



CUNYFIRST CAMPUS SOLUTIONS USER ROLE INSTRUCTIONS

CUNYfirst Security and Confidentiality Advisory

Never share your CUNYfirst login information - not even with people you trust. Because CUNYfirst is a "fully integrated system," sharing your account login information will give others access to personal information, such as your social security number, wage/salary, home address, emergency contacts, etc. Security within CUNYfirst is very strict and what each user is able to view is determined on a "need to know" basis. Sharing your account information undermines this strict security and could expose you and other members of our college community to identity theft.

Student records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA) as well as state and university policies. To help understand the rights, responsibilities and security risks associated with student records, employees who access student records are strongly advised to take the online [CCNY FERPA training module](#) and the [CUNY Security Awareness Program](#).

FERPA Restrictions

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Requesting Campus Solutions Roles and Permissions

Campus Solutions is the environment within CUNYfirst in which academic records and processes are administered. Faculty and staff accounts are provisioned with security roles that determine what screen they can access and data permissions that determine what data is accessible.

These initial roles may need to be modified to add or remove functionality as the user's duties or CUNYfirst functionality changes. To maintain compliance with federal, state and university regulations, such role modifications require users to submit a [Campus Solutions User Access Request Form](#)

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Use the following guidelines to complete the form.

1. The employee should complete all applicable fields in the **Employee Information Section** and sign the **Confidentiality Agreement** (page 1)
2. **Campus Solutions Roles** (pages 1 - 4) determine which screens a user's account can access and should be selected carefully based upon the user's official duties.

Subject matter experts (SMEs) have been designated for each functional area (e.g. student records, student financials, financial aid) that can provide guidance understanding and selecting appropriate roles and permissions. Also, each academic division has designated CUNYfirst liaisons that can also provide basic guidance ([see list below.](#))

For guidance in selecting roles, the following Campus Solutions PDF templates are available (forms will be linked):

- Dean and Chairs
- Divisional Liaison
- Full-time Faculty
- Full-time Faculty Advisor
- Part-time Instructor
- Professional Advisor

The user's manager (and possibly divisional liaison) and the business owner(s) of the data that will be accessed (e.g. Registrar, Bursar, Financial Aid director) must approve roles revisions (see authorization signatures on page 6 of form and directions below).

CUNYfirst CAMPUS SOLUTIONS SUBJECT MATTER EXPERTS				
Area	Subject Matter Expert	E-mail	Phone (212) 650-	Location
Registrar/ Student Records	Daniel Matos	dmatos@ccny.cuny.edu	x8150	A 102
Registrar/ Student Records	Anna-Lize Harris	aharris@ccny.cuny.edu	x7855	A 102
Bursar/ Student Financials	Joseph Boselli	jboselli@ccny.cuny.edu	x8501	A 103
Bursar/ Student Financials	Anne-Marie Ebanks	aebanks@ccny.cuny.edu	x8578	A 103
Admissions	Joseph Fantozzi	jfantozzi@ccny.cuny.edu	x7865	A 101

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Admissions	Alan Sabal	asabal@ccny.cuny.edu	x6444	A 101
Financial Aid	Arshaw Ramkaran	aramkaran@ccny.cuny.edu	x5824	A 104
Financial Aid	Lourdes La Cotera	llacotera@ccny.cuny.edu	x6354	A 104
Colin Powell School	Leslie Galman	lgalman@ccny.cuny.edu	x6412	NA 6/141
Colin Powell School	Kamilah Briscoe	kbriscoe@ccny.cuny.edu	x7397	SH 542
Division of Humanities and Arts	Melissa Oden	moden@ccny.cuny.edu	x7379	NA 5/225
Grove School of Engineering	Dean Ardie Walser	walser@ccny.cuny.edu	x8030	ST 152
Sophie Davis School of Biomedical Education	Maria Jimenez	mjimenez@ccny.cuny.edu	x7156 / x7160 / x8291	HR 102
Interdisciplinary Studies	Deborah Edwards-Anderson	edwa@ccny.cuny.edu	(212) 925-6625 x235	25 Broadway - 7th Floor
Division of Science	Elizabeth Rudolph	erudolph@ccny.cuny.edu	x6474	MR 1320
Spitzer School of Architecture	Sara Morales	smorales@ccny.cuny.edu	x8748	SSA 133
Spitzer School of Architecture	Hannah Borgeson	hborgeson@ccny.cuny.edu	x5663	SSA 120
School of Education	Stacia Pusey	spusey@ccny.cuny.edu	x5354/ x6239 / x6296	NA 3/223A

Glossary of Campus Solutions Roles

Below is a list of commonly assigned roles with descriptions of the access they provide that are assigned to academic administrative and instructional staff. Those identified as restricted roles provide elevated privileges to sensitive information or functionality and should be dispensed accordingly.

CU CS SS Instructor:

- Verify attendance roster, order textbooks, and assign student grades
- Advisor View of Student Data: To Do List, Enrollment Appointments, service indicators, weekly schedule, demographic information, My Advisees, My Advisors

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- Update Self Service Certification Roster
- View Service Indicator summary

CU CS SS Advisor:

- Advisor View of Student Data: Advisee's student center, view transfer credit report, course history, exam schedule, transfer credit summary, enrollment appointments, service indicators, emergency contacts, to do lists.
- View Service Indicator Summary, schedule of classes, browse catalog and course details
- Ability to update Student Groups that have been assigned to the user's account.

CU_CSSS_Student_Srvcs_Center:

- Display student's admissions summary, transfer credit report, enrollment appointment, current class schedule, course and class history, transcript, grades, exam schedule, and financial aid and financials summary.
- Allows view and update student emergency contact information and demographic data.

CU_CSCS_Common: Required to apply and remove Service Indicators, view Service Indicator summary, update user defaults, test results. View and maintain Orgs.

CU_CSSF_CommonSFPagesView, CU_CSSS_StudCenter_FinPages: Access Student Services Center financial information, including: account summary, charges due, payments, student permissions view, pending financial aid (limited until financial aid module fully implemented), account financial activity. **For full functionality, user must also request Business Unit: CTY01** (page 6).

CU_CSSR_Admin_Crse_Catalg_VIEW: Access to view the course catalog.

CU_CSAD_PreReq_View: Access to view configured course prerequisite rules.

CU_CSSR_ProgPlan_Maintainer_VW: View students' academic careers, program, plan and subplan information, student degrees, and student attributes.

CU_CSCS_Student_Inquiry: single page display student's current class schedule, grades, account summary, admissions summary, transfer credit report, course and class history. (CCNY students only.)

CU CS Query Run: Access to Query Viewer enabling users to run queries against student records.

CU CS Common: Enables access to update user defaults, process monitor and report manager.

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CU_CSSR_Textbook_Data_Entry: Access department/division-wide textbook ordering. Scope determined by Academic Org data permissions SACRs.

CU_CSSR_Class_Permission (restricted role): Class permissions are used when registering students to override closed classes (“overtally”), prerequisites not met, consent required and academic career/program restrictions. Should be used in conjunction with class schedule or department class rosters. Scope determined by Academic Org data permissions SACRs.

CU_CSSR_Dept_Class_Roster: “Real-time” access to department/division-wide class rosters. Typically used to complement Class Permission. The Instructor role provides faculty with roster access to courses/classes to which they have been assigned in the Faculty Center; this role grants access to multiple classes. Scope determined by Academic Org data permissions SACRs.

CU_CSSR_Dept_Grade_Roster (restricted role): Access department/ division-wide grade rosters. The Instructor role provides faculty with roster access to courses/classes to which they have been assigned in the Faculty Center; this role grants access to multiple classes. Scope determined by Academic Org data permissions SACRs. Assign on an as-needed basis.

CU_CSSR_Enroll_Appt_Maintainer (restricted role): Schedule student enrollment appointments.

CU_CSSR_Enroll_Stdnt_Maintain (restricted role): Ability to ‘Quick Enroll’ students. For ‘Quick Enroll’ access user must also request Enrollment Access ID: REG1 (page 5).

CU_CSSR_Enrollmnt_Reqst_Viewer (restricted role): Display enrollment requests (update access if granted data permissions SACR), run and print enrollment verifications.

CU_CSSR_Acad_Advisor_Maintain (restricted role): Update and correction access to Student Advisor where advisor(s) are assigned to a student.

CU_CSSR_View_Course_Cls_Setup (restricted role): View course and class schedule setup, enrollment requirements, update student groups.

CU_CSSR_Class_Schedule (restricted role): Schedule new courses, add and update class sections, combined sections, print class schedule.

- Data Permissions (SACR)** (pages 5 and 6) determine what data can be accessed by a user’s account. If another user is known to have access data the applicant is seeking you can submit that user’s EMPLID and those settings can be applied to the applicants’ account.

Copy Data Permissions (SACR) from EMPLID:

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For most users, only the first six parameters are required:

Security Type	Value
Academic Institution <small>List the academic institution(s) that the user can access.</small>	CTY01
Institution / Campus	MAIN
Institution / Career <small>List the career(s) the user can access. (UGRD, GRAD, DOCT etc)</small>	UGRD, GRAD, DOCT
Academic Program <small>List the academic program(s) that the user can access Or assign ALL.</small>	<input checked="" type="checkbox"/> All or <input type="checkbox"/> Specific
Academic Plan <small>List the academic plan(s) that the user can access Or assign ALL.</small>	<input checked="" type="checkbox"/> All or <input type="checkbox"/> Specific

Academic Institution is a college’s code designation, City College is CTY01.

Institution / Campus: MAIN

Institution / Career determines access to undergraduate (UGRD), graduate (GRAD), or doctoral (DOCT) records.

Academic Plan is the area of study, such as a major, that exists within an academic program or academic career. Some examples would be “Masters Degree” or “Nondegree Undergraduate.” If Academic Program is Non-Degree Undergrad then the academic plan will be Non-Degree.

Academic Program is the degree track in which a student is participating, such as “Undergrad.” If a student is not seeking a degree, the Academic Program will be “Non Degree Undergrad.”

Academic Org limits the scope of student record data an account can access by a division, a department or a program. Class Permissions (used to override closed sessions, prerequisites, and required consent) and Department and Grade Rosters are delimited by the Academic Org. So, for example, an advisor who only needs access to Philosophy students’ records should be assigned the Academic Org: **PHIL-CTY**.

An account can be assigned multiple Academic Orgs, so a faculty who needs access to math and biology rosters can request BIO-CTY and MATH-CTY. When requesting Academic Orgs for a user’s account only assign those applicable to that user’s official duties.

Division	Academic Department, Division, Office	Academic Organization Code
Architecture	Architecture	ARCH-CTY*

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Architecture	Landscape Architecture	LAAR-CTY
Architecture	School of Architecture	SOA-CTY*
Architecture	Urban Design	UD-CTY
Architecture	Urban Landscape	UL-CTY
CCNY	City College of New York	CCNY-CTY
CCNY	City College of New York	CTY01
Colin Powell	American Studies	AMST-CTY
Colin Powell	Anthropology	ANTH-CTY
Colin Powell	Division of Social Sciences	SSC-CTY*
Colin Powell	Economics	ECO-CTY
Colin Powell	International Relations	IR-CTY
Colin Powell	Psychology	PSY-CTY
Colin Powell	Public Services Management	PSM-CTY
Colin Powell	Social Science	SOSC-CTY
Colin Powell	Social Science	SSCI-CTY*
Colin Powell	Sociology	SOC-CTY
Colin Powell	Women Studies	WS-CTY
CWE	Center for Worker Education	CWE-CTY
CWE	Center for Worker Education	WRKED-CTY
CWE	Interdisciplinary Arts and Sciences	IAS-CTY*
Education	Childhood Education	EDCE-CTY
Education	Education	EDUC-CTY
Education	Leadership Education	EDLS-CTY
Education	School of Education	SOE-CTY*
Education	Secondary Education	SECED-CTY
Engineering	Biomedical Education	MED-CTY
Engineering	Biomedical Engineering	BME-CTY
Engineering	Chemical Engineering	CHE-CTY
Engineering	Civil Engineering	CE-CTY
Engineering	Computer Science	CSC-CTY
Engineering	Electrical Engineering	EE-CTY
Engineering	Engineering	ENGR-CTY*
Engineering	Grove School of Engineering	GROVE-CTY
Engineering	Mechanical Engineering	ME-CTY
Humanities	Art	ART-CTY
Humanities	English	ENGL-CTY

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Humanities	Foreign Languages & Literature	LANG-CTY
Humanities	History	HIST-CTY
Humanities	Humanities and the Arts	HART-CTY*
Humanities	Latin American & Latino Studies	LALS-CTY
Humanities	Media & Communication Arts	MCA-CTY
Humanities	Music	MUS-CTY
Humanities	Philosophy	PHIL-CTY
Humanities	Political Science	PSC-CTY
Humanities	Speech	SPCH-CTY
Humanities	Theatre and Speech	THSP-CTY
OTHER	Administrative	ADMIN-CTY
OTHER	CUNY Honors College	HONOR-CTY
OTHER	CUNYBacc & Interdisc.Stds	CBUIS-CTY
OTHER	Health & Physical Education	HEPE-CTY
OTHER	Program	PROG-CTY
OTHER	Registrar's Office	REG-CTY
OTHER	SEEK	SEEK-CTY
Science	American Museum Natural Hist	AMNH-CTY
Science	Biology	BIO-CTY
Science	Chemistry	CHEM-CTY
Science	Division of Science	DIVSCI-CTY*
Science	Earth and Atmospheric Science	EAS-CTY
Science	Mathematics	MATH-CTY
Science	Physics	PHY-CTY
Science	Science	SCI-CTY*
Sophie Davis	Physician's Assistant	PA-CTY
Sophie Davis	School of Biomedical Education	BMED-CTY*

Student Groups are grouping of students that share a common characteristic for various business processes, e.g., honors students, athletes, SEEK, veterans, etc. For example, the FRSH group can be used to require entering freshmen to consult with an advisor in order to grant students' access to enroll in classes. Most service indicators are applicable only to the administrative offices (i. e. Bursar, Registrar, Admissions, Financial Aid and Student Affairs).

Service Indicators are codes that can be placed on or released from student's account to modify its functionality. A negative service indicator can prevent a

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transaction from occurring (e.g., registration block, or transcript block, graduation processing). A positive service indicator can grant special accommodations (e.g., veterans' services, early registration). Service indicators typically display a brief explanation on the student's record and the office to contact.

Administrators and advisors in academic divisions and special programs primarily use advisement (ADV), dismissal (DIS), and GPA hold (IVR) service indicators. Most other service indicators are applicable only to staff in the offices of the Bursar, Registrar, Admissions, Financial Aid and Student Affairs and special programs.

When considering service indicators, separately assess whether the business process being performed by the employee requires the ability to place and to release the indicator. For example, if a particular advisor should have the ability to place but not remove the GPA stop service indicator enter 'IVR IVR place'.

To assigned service indicators to an employee's account there are four attributes to consider:

1. **Service Indicator Code**
2. **Reason Code(s)** associated with that service indicator code
3. **Placement** (apply) the service indicator (optional)
4. **Release** (remove) the service indicator (optional)

The table below contains service indicators in use by academic divisions that were migrated from the legacy student information management system (SIMS).

Particularly noteworthy is the ADV ADV service indicator, which is applied by the office of Admissions to all incoming students requiring them to seek advisement before they are allowed to register for classes.

CUNYfirst Campus Solutions Academic Service Indicators				
Department/ Program	Service Indicator Code	Reason Code	Description	Message
Admissions	ADV	ADV	Advisement Required (This service indicator is assigned to all entering students' accounts. This code should be assigned to all academic advisors.)	Advisement Required
ALL	DIS	DIS	Academically Dismissed	
ALL	IVR	IVR	Academic Deans GPA STOP	An academic STOP has been placed on your record. You must go to your Dean's Office for assistance in completing your registration.

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Architecture	ADV	ARCH	Advisement Required	A STOP has been placed on your record by the School of Architecture. Please visit Room 002 in the Spitzer School of Architecture for further assistance.
Education	ADV	EDUC	Advisement Required	See your Advisor in the Education Department.
Engineering	ADV	DENGR	Advisement Required	A STOP has been placed on your record by the Office of the Graduate Dean of Engineering. Contact that office for further assistance.
Engineering	ADV	ENGMT	Advisement Required	Engineering Math STOP
Engineering	ADV	ENGR	Advisement Required	See your Advisor in Engineering for registration approval.
Engineering	EXW	EXW	12 or More Credits of W Grades	A STOP has been placed on your records by the Office of Undergraduate Affairs in the School of Engineering. Please contact that office for further assistance.
Gateway Academic Center	ADV	GAC	Advisement Required	A STOP has been placed on your records by the Gateway Academic Center. For further assistance, you must meet with your Academic Advisor.
Humanities and Arts	ADV	ENGL	Advisement Required	No Web Registration is permitted in the MFA in Creative Writing or the MA in Literature. Please register in person in the Department of English
Humanities and Arts	ADV	GSPAN	Advisement Required	No Web Registration is permitted in the MA in Spanish program. Please contact the Director of the Program.
Humanities and Arts	ADV	HUM	Advisement Required	A STOP has been placed on your record by the Division of Humanities and Arts. Please visit NAC 5/225 for further assistance.
Humanities and Arts	ADV	MUSIC	Advisement Required	Please see your Music Advisor
Science	ADV	SCI	Advisement Required	A STOP has been placed on your record by the Division of Science. For

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				further assistance, please visit that office.
Sophie Davis	ADV	BIOMED	Advisement Required	A STOP has been placed on your record by the School of Biomedical Education. Please visit HR-102 for further assistance.

4. **Authorization Signatures** are a necessary to the account provisioning process. Signators are responsible for vetting roles to ensure that they are prudently assigned and removed.

- **Manager approval signature** (page 6)
The employee’s manager, departmental or divisional CUNYfirst liaison are responsible for ensuring that all required fields are completed and necessary signatures are acquired before the form is submitted for processing.
- **Business Owner approval signature** (page 6)
For access to Campus Solutions roles and data permissions the user must acquire the signatures of the appropriate business owner. Roles are grouped into clusters, most are under the auspices of the Registrar including Common, Self-Service, Student Records (SR). These roles require the signature of the Registrar for approval.

Roles in the Financial Aid cluster require the signature of the Director of Financial Aid:

Add	Delete	Financial Aid Roles	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSFA_PELL_Campus_Coord	Assign to Campus Pell Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSFA_PELL_PAYMENT_REPORTING	Access to PELL Payment Reporting pages
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSFA_Anticipated_Aid_Leopard	FA Anticipated Aid Leopard Interface

Student Financials roles require the signature of the Bursar:

Add	Delete	Student Financials (Bursar) Roles	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSF_Base_Student_Financial	This role should be assigned to all Student Financials users.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSF_Administer_Cashiering	Assign to users who administer cashiering functions.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSF_Cancellation	Assign to SF Cancellation users.

Similarly, Admissions Office roles should be approved by the Director of Admissions (currently there is not signature line for the Director of Admissions, whose signature is required nonetheless).

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Add		Delete	Admissions Office Roles	
<input type="checkbox"/>	<input type="checkbox"/>		CU_CSAD_Add_Applicant	Assign to staff that are responsible for adding applications.
<input type="checkbox"/>	<input type="checkbox"/>		CU_CSAD_Administer_Admissions	Assign to staff responsible for administering admissions and running admissions process.
				Assign to staff responsible for adding, updating...

5. **Submission to CCNY Service Desk**

Once the form has been completed the business owner is responsible for submitting it to the CCNY Service Desk. The Service Desk will in turn upload it into the CUNYfirst Customer Relations Management (CRM) ticketing system, which is used to regulate and archive CUNYfirst workflow.