

9.2 SACR Security - User Replacement Security (Onboarding/Offboarding)

Purpose: Use this document as a reference for replacing one user's SACR row level security with another user's, using User Replacement Security in ctcLink.

Audience: Campus Solutions Local Security Administrators

User Replacement Security

 Before you use this tool to ADD or REMOVE SACR, you must run the **QHC_SEC_HR_STATUS_SYSTEM_LEVEL** query in HCM.

If the user is onboarding, you must check to ensure that the user is no longer employed at another college. If the user is offboarding, same thing.

If the user is onboarding and the user is only at your institution, you can enter the user id in the search page, and once on the main page, you can copy SACR for Student Administration from a comparable user. You can copy all SACR -Secure Student Admin areas by putting the user id of the user you want to copy from in the Default Replacement User box and clicking Save, or you can copy select fields by putting the comparable users user id in the appropriate box such as Academic Plan, Service Indicator, etc.

However, if the user is still showing active at another college you should NOT use this tool without contacting the other college and ensuring the user no longer needs SACR from the other college. Same for offboarding: before you remove SACR by using a user with NO SACR values as the Default Replacement User, you must ensure the user hasn't transferred to another college. Please refer to the [9.2 Offboarding-Security Procedure](#) QRG.

Navigation: NavBar > Navigator > Set Up SACR > Security > Secure Student Administration > Setup > User Security Replacement

1. Enter **User ID** of the user that you want to update.
2. Select the **Search** button.
3. If more than one User ID qualifies, select the correct **User ID** from the Search Results list.

← Campus Solutions Administrator **User Security Replacement**

User Security Replacement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: User ID begins with

Case Sensitive

[Advanced Search](#)

Search Results

View All First 1-3 of 3 Last

User ID
<input type="text" value="CTC_BRAMIREZ"/>
CTC_BREED
CTC_BREEVES

- The User Security Replacement page displays.
- Enter or select the **Default Replacement User** ID of the user that you want to copy from, then tab until all SACR Security Table boxes are filled in with the Default Replacement User ID. Note: When the User ID that you are copying from is entered initially and after you tab from that field, all of the other fields will be auto-populated.
- Select the **Save** button.

 **Note:** you can copy SACR security for one or several SACR Values such as Graduation Status and Service Indicator security. You can either manually update the user using the Secure Student Administration User ID navigation or you can use User Replacement Security. If you only want to update a couple of SACR values for the User, enter the **“From”** User ID in the SACR textbox(es) that you want to copy **to** the user.

Query Viewer User Security Replacement

User Security Replacement

User ID CTC_BRAMREZ

Replacement User

Default Replacement User 🔍

User Preferences	CTC_BREED	🔍
Institution	CTC_BREED	🔍
Institution/Campus	CTC_BREED	🔍
Institution/Career	CTC_BREED	🔍
Academic Program	CTC_BREED	🔍
Academic Plan	CTC_BREED	🔍
Academic Organization	CTC_BREED	🔍
Admissions Action	CTC_BREED	🔍
Program Action	CTC_BREED	🔍
Application Center	CTC_BREED	🔍
Recruiting Center	CTC_BREED	🔍
3C Group Security	CTC_BREED	🔍
Service Indicator	CTC_BREED	🔍
Student Group	CTC_BREED	🔍
Transcript Type Security	CTC_BREED	🔍
Transcript Report Type	CTC_BREED	🔍
Test ID	CTC_BREED	🔍
Pop Update	CTC_BREED	🔍
Advisement Report Type	CTC_BREED	🔍
Graduation Status	CTC_BREED	🔍
Academic Item Registry	CTC_BREED	🔍
Scheduled Activity	CTC_BREED	🔍
Evaluation Management	CTC_BREED	🔍
CTM Transaction	CTC_BREED	🔍
Milestones	CTC_BREED	🔍

7. Process complete.