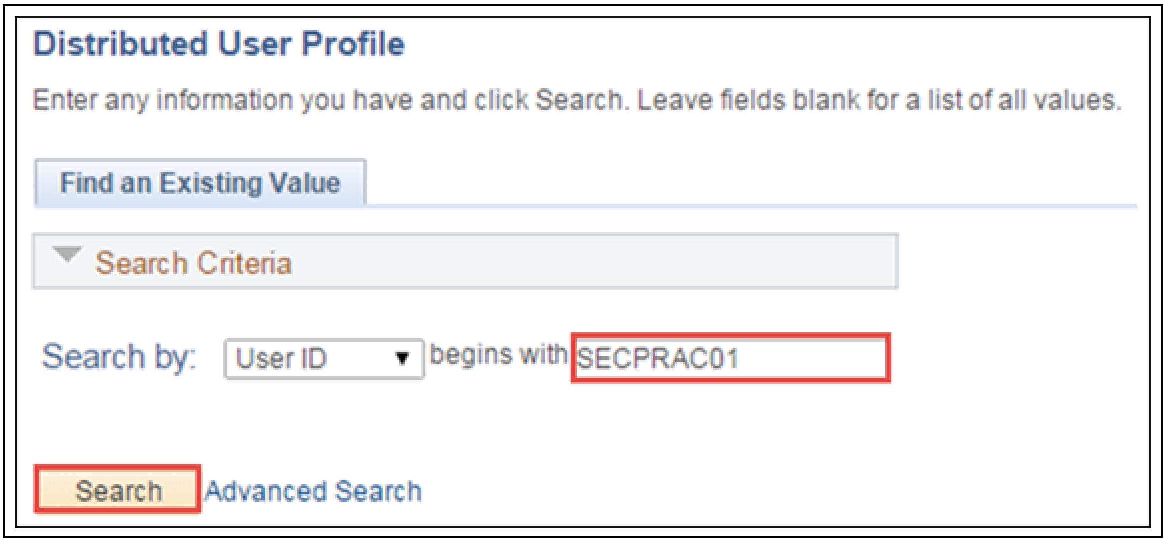
HCM Security - Assigning Roles to Users

Purpose: Use this document as a reference for how to assign roles to users in ctcLink.
Audience: HCM College Security Administrators

Step 1 - Assign User Roles - Using Distributed User Profiles

Navigation: Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

1. Enter User ID in the Search by field on the **Distributed User Profile** page.
2. Click **Search**.

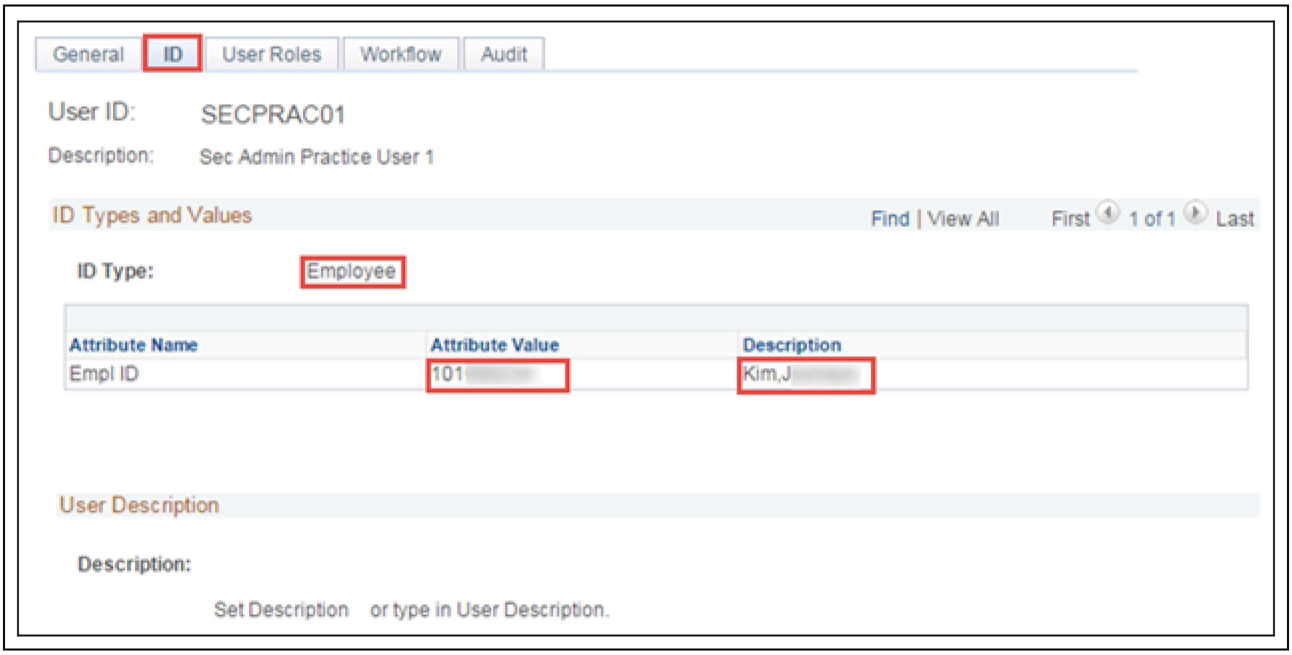


3. The General Tab

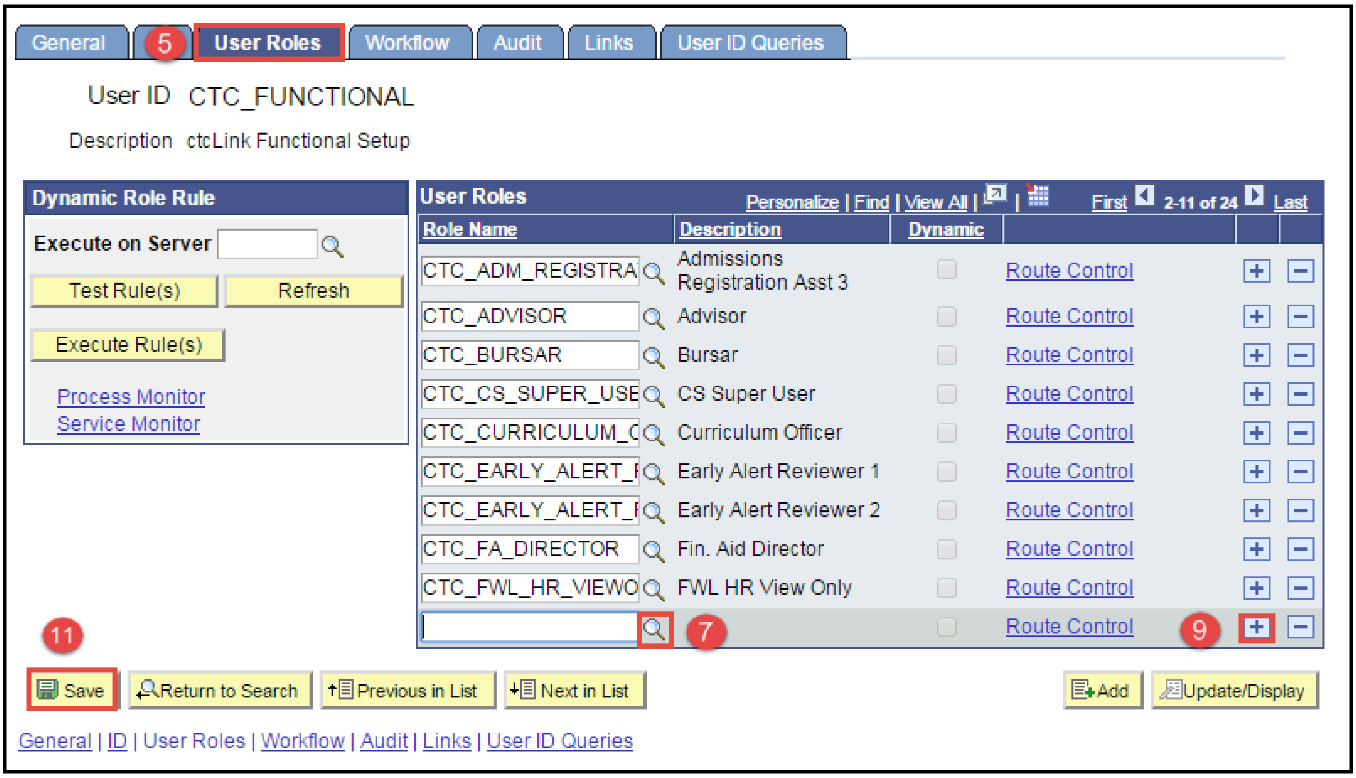
This page captures basic information about the user, including the User ID and name. From a security standpoint there are only two items of interest on this page. In the **Permission Lists** section at the bottom of the page there is a value for the **Primary** permission list and the **Row Security** permission list. These values impact a user's experience in PeopleSoft.

4. User Profiles ID Tab

This tab identifies the User's ID Type, Empl ID and Name.



5. Navigate to the **User Roles** tab.
6. Determine the roles that the user needs for their job position.
7. Click the **Lookup** to see list of roles.
8. Click on the role that you want to add to the User's Profile.
9. Click the (**+**) button to add a new row - **NOTE: Most users will have multiple roles assigned.**
10. Repeats steps 7, 8 and 9 to include additional role(s).
11. Click **Save**.
12. Repeat process for multiple users.



13. Navigate to the User Profile Audit tab. This is an informative page where you can see who was the last person to make a change to the user's security.

After adding roles to users there are three (3) processes that need to run before users will see data.