbox"/> Chair-level Rights for BC Tools: Declaration of Major, Grade Changes, INC Grade Changes, Leave of Absence, Missing Grades Submission, Registrar Exception Requests, SALI, WN Grade Reversal, Course Scheduling Reports, Final Exam Scheduling, Room Changes, Thesis Approval	I.T.S. Transaction Access: <input type="checkbox"/> Chair-level Rights for BC Tools: Class Cancellation/Relocation Alerts ePetition <input type="checkbox"/> DOCS Batch Emailing (Orientation required)
If Applicable: <input type="checkbox"/> BC Foundation Authorized Signatory <input type="checkbox"/> Other Member Authorized Signatory <input type="checkbox"/> Non-Tax Authorized Signatory	Other Rights Requests:	

The Replacement/Designee below understands that the data obtained from any CUNYfirst/BC system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data, and understands that s/he will be individually accountable for the use of their User ID in the CUNYfirst/BC computer systems. Improper use of their User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements. The Replacement/Designee below understands that any rights and privileges added will be removed at the end of the authorization term.

Temporary Designee:		Empl-ID: _____
Department/Program:		
Effective period:	Start: _____ End: _____	[] Full Summer 20_____
Authorizing Chairperson/PGM Head:		Empl-ID: _____
Replacement/Designee Signature:		Dated: _____
Chairperson Signature:		Dated: _____

Temporary Replacement/Designee: _____

Empl-ID: _____

Office of Associate Provost for Faculty and Administration

Name/Signature: _____

Date: _____

Student Records/Registrar

Name/Signature: _____

Date: _____

Internal Audit:

Name/Signature: _____

Date: _____

Information Technology Services

Name/Signature: _____

Date: _____

Business Manager:

Name/Signature: _____

Date: _____

VP for Administration and Finance:

Name/Signature: _____

Date: _____

One-Stop Summer/Interim Systems Authorization Form

Instructions

This condensed form has been designed to enable a Chairperson to easily request that a designee be assigned temporary rights and powers usually reserved for a Chairperson. The most common use is to designate a “summer chair” and facilitates the assignment of various CUNYfirst, Financial, and BC IT System rights.

Note that this form is used to assign rights for a specific limited period of time. Please do not use this form to request access for a new Chairperson of Record, or for an indefinite period of time. The rights will be revoked, as per CUNY policy, after the period you specify.

Please Note: A designee may NOT approve or grant access for themselves!

What's In This Form?

- This instruction page
- The two-sided application form
- A page detailing what rights are included in the various choices on the application form

How to submit the form:

1. The Chairperson of Record completes and signs the front side of the two-sided form, selecting some or all of the roles and rights available.
2. The Designee signs the form.
3. The form is sent to the Associate Provost for Faculty and Administration for their approval. When approved, that office forwards the form to I.T.S. for implementation.
4. Security administrators in I.T.S. and Finance assign the requested rights on a fast-track basis and communicate the completion to the designee. If training is required, they coordinate that with the designee.
5. The Security admins work with the official owner offices (Registrar, financials...) to document their approvals for future audit purposes, and signify that approval on the back of the form.

Timeline:

Please submit these forms at least two weeks prior to when your designee will need the system rights. Multiple offices and staff must contribute to ensuring that the rights are set up properly and in some cases training is needed.

Typical Chairperson CUNYfirst CS Roles

Registrar Transactions Access	CF / Campus Solutions Roles	Short Description	Long Description	Role Explanation	Usually Assigned To:
CUNYfirst Employee Rights	CU_HC_Common, CU_HC_Standard_Permissions, CU_HRSS_Employee, Recruitment User, Recruitment User		Default Human Resources roles that are automatically assigned to all CUNYfirst users in order to access Campus Solutions module and view/update personal information.		
Update: Class Permissions	CU_CSSR_Class_Permission	SR Class Permission	SR This role is intended for department chairs and administrative staff who are responsible for the assignment of class permissions. ----- U/d class permissions (permission to add/drop) Generate Add Permissions	Access to - add/update class permissions (permission to add/drop) - Generate Add Permissions	Department chairs and administrative staff who are responsible for the assignment of class permissions.
Enrollment Requirements	CU_CSSR_Enrollmnt_Requirements	Add, u/d enrollment reqs, pre_requisite and co-requisite courses.	This role is intended to be assigned to staff who are responsible for maintaining Enrollment Requirements. Setting Academic Advising requirements. CORRECTION to Academic Requirement Groups ----- Add, u/d enrollment requirements (course related pre-requisites and co-requisites). Add, u/d, correction to Academic Requirement Groups, Academic Requirements, Course Lists, Entity Groups, Course Share Sets, Requirement Usages	Add, u/d enrollment reqs, pre_requisite and co-requisite courses. Add/update/correct Define Requirement Groups, Define an Entity Group, Define Course Lists, Define Course Share Sets, Define Requirement Usages, Define Academic Requirements	Curriculum update staff
CS Student Services Center	CU_CSSS_Student_Srvcs_Center	CS Student Services Center	CS Student Services Center. This role is intended to be assigned to administrative staff who need to view information about a student via Student Services Center. ----- U/d of student Emergency Contact information, Demographic Data, display of transfer credit report, financial aid summary, financial summary, course and class history, student's current class schedule, view grades, view account summary, view enrollment appointment, view exam schedule, and view admissions summary.	U/d of student Emergency Contact information, Demographic Data, display of transfer credit report, financial aid summary, financial summary, course and class history, student's current class schedule, view grades, view account summary, view enrollment appointment, view exam schedule, and view admissions summary.	Students, administrative and advisement staff who assist students with basic queries or academic advising information.
SR Enroll Students Maintainer	CU_CSSR_Enroll_Stndt_Maintain	SR Enroll Students Maintainer	This role is intended to be assigned to staff who are responsible for enrolling students. ----- Add, u/d Quick Enroll, Enrollment Request, and Mass Enrollment functions. Add (via Quick Admit) Address, Bio data, Program/Plan, Regional, and Visa Permit Data. Add, u/d Student Study List, u/d student Enrollment Summary, Term Statistics, and Historical Course Enrollment	Add, u/d Quick Enroll, Enrollment Request, and Mass Enrollment functions. Add (via Quick Admit) Address, Bio data, Program/Plan, Regional, and Visa Permit Data. Add, u/d Student Study List, u/d student Enrollment Summary, Term Statistics, and Historical Course Enrollment report, process transcripts, transcript request inquiry	Registrar staff, academic department staff, academic advisors, peer advisors
CS Common Pages	CU_CSCS_Common	CS Common role for CS users	Common Role For CS users (Not Self-Service Users). This role should be assigned to all CS users with the exception of Self-Service users. ----- Add, u/d Service Indicators, view Service Indicator summary; u/d user defaults, View Test Results. . View Maintain Orgs.	Add, u/d Service Indicators, view Service Indicator summary; u/d user defaults, View Test Results. . View Maintain Orgs.	All staff (SI security limits view and update ability)
Dept Class Roster	CU_CSSR_Dept_Class_Roster	View Only Department Class Roster	View-only access to the admin Class Roster component.	Display only access to view department class rosters for current semesters	Department Chairpersons
Dept Grade Roster	CU_CSSR_Dept_Grade_Roster	View Only Department Grade Roster	View-only access to the admin Grade Roster component.	Display only access to view department grade rosters for prior semesters	Department Chairpersons
Course Catalog	CU_CSSR_Admin_Crse_Catlg_VIEW	View of Admin Course Catalog	Assign to staff who need display only access to view and print course catalog and schedule of classes ----- Display course catalog, print course catalog, display enrollment requirements, display class schedule	Display course catalog, Course Details, print course catalog Class Search View Academic Requirements, Enrollment Requisite Summary Update/display Course Equivalencies	Academic Department staff, Registrar, Curriculum update staff
Enrollment Request	CU_CSSR_Enrollmnt_Reqs_Viewer	SR Enrollment Request Viewer	This role is intended to be assigned to staff who have a need for viewing enrollment requests. ----- Display existing enrollment requests (and update them if they have enrollment access IDs that allow them to enroll students via SACR security).; run and print enrollment verifications.	Display existing enrollment requests (and update them if they have enrollment access IDs that allow them to enroll students via SACR security).; run and print enrollment verifications.	Registrar staff, academic department staff, academic advisors, peer advisors
Program Plan Administration	CU_CSSR_ProgPlan_Maintainer_VW	Maint Acad Prog/Plan View Only	View Only - Maintain Students' academic program and plan information. ----- Assign to staff who need to view student career and program, plan, and subplan information, and (view) student by student group.	Assign to staff who need to view student career and program, plan, and subplan information, and (view) student by student group.	Wide range across colleges - AD, Registrar, Bursar, FA, academic departments and advisors. View Only - Maintain Students' academic program and plan information.
Class Setup	CU_CSSR_View_Course_Cls_Setup	SR View Course / Class Setup	View Course / Class Setup ----- Display course catalog, class schedule, enrollment requirements	Access to - View/Inquire Academic Requirements, Enrollment Requisite Summary, Enrollment CourseList Summary, Enrollment Rqrmnt Summary - Display Only Advisement Student Groups *Access to - View/Inquire Academic Requirements, Browse Catalog, Course Details, Catalog Search, Class Search, Course Catalog Summary - Display Only Global Notes Table, Class Notes Table, Adjust Class Associations, Combined Sections Table, Update Sections of a Class, Maintain Schedule of Classes, Enrollment Requisite Summary, Course Catalog, Class Event Table, Identify Combined Sections*	View only - all staff may benefit

Typical Chairperson CUNYfirst CS Roles

Registrar Transactions Access	CF / Campus Solutions Roles	Short Description	Long Description	Role Explanation	Usually Assigned To:
Advisor	CU CS SS Advisor	CS Advisor	Self Service Advisor. This role is intended to be assigned to staff who are identified as advisors to students. Its primary purpose is to grant access to the student advisement center.	<p>Access to Community Directory Search to find the email address or the phone number of a student, and employee for an alumnus</p> <p>Access to</p> <ul style="list-style-type: none"> - Advisor View of Student Data (View Transfer Credit Report, To Do List, Emergency Contacts, Advisee's Student Center, My Course History, View My Exam Schedule, Transfer Credit Summary, Enrollment: Appointments, Holds, My Advisors, View My Weekly Schedule, Course Details, My Advisees, My Class Schedule, View My Grades, View Unofficial Transcript, Academic Summary, My Planner, Personal Information, Class Search) - view Service Indicator Summary, view schedule of classes, browse catalog, Course Details - update Student Groups - add/update SI Data (Person) 	Staff who are identified as advisors to students.
Faculty Workload	CU_CSSR_View_Faculty_Workload	SR View Faculty Workload	Assign to staff who need display only access to Faculty workload information ----- Display only access to Faculty workload information	<p>Access to</p> <ul style="list-style-type: none"> - run Instructor / Advisor Role, Instructor / Advisor reports - Display Only Instructor/Advisor Table, Assignment Type, Instructor Assignment Class, Term Workload, Instructor Schedule <p>"Access to</p> <ul style="list-style-type: none"> - View/Inquire Academic Requirements, Browse Catalog, Course Details, Catalog Search, Class Search, Course Catalog Summary - Display Only Global Notes Table, Class Notes Table, Adjust Class Associations, Combined Sections Table, Update Sections of a Class, Maintain Schedule of Classes, Enrollment Requisite Summary, Course Catalog, Class Event Table, Identify Combined Sections" 	Instructor Workload administrator. This may vary by institution. May be at Provost, Academic Affairs, College, or Department level.
Student Inquiry	CU_CSSS_Student_Inquiry	Student Inquiry View	Access to CUNY Student Summery View page.	Grants inquiry access to selected Student information	
Faculty Center	CU CS SS Instructor	CS Instructor	CS Instructor (Faculty) self-service.	<p>Access to</p> <ul style="list-style-type: none"> - Advisor View of Student Data (To Do List, Enrollment: Appointments, Holds, View My Weekly Schedule, Demographic Information, My Advisees, My Advisors) - update SS Certification Roster - add/update Verification Attendance Roster, My Textbooks, SI Data (Person) - view Service Indicator Summary 	Instructors
Running Query/Schedule Report	CU_Query_Run	Running Query/Schedule Report			Users who need to access all CS trees