9.2 CS Security - Using Launchpad to Copy SACR Settings

Purpose: Use this document as a reference for how to copy SACR settings from one user to another.

Audience: College Local Security Administrators (LSAs)

⚠ Only Local Security Administrators (LSAs) have access to update these via the ZZ Local Security Admin role and view them with the ZD Local Security Admin role.

Additionally, the LSA must have these four basic SACR values assigned:

- Acad Inst
- Acad Org
- Career Security
- Campus Security

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Using Launchpad to Copy SACR Settings

Navigation: NavBar > Navigator > Launchpad > Launchpad

Launchpad in Campus Solutions is a tool for Local Security Administrators on Campus to copy user's SACR Settings from one user to another. Launchpad has two separate links, one for Student Administration SACR and one for Student Financials Security.
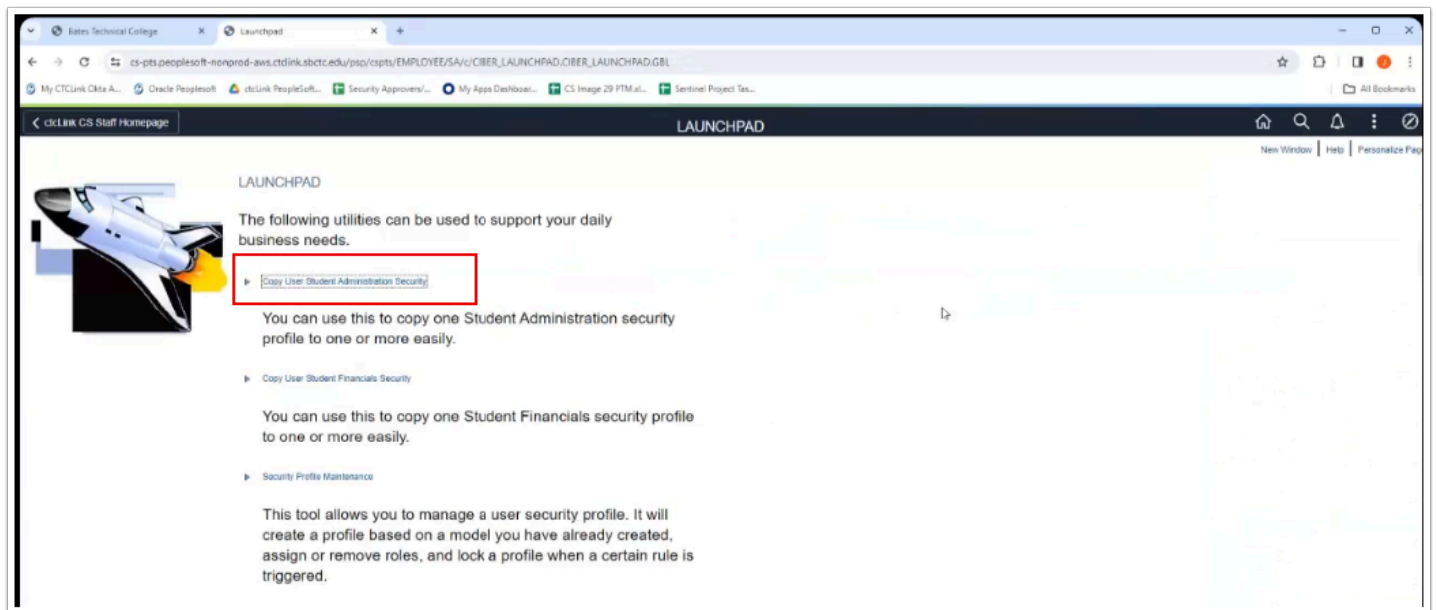
The tool uses Academic Institution for the Copy From Field and queries active job records from HCM to populate the Copy To field. In both cases the LSA, the user in the Copy From and the user in the Copy To field must all be associated with the same institution.
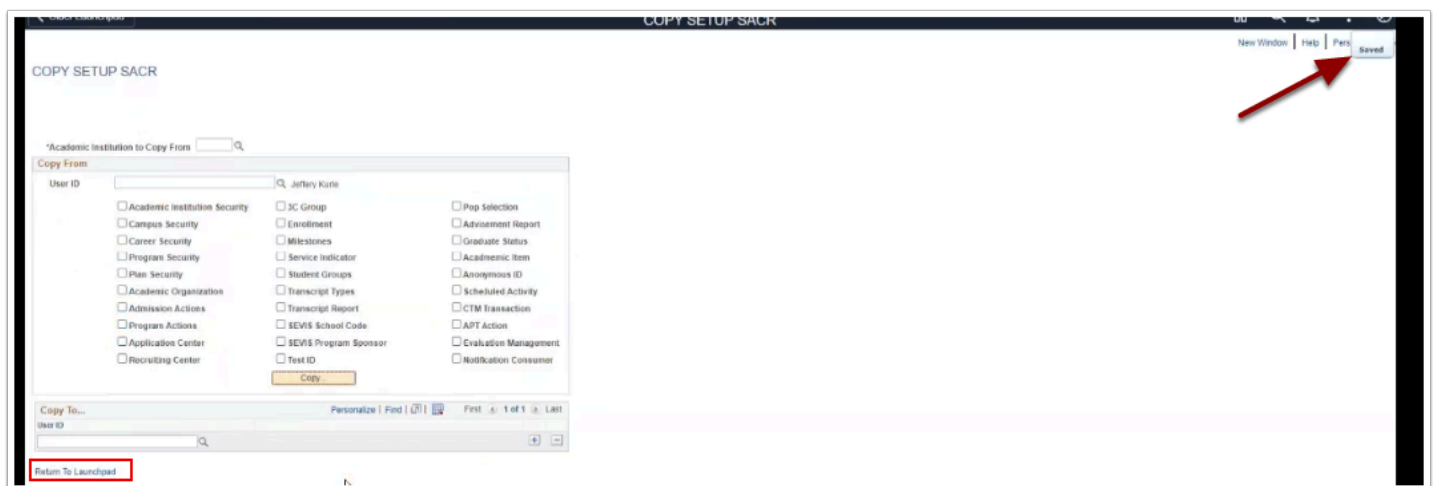
Copy User Student Administration Security

1. The Academic Institution to Copy From must be filled in FIRST in order for the tool/page to work correctly. This will show what Academic Institutions the Local Security Administrator
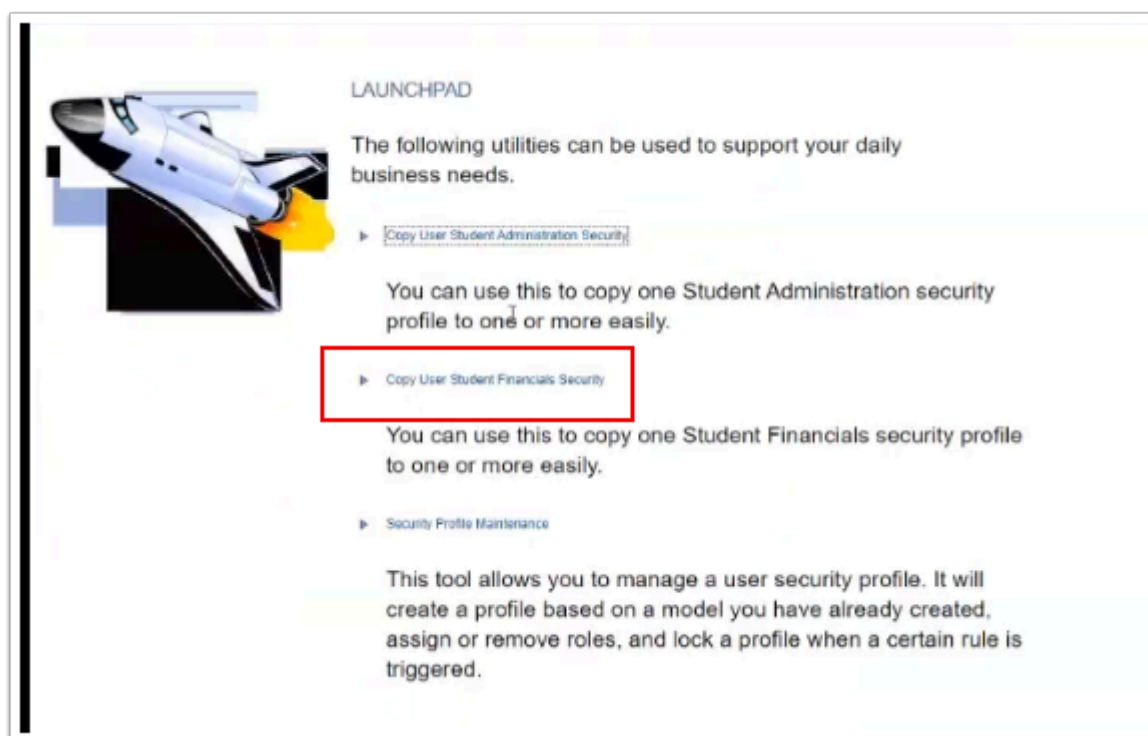
has access to. In the case of Multi District Colleges, there may be several Institutions available to copy from. The Local Security Administrator will need to select the correct one that applies to the user needing SACR.

2. Next, select the Copy From User ID. This could be another user at the same institution that has the exact SACR Settings as the Copy To User needs, or it could be a Templatized User ID that would need to be created by SBCTC for the institution to use based on Position. Those templatized Users would remain locked in the system, however they could have standard SACR Settings Based on a Person's position. The Lookup field for Copy From looks at Job Data in HCM to ensure the person is active at the institution where SACR is being copied from and Academic Institution settings in SACR to ensure they match.

3. Once the Copy From is Populated, Tab out of the field, and the checkboxes next to the SACR Areas will become available for selection based on what SACR Settings the Copy From Has Access to. If the Copy From doesn't have a SACR setting in each area, those areas will be greyed out and will not be available for copy.

4. The Copy TO User id, will be restricted to Users with Active Job Records at the institution chosen at the top of the page in the Academic Institution to Copy From Field.

5. Next, Click the Copy Button. The Saved notification will appear on the top right of the screen, and then the Launchpad Page will be Cleared out automatically.

6. Click the Return to Launchpad Link.

7. Now the Copy TO user id has the Same SACR values for that Institution as the Copy From User id.

8. If the Copy TO user ID is associated with Multiple Institutions, the SACR Settings for the other institutions will remains as is and will not be wiped out.
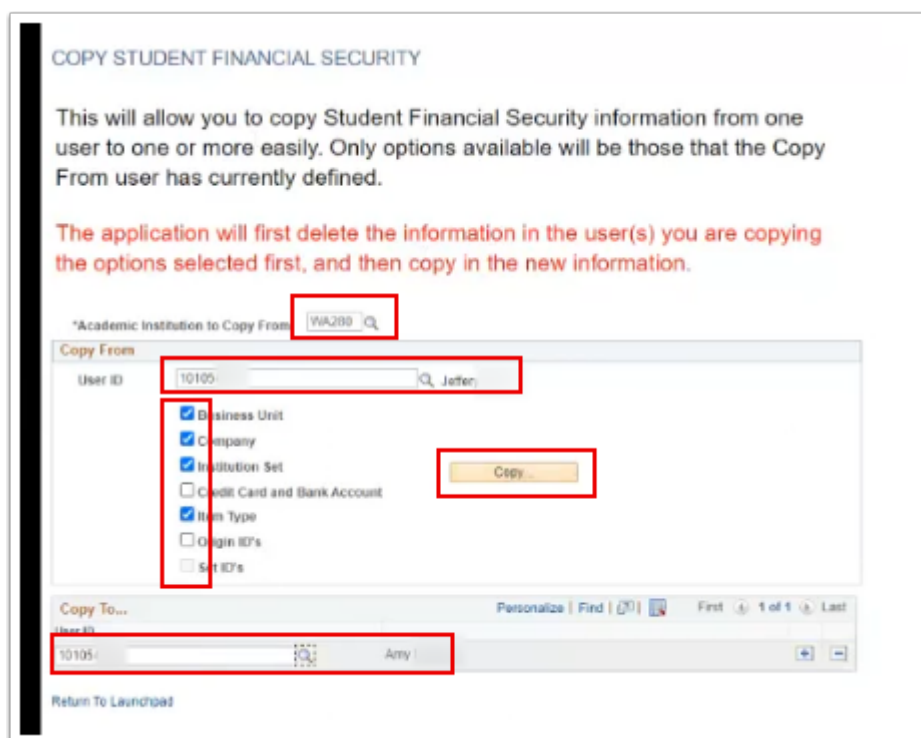
Copy User Student Financials Security

1. The Academic Institution to Copy From must be filled in FIRST in order for the tool/page to work correctly. This will show what Academic Institutions the Local Security Administrator has access to. In the case of Multi District Colleges, there may be several Institutions

available to copy from. The Local Security Administrator will need to select the correct one that applies to the user needing SACR.

2. Next, select the Copy From User ID. This could be another user at the same institution that has the exact SACR Settings as the Copy To User needs, or it could be a Templatized User ID that would need to be created by SBCTC for the institution to use based on Position. Those templatized Users would remain locked in the system, however they could have standard SACR Settings Based on a Person's position. The Lookup field for Copy From looks at Job Data in HCM to ensure the person is active at the institution where SACR is being copied from and Academic Institution settings in SACR to ensure they match.

3. Once the Copy From is Populated, Tab out of the field, and the checkboxes next to the SACR Areas will become available for selection based on what SACR Settings the Copy From Has Access to. If the Copy From doesn't have a SACR setting in each area, those areas will be greyed out and will not be available for copy.

4. The Copy TO User id, will be restricted to Users with Active Job Records at the institution chosen at the top of the page in the Academic Institution to Copy From Field.

5. Next, Click the Copy Button. The Saved notification will appear on the top right of the screen, and then the Launchpad Page will be Cleared out automatically.

6. Click the Return to Launchpad Link.

Tips and Reminders

- The Local Security Administrator has to be from the Same Institution as the Copy From and To User IDS. If they are associated with Multiple Colleges, they MUST Select the correct one in the Academic Institution to Copy from field.
- If the Copy FROM User ID doesn't have the SAME Academic Institution SACR Value set, the Local Security Administrator will not be able to select them in the Copy From Field. It Will however let them copy TO them as it could be a new User that needs SACR. In the Case of the COPY To Field, it is based on Job Data in HCM. The companies have to match.
- If the Copy To User ID is terminated or the Job Data record is not Active yet, they will not appear in the COPY to User ID Field.
- Some CTC_ User ids will appear in the copy from User id Field. Local Security Administrators should **NEVER use these for Copying.**
- Local Security Administrators can Copy to Multiple Users at once by clicking the Plus Sign in the Copy TO area.

- This tool has been updated so that it will not wipe out other colleges SACR data if the user is associated with multiple institutions.
- **For the SACR Settings that Are Global and Not institution Specific, those will be wiped out and replaced with the Copy from user id if that option is selected on the page.**
  - **SACR Non-Institutional Options**
    - Admissions Actions
    - Program Actions
    - SEVIS School Code
    - SEVIS Program Sponsor
    - Test ID
    - Pop Selection
    - Evaluation Management
    - Anonymous ID
    - CTM Transaction
    - APT Action

  - **SF Non-Institutional Options**
    - Credit Card and Bank Security