


# CS 9.2 SACR Security: Basic Requirements for Staff

**Purpose:** Use this document as a reference for Securing Student Records in ctcLink. All administrative system users with 'Z' security roles in the Campus Solution pillar will require this basic SACR Security setup to define their institution, set their campus(es), careers (undergraduate/continuing education) and academic organizations they need access to in order for page/components in the CS to properly function. Without setting this basic access search results will not be returned for student records.

**Audience:** Managers requesting/approving security access for staff in the Campus Solutions pillar and College IT Security needing clarity on the access requested.

 You must have the ZZ Local Security Admin or ZZ Local SACR Security Admin role for this navigation. For more information about these two roles, please refer to the [CS 9.2 All 'ZZ' Security Roles \(Processor\) QRG](#).

In ctcLink component security is used to restrict access to student data for specific User IDs by institution, campus, career, program, and plan. In most cases ctcLink uses standard delivered component security, with the exception of some areas of Financial Aid, where additional security was applied to restrict access to an institution to ensure each college's data is segregated when being viewed by staff. Since component security is being utilized in the ctcLink implementation of PeopleSoft, each administrative system user in Campus Solutions will require an additional layer of security to enforce the restrictions to view data for their institution and selected campuses, careers and program/plans only.

When establishing a new user in the Campus Solutions pillar, four pages within SACR Security must also be established for each users (at a minimum) to grant access to the data for the college in Student Records. The SACR Security pages listed below must have the user access defined in order, as the access builds upon the prior page having been established. Depending on the 'Z' roles granted to the user, (for example ZZ CS Test Score), additional SACR Security may be needed to grant access to specific information or provide the capability to perform certain actions. Review the ZZ Role List to determine what additional SACR Security is necessary for each role.

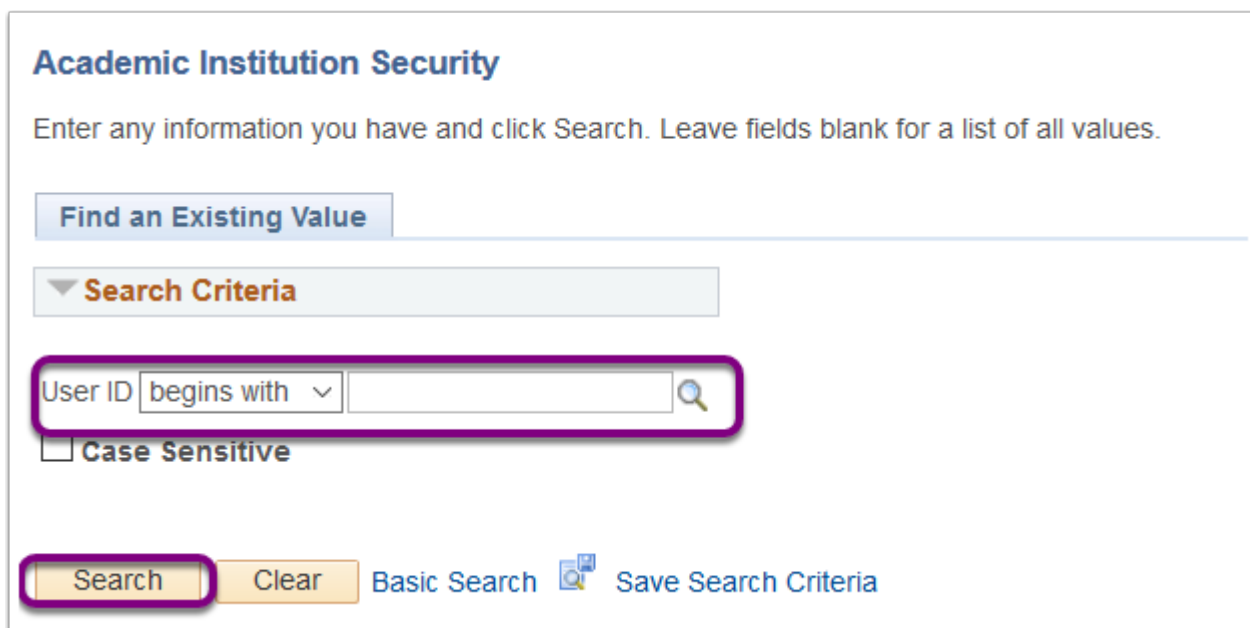
- [Academic Institution Security](#)
- [Institution/Campus Security](#)
- [Institution/Career Security](#)
- [Academic Org Security](#)

# Academic Institution Security

To set security for which institutions the user may access grant access on the Academic Institution Security page. This access definition is a required prerequisite for all other layers of SACR Security.

**Navigation: Set Up SACR> Security> Secure Student Administration> User ID> Academic Institution Security**

1. Enter the **User ID** (EMPLID).
2. Click **Search**.
3. If more than one search result is returned, select the appropriate user.



The screenshot shows the 'Academic Institution Security' search page. At the top, there is a title 'Academic Institution Security' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a button labeled 'Find an Existing Value'. Underneath is a section titled 'Search Criteria' with a dropdown arrow. The search criteria section contains a text input field with 'User ID' and a dropdown menu set to 'begins with'. To the right of the input field is a magnifying glass icon. Below the input field is a checkbox labeled 'Case Sensitive'. At the bottom of the search criteria section are four buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a document icon).

4. Click the Look Up (spy glass) icon to select the appropriate Academic Institution:
  - WA010 - Peninsula College
  - WA030 - Olympic College
  - WA110 - Pierce District
  - WA130 - Lower Columbia College
  - WA140 - Clark College
  - WA170 - Spokane District
  - WA220 - Tacoma Community College

User ID 1010

**Academic Institution Security**

\* Academic Institution

WA010 Peninsula College

Access Code

Read/Write Access

Save Return to Search Notify

5. Once you have selected the appropriate institution code, click **Save**.
6. Click **Return to Search**.

## Institution/Campus Security

To set security for which institution and campus combinations the user may access grant access on the Institution/Campus Security page.

**Navigation: Set Up SACR > Security > Secure Student Administration > User ID > Institution/Campus Security**

1. Enter the **User ID** (EMPLID).
2. Click **Search**. If more than one search result is returned, select the appropriate user.

## Institution/Campus Security

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

Find an Existing Value

Add a New Value

### ▼ Search Criteria

User ID begins with



Academic Institution begins with



☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

1. If *'No matching values were found'* is returned, click the **Add a New Value** tab.
2. Enter the **User ID** (EMPLID).
3. Enter the **Academic Institution**, or use the Look Up (spy glass) icon to search for the appropriate institution.
4. Click **Add** to insert a new record for that **User ID** and **Academic Institution** combination.
  - **Note:** Selecting an institution not defined as accessible under the Academic Institution Security step will generate an error when attempting to save the record. Go back to the prior step to add the [Academic Institution Security](#) setup.

## Institution/Campus Security

Find an Existing Value

Add a New Value

User ID



Academic Institution



Add

1. On the **Institution/Campus Security** page, click the Look Up (spy glass) icon to select the appropriate **Campus** location(s).

2. If more than one value exists and needs to be added, click the Plus (+) symbol to add a new row.
3. When done entering **Campus** values, click **Save**.

**Institution/Campus Security**

User ID 1

Academic Institution WA010 Peninsula College

Campus	Access Code
MAIN	Read/Write Access

Buttons: Save, Return to Search, Notify, Add, Update/Display

## Institution/Career Security

To set security for which institutions and career combinations the user may access grant access on the Institution/Career Security page. This access definition is a required prerequisite for many other layers of SACR Security, such as [Academic Program Security](#) and is dependent upon defining [Academic Institution Security](#) first.

**Navigation: Set Up SACR > Security > Secure Student Administration > User ID > Institution/Career Security.**

1. Enter the **User ID** (EMPLID).
2. Enter the **Academic Institution**.
3. Click **Search**.

## Institution/Career Security

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

Find an Existing Value

### ▼ Search Criteria

User ID begins with

Academic Institution begins with

☐ Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

4. On the **Institution/Career Security** page, use the Look Up (spy glass) icon to search for the appropriate **Academic Career** values, such as **CNED** and **UGRD**.
  - Institutions that have never offered Continuing Education classes will only see **UGRD** for the Undergraduate Academic Career, however if the institution previously offered Continuing Education and want to grant access to student's transcript information relative to that career, add this value even if the institution no longer offers Continuing Education classes today.
5. To add more than one **Academic Career** value, click the Plus (+) symbol to add a new row.
6. When done entering **Academic Career** values, click **Save**.


## Institution/Career Security

User ID

Academic Institution WA030



Olympic College



### \* Academic Career


CNED  Continuing Education


UGRD  Academic Career


### Access Code


Read/Write Access  


Read/Write Access  

 Save

 Return to Search

 Previous in List

 Next in List

 Notify

# Academic Organization Security

Use the Academic Organization Security table to grant or restrict user access to academic organizations. When granting users access to an academic organization, the system automatically grants them access to data in any academic organization that reports—directly or indirectly—to that academic organization, unless you selectively restrict access to a specific organization. Securing data for Academic Organizations is achieved by use of an academic organization security tree, which is a security structure that graphically represents the hierarchies of organizational units in an institution. All academic organizations will exist in the security tree, even if no longer in active use, as student records associated with the now inactive academic organization(s) will still require access to retrieve the student's historical data. It is possible to change the Academic Organization Security Tree over time by having effective dated version of the tree. The access granted in the Academic Organization Security table will refer to the current effective dated security tree. If significant changes are made to the tree a review of security applied on this SACR Security page will be needed.

To set basic security for which academic organizations the user may access it is recommended to grant access to the highest academic organization in the hierarchy for the institution (e.g. 010PENCO). As colleges mature in their understanding of the needs of individual users ability to view student record data for their various academic organizations, additional restrictions on specific academic organizations may be applied.

**Navigation: Set Up SACR > Security > Secure Student Administration > User ID > Academic Org Security**

- 1. Enter the **User ID** (EMPLID).
- 2. Click **Search**.

Academic Org Security

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

- 3. Use the Look Up (spy glass) icon to search for the highest academic organization in the institution's hierarchy. Each institution's **Academic Organization** value sets will begin with

their 3-digit institution code (e.g. 010 = Peninsula College). The highest academic organization in the institution's hierarchy will have the institution's name in both the **Acad Org** code value and **Description**. Below is a sample list of college's highest academic organizations:

- 010PENCOL = Peninsula College
- 030OLYMPIC = Olympic College
- 110PIERC = Pierce College District
- 130LWRCO = Lower Columbia College
- 140CLARK = Clark College
- 171SPOKANE = Spokane Community College
- 172SPOKEFL = Spokane Falls Community College
- 220TACOMA = Tacoma Community College
- 300CASCADI = Cascadia College

4. The **Access Code** will default to 'Read/Write Access.'
5. To restrict access to a specific academic organization, add that **Acad Org** value and set the **Access Code** to 'No Access.'
6. Click the Plus (+) symbol to add more rows.

The screenshot displays the 'Academic Org Security' interface. It features a table with columns for 'Acad Org', 'Description', and 'Access Code'. The table contains three rows: '010PENCO' with 'PENINSULA COLLEGE' and 'Read/Write Access'; '010DOC' with 'DEPARTMENT OF CORRECTIONS' and 'No Access'; and an empty row with 'Read/Write Access'. A green circle highlights the plus (+) icon in the right margin of the empty row. A green arrow points from this icon to a 'Look Up Acad Org' modal window. The modal window has a search bar with 'Academic Organization' selected and a 'begins with' field. It includes 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. Below the buttons, it shows 'Search Results' with a table of academic organizations and their descriptions.

Acad Org	Description	* Access Code
010PENCO	PENINSULA COLLEGE	Read/Write Access
010DOC	DEPARTMENT OF CORRECTIONS	No Access
		Read/Write Access

**Look Up Acad Org**

Search by: Academic Organization begins with

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Academic Organization	Description
010ABE	Adult Basic Education
010ACCT	Accounting
010ACST	Addiction Studies
010ADMFG	Advanced Manufacturing
010AHLTH	HEALTHCARE
010ANTH	Anthropology

7. When done entering **Acad Org** values, click **Save**.