CS 9.2 Default Roles and Masking Options for All Admin Campus Solutions Users

Purpose: Use this document to understand default roles and masking options.
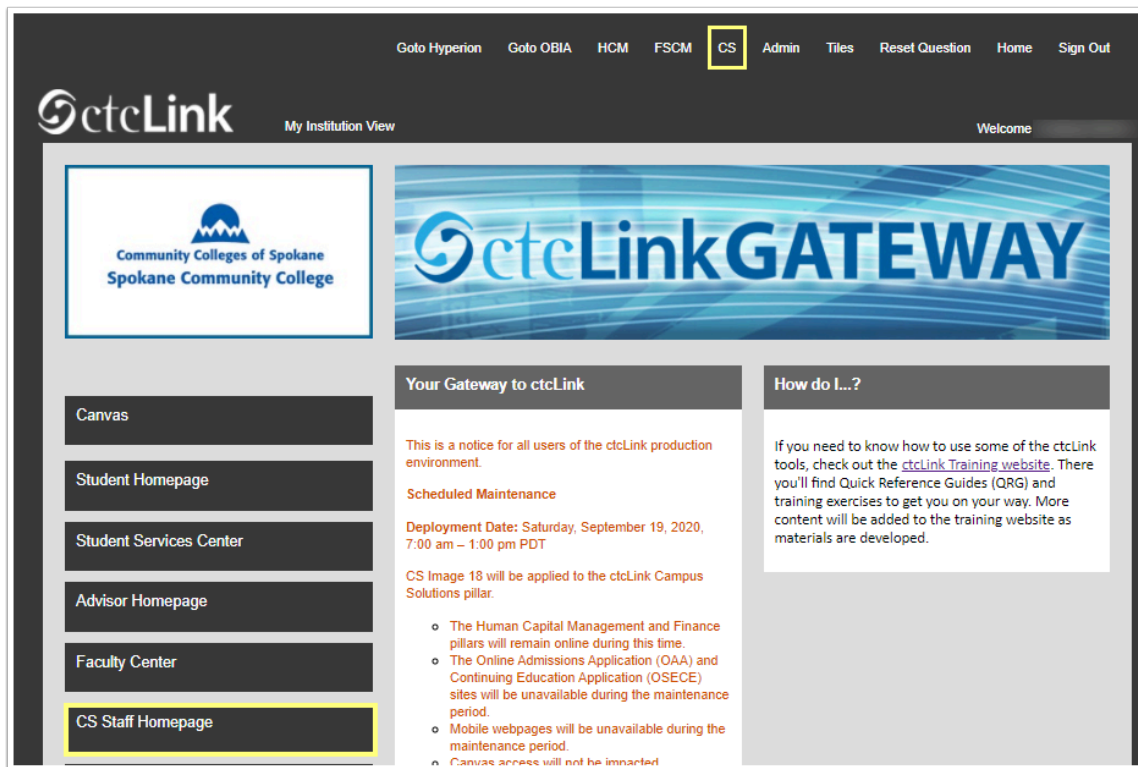
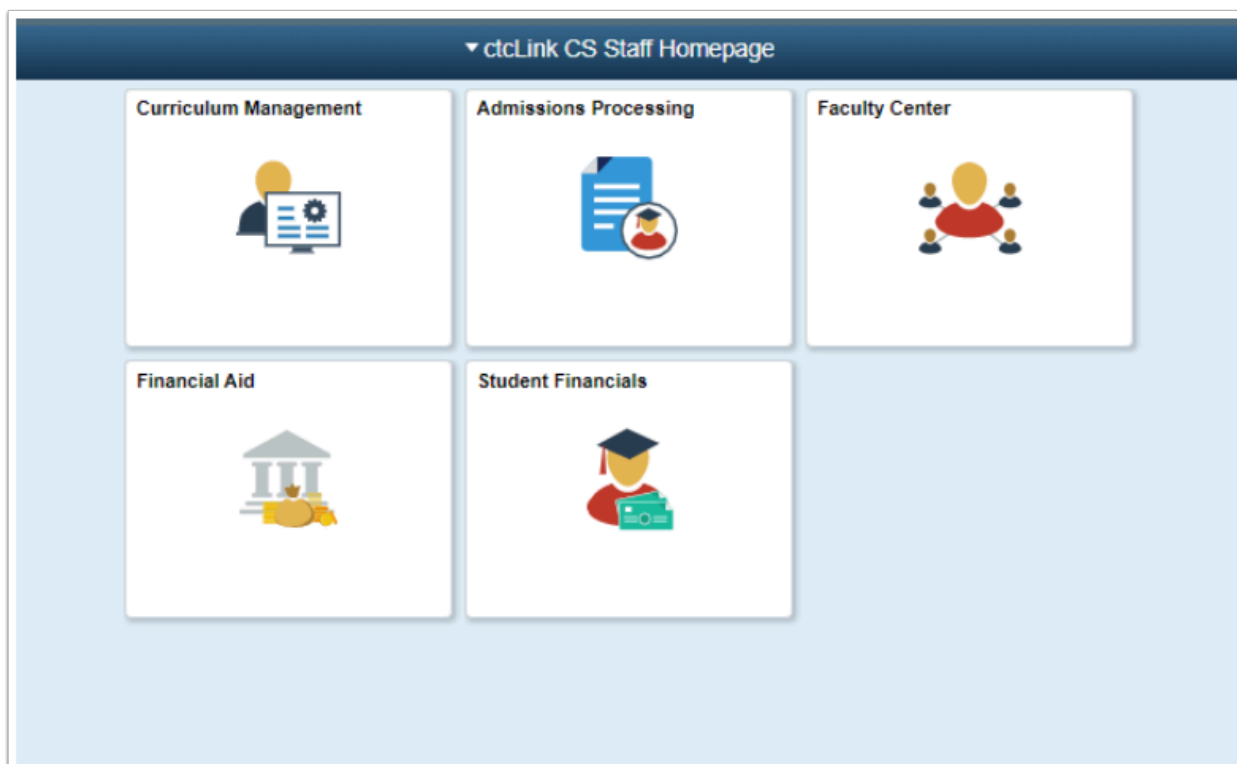**Audience:** Local Security Administrators

Required Roles

All staff accessing the Campus Solutions pillar for administrative system use will require a default set of roles to enable basic navigation, in addition to the standard applied **ZZ PeopleSoft User**, which is granted automatically to every employee:

ZZ_CS_STAFF

The **ZZ_CS_STAFF** role provides access to the Campus Solutions Homepage as a landing space when navigating from the ctcLink Gateway (portal) into the Campus Solution pillar. This is accessed by selecting the link in the left-hand navigation pane titled CS Staff Homepage or choosing the CS link at the top of the gateway if the user has not adjusted their landing home page from within the CS pillar itself.

The tiles available on the **CS Staff Homepage** is controlled by the roles assigned to the individual user.

> ⓘ *If your college staff receives an **Unable to load Homepage 'Default_LP'** message, they will need to contact your local security administrator for the ZZ_CS_STAFF role.*

ZZ SACR User Defaults

> ⓘ The **ZZ SACR User Defaults** role allows all Campus Solutions administrative staff to manage search criteria defaults, such as Term, Academic Institution, and Student Financials Business Unit.
>
> The last two are important for multi-campus district users with access to more than one campus who desire the ability to change their default institution code on each search criteria page they land on. This is also where enrollment institution is defined if a user has the SACR Security setup for Enrollment; that security is not institution-specific. Rather, the institution is controlled by the default established with this role.
>
> *Note: Be advised that this role is not automatically granted to Faculty, Faculty/Advisors, or Advisor Only staff under their existence in the Instructor/Advisor table.*

ZZ Navigation Bar Access

> ℹ️ The **ZZ Navigation Bar Access** grants access to the NavBar icon, enabling a user to roll out the NavBar tray. This tray grants access to:
>
> - Recent Places icon, which displays the last 5 pages access by the user.
> - My Favorites icon, which displays all pages the user has saved to their favorites.
> - Navigator, which opens up the menu for page navigation.
>
>   The role is required for any user with Query Viewer access.
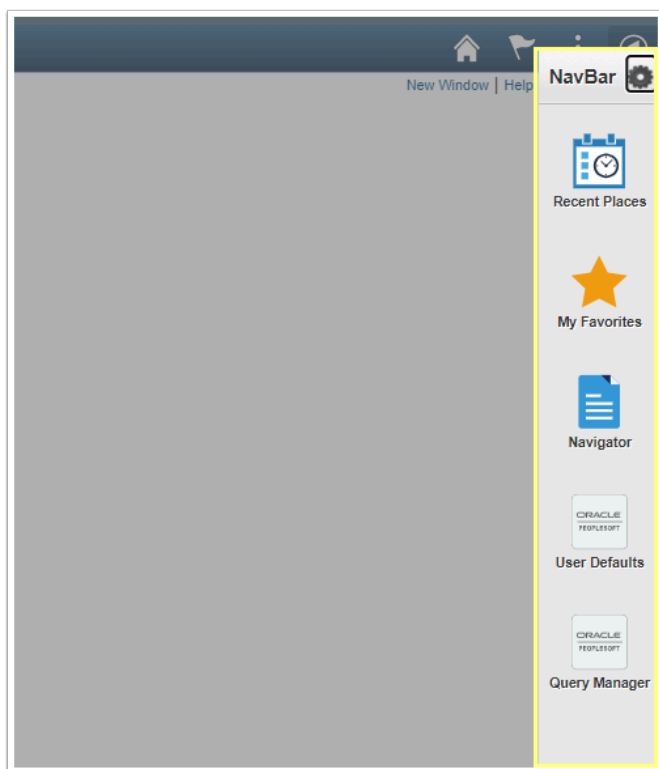
Recommended Masking and Alternate Options

Staff working in areas related to Student Financials will most likely not require visibility to SSN or DOB; therefore, the Primary and Row Level permission recommended provides masking of those fields. Remember, this does not apply to Query.

CTC_PT_MASK_ALL

The permission list **CTC_PT_MASK_ALL** provides masking of student Social Security Numbers (SSN), referred to as National Identification (NID) in PeopleSoft, and masking of the Date of Birth (DOB).

Other options for masking capabilities in the Campus Solutions pillar are:

- **CTC_PT_MASK_NONE** = Mask Social Security Number and Unmasked Date of Birth
- **CTC_PT_MASK_SSN** = Mask Social Security Number and Unmasked Date of Birth
- **CTC_PT_MASK_PARTIAL** = Mask Social Security Number and Partial Masking of the Date of Birth

Process Profile Permission lists are assigned to a user based on their role at the college. Choose one of the two **Process Profile Permission** lists:

- **CTC_PT_PRCSPRFL_STAFF**
- **CTC_PT_PRCSPRFL_FACULTY**

If a user is an instructor "only," assign the CTC_PT_PRCSPRFL_FACULTY Permission list. If the user is both an Instructor and Staff or employee "only," assign the CTC_PT_PRCSPRFL_STAFF Permission List. For additional information, view the QRG [Understanding Process Profile, Row and Primary Permission Lists in the User Profile.](#)

User Profiles

< User Defaults 1   User Profiles

User ID   1010
Description

Logon Information

Symbolic ID   SYSADM1 ▼

☐ Change Password?
☐ Password Expired?

User ID Alias   [   ]

Edit Email Addresses   Instant Messaging Information

General Attributes

Language   English ▼   ☐ Enable Expert Entry
Currency   [▼]
Default Mobile Page [🔍]

Permission Lists

Navigator Homepage [🔍]   Primary   CTC_PT_MASK_ALL 🔍 ?
Process Profile   CTC_PT_PRCSPRFL_STAFI 🔍 Row Security CTC_PT_MASK_ALL 🔍

[Save]   [Return to Search]   [Add]   [Update/Display]

General | ID | Roles | Workflow | Audit | Links | User ID Queries