

## 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

Search


[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 CTC\_BREED

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

Save

Return to Search

Notify

7. Process complete.