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.

| SctcLink My Institution Vi | Goto Hyperion Goto OBIA HCM FSCM CS | Admin Tiles Reset Question Home Sign Out Welcome | |
|--|--|---|--|
| Community Colleges of Spokane Spokane Community College | SctcLink | GATEWAY | |
| 0 | Your Gateway to ctcLink | How do I? | |
| Canvas Student Homepage | This is a notice for all users of the ctcLink production environment. Scheduled Maintenance | If you need to know how to use some of the ctcLink tools, check out the <u>ctcLink Training website</u> . There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed. | |
| Student Services Center | Deployment Date: Saturday, September 19, 2020, 7:00 am – 1:00 pm PDT | | |
| Advisor Homepage | CS Image 18 will be applied to the ctcLink Campus Solutions pillar. | | |
| Faculty Center | The Human Capital Management and Finance pillars will remain online during this time. The Online Admissions Application (OAA) and Continuing Education Application (OSECE) sites will be unavailable during the maintenance | | |
| CS Staff Homepage | period. Mobile webpages will be unavailable during the maintenance period. Canvas access will not be impacted | | |

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

| | Curriculum Management | Admissions Processing | Faculty Center | |
|--|-----------------------|-----------------------|----------------|--|
| | | | | |
| | Financial Aid | Student Financials | | |
| | <u></u> | | | |
| | | | | |

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 institutionspecific. 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.

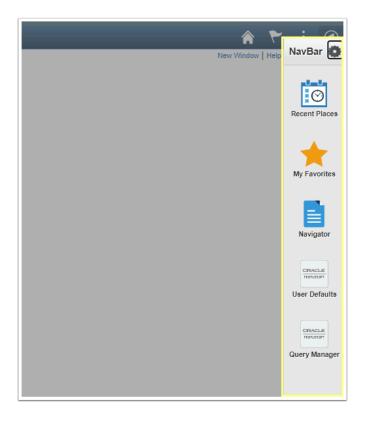
| CUser Defaults 1 | User Defaults |
|--|--|
| User Defaults 1 User Defaults 2 User Defaults 3 | User Defaults 4 Enrollment Override Defaults |
| User ID CTC_TM. Name | |
| Academic Institution WA220 | Tacoma CC |
| Career Group SetID WA220 Q | Tacoma Community College |
| Facility Group SetID WA220 | Tacoma Community College |
| Academic Career | |
| Academic Group | |
| Subject Area | |
| Term | |
| Academic Program | |
| Academic Plan | 2 |
| Academic Sub-Plan | 1 |
| Save Notify User Defaults 1 User Defaults 2 User Defaults 3 User Defaults | ts 4 Enrollment Override Defaults Communication Speed Keys User 3C Groups Summary UCAS, UTT Defaults |

ZZ Navigation Bar Access

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 <u>Understanding Process Profile, Row</u> and Primary Permission Lists in the User Profile.

| User Defaults 1 | | User Profiles | | | | |
|--|-------------------------|--------------------------------|--|--|--|--|
| User ID 1010 Description | | Account Locked Out? | | | | |
| Logon Information | | | | | | |
| Symbolic ID SYSADM1 | ~ | | | | | |
| Password Expired? | | | | | | |
| User ID Alias | | | | | | |
| Edit Emai | Addresses | Instant Messaging Information | | | | |
| General Attributes Language Currency Default Mobile Page | | C Enable Expert Entry | | | | |
| Permission Lists | | | | | | |
| Navigator Homepage | ۹ | Primary CTC_PT_MASK_ALL Q | | | | |
| Process Profile | CTC_PT_PRCSPRFL_STAFI Q | Row Security CTC_PT_MASK_ALL Q | | | | |
| Save Return to Search Add Update/Display General ID Roles Workflow Audit Links User ID Queries Oueries Oueries | | | | | | |