

FULL-TIME FACULTY TEMPLATE

See Campus Solutions User Roles Instructions for detailed instructions.



Signatures are required by applicant (page 1), applicant's manager (page 6), and business owner(s) (page 6) Some roles require data permissions to function properly (pages 5 and 6).

CUNYfirst Campus Solutions User Access Request Form - Production

Please note: This form is required in order to request access to the CUNYfirst system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name: _____ First Name: _____ MI: _____

CUNYfirst (Empl ID) *: _____ Job Title: _____

Full time Part time

If you are a student, please specify college: _____

* Check here if you do NOT have a CUNYfirst User ID & if this is a NEW request for a CUNYfirst User ID (leave CUNYfirst User ID blank)

Business Unit / Campus: _____ Dept / Office: _____

Work Phone: _____ Ext: _____ CUNY email address: _____

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____ Date: _____

Action Requested (Check Only One): **Add Access** **Revise Existing Access** **Delete Access**

| Add | Delete | Common Roles | |
|--------------------------|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCS_Common | Assign to all CS users with the exception of Self-Service users. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSS_Student_Srvcs_Center | Assign to administrative staff who need to view info about a student via Student Services Center |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSS_StudCenter_FinPages | Adds Financial Pages to Student Services Center. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_CommonStudRecPagesView | Adds View Only access to common Student Record pages. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_CommonSFPagesView | Adds View Only access to common Student Financial pages. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCS_Student_Inquiry | Grants inquiry access to selected Student information. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCS_Student_Inquiry_DOB | Allows users with the CU_CSCS_Student_Inquiry role to view full Date of Birth. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCS_Student_Inquiry_SSN | Allows users with the CU_CSCS_Student_Inquiry role to view full Social Security Number. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCS_Student_Inq_Cur_Term | Grants inquiry access to selected Student information in the current term and all future terms. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_Query_Run | Run and view queries using Query Viewer |

| Add | Delete | Self Service Roles | |
|--------------------------|--------------------------|---------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CU CS SS Advisor | Access to the student advisement center. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU CS SS Instructor | Access to CS Instructor (Faculty) self-service |

| Add | Delete | SR - Faculty Workload Roles | |
|--------------------------|--------------------------|------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_Fac_Wkld | Add, u/d faculty assignment types and instructor assignment class. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Coord_Faculty_Workload | Access to run Instructor/Advisor reports; u/d Instructor/Advisor Table; u/d Instructor schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Faculty_Workload_Rpts | Access to Run Faculty Workload Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_View_Faculty_Workload | Access to View Faculty Workload - View Only |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Update_Instrctr_Wrkld | Access to update Instructor Workload |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Instructor_Advisor | Update/display the Instructor/Advisor Table |

| Add | Delete | SR - Class Schedule / Course Catalog Roles | |
|--------------------------|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_Crse_Catalg | Add, u/d, print course catalog; add, u/d enroll reqs; view enroll req summary; u/d class sched |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Admin_Crse_Catalg_VIEW | Administer Course Catalog - View Only |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_View_Course_Cls_Setup | View Course / Class Setup; view enrollment requirements; u/d advising Student groups |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Class_Schedule | Add, u/d combined sections; print class sched; add, u/d class sections, schedule new courses |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_Class_Sched | Add, u/d class sched; run class notes/exam code reports; add class notes, exam codes, and global notes tables. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Class_Maintainer | Create class waitlists, permissions and enrollment blocks; process mass enrollments |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSAD_PreReq_View | View Only access to configured prerequisite rules |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Roll_Curriculum_Forwrd | Roll Curriculum Forward |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_Term_Setup | Administer Term Setup, Term/Session and Academic Calendar |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Combined_Sections | Update/display sections combined table |

Add Delete **SR - Enrollment**

| | | | |
|--------------------------|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Enroll_Appt_Maintainer | Assign to staff responsible for maintaining student enrollment appointments. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Enroll_Stdnt_Maintain | Access to Quick Enroll students. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Quick_Admit | Access to Quick Admit Students for SR Staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Enrollmnt_Reqst_Viewer | Display enroll requests (update if SACR allows). Run and print enrollment verifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Enrollmnt_Requirements | Add, u/d enrollment reqs, pre-requisite and co-requisite courses. |

Add Delete **SR – Student Records Roles**

| | | | |
|--------------------------|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCS_FERPA_Display | Assign to staff responsible for updating FERPA restrictions for an individual. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Acad_Advisor_Maintain | U/d and CORRECTION to Student Advisor where advisor(s) are assigned to a student. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_Grades | Post grades; run grade lapse process, missing immun.; Grade assignment process |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_NSC | Assign to staff responsible for exchanging info with the National Student Clearinghouse. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Administer_Roster | Add, u/d grade rosters, class rosters; generate attendance rosters |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Base_Student_Records | Assign to all Student Records users. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Block_Enroll_Maintaine | This role should be assigned to people who will manage and maintain block enrollments. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Class_Permission | Assign to department chairs and and administrative staff responsible for assignment of class permissions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Crs_Catalog_Maintainer | Assign to staff that are responsible for maintaining course catalog. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Dept_Class_Roster | Access Class Rosters that fall under user's Academic Organization as assigned in SACR |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Dept_Grade_Roster | Access Grade Rosters that fall under user's Academic Organization as assigned in SACR |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_EndTrm_Act_Maintainer | Assign to staff who are responsible for processing and maintaining end of term activities. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Grade_Maintainer | Assign to staff who are responsible for maintaining student grades. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Grade_Reports | Run and display Grade Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Grade_Roster_View | Assign to staff responsible for maintaining student milestones. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Graduation_Maintainer | Assign to staff responsible for processing and maintaining graduation activities. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Health_Services | Health Services Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_LAWSCHOOL_BLIINDGRADING | Administrative component that assists users in verifying and validating exam numbers for all law students |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Milestone_Maintainer | Assign to staff responsible for maintaining student milestones. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ProgPlan_Maintain_CORR | Program Plan Maintainer - CORRECTION |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ProgPlan_Maintainer | Program Plan Maintainer |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ProgPlan_Maintainer_VW | Program Plan Maintainer – View Only |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Stdnt_Grp_Maintainer | Maint Groups; Add, u/d programs, plans, subplans, attributes, degrees, careers. u/d/CORR Advisor information; u/d person communication, checklists, comments. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Term_Activate_Maintain | Assign to staff responsible for maintaining term activation for students. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Term_Withdrawal | Assign to staff who will be executing the term withdrawal processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Textbook_Data_Entry | Textbook Data Entry |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Transcript_Maintainer | Add, u/d batch transcript requests; u/d existing requests; u/d transcript text (non-term specific); run transcript report purge process. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Transfer_Credit | Assign to staff that are responsible for updating transfer credit data and processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Transfer_Credit_Maint | Assign to staff responsible for configuring transfer credit rules. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Undo_SF_Enrl_Cancel | Allows access to run a process that Undoes Enrollment Cancellations |

Add Delete **Campus Community (Shared Data) Roles**

| | | | |
|--------------------------|--------------------------|-------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Administer_Immuniz | Assign to staff responsible for maintaining the Immunization Table. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Barcode_Vendor | Assign to staff responsible for creating data extracts provided to barcode vendors. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Citizenship_Data | U/d Citizenship and Passport data for an individual student |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Disability_User | Assign to staff requiring access to CS disability data. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Disability_User_VIEW | View Only access to CS disability data. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Immunizations | Assign to staff responsible for updating immunization data for students. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Student_Health_Update | Assign to staff that update immunization, and health test data for students. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Student_Health_View | View immunization, accommodation, and health test data |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_Health_Update | Update Personal Information Health data (not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_Health_View | View Personal Information Health data (not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_Personal_Info | Update Personal Information for any person in the CS database (not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_Personal_Info_VW | Personal Information for any person in the CS database - Display Only (not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_PersonInfo_Corr | Assign to staff that require CORRECTION access to Personal Info for any person.(not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_Update | Add/Update a Person access for any person in the CS database (not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_POI_View | Add/Update a Person access for any person in the CS database - Display Only (not only Students) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Svc_Indc_Maintainer | Assign to staff who maintain service indicators and run mass assign processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_SEVIS_F-VISA | Intended for users who are responsible for maintaining F VISA information. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_SEVIS_J-VISA | Intended for users who are responsible for maintaining J VISA information. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Student_Personal_Info | Assign to staff that require UPDATE access to Personal Information for any STUDENT (no job record). |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Stud_Person_Info_Corr | Assign to staff that require CORRECT HISTORY UPDATE access to Personal Information for any STUDENT (no job record). |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Stud_Person_Info_VW | Assign to staff that require DISPLAY ONLY access to Personal Information for any STUDENT (no job record) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Student_Update | Add/Update a Person's Bio Data for any STUDENT (no job record) in the CS database |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Student_View | View a Person's Bio Data for any STUDENT (no job record) in the CS database - Display Only |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Veteran_Rep | This role is intended for users who are responsible for updating and viewing Veterans Affairs data. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_Person_Comments | Add 3C Person Comments. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Checklists | 3C Checklist – base access |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Checklists_Run | 3c Checklist Mass Assign / Run |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Comments | 3C Comments – base access |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Comments_Run | 3c Comments Mass Assign / Run |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Communications | 3C Communications – base access |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Communication_Run | 3c Communication Mass Assign / Run |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Setup_Conf_View | View access to all setup and configuration values for 3C |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_3C_Setup_Conf_Campus | Maintain Campus allowed setup and configuration values for 3C |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCC_STUD_ATHL_INFO | Role for Athletics Directors to maintain Athletics information for students. |

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. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Cashiering | Assign to users who perform cashiering functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Collections | Assign to users who perform collections functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Conversion | SF Conversion |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_County_Chargeback | Assign to users that are responsible for processing county chargeback. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Corporate_Bills | Assign to users who perform corporate billing functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Enrollment_Deposit | Assign to users who perform enrollment deposit functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_ePayment_Reconcil | Assign to users who perform e-payment reconciliation. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Refunding | Assign to users who perform refunding functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Sallie_Susp | Assign to users responsible for processing Sallie Mae inbound files and processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Stud_Acct Stmt_Rpt | Student Account Statement Report |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Stud_Recv_Rpt | Student Financials Student Receivables Report |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Student_Bills | Assigned to staff that that perform student billing functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Summary_Of_Grants | Student Financials Summary of Grants |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Third_Party | Assigned to staff that perform third party billing functions. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Tuition_Calc_Rpt | Assigned to staff responsible for processing tuition calculation verification reports. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_SF_1098T_Reviewer | 1098 Reviewer |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_SF_1098T_Editor | 1098 Editor |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Campus_Dir_Deposit_Adm | Assign to users to add and update student bank account information and direct deposit elections |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Direct_Deposit_View | Grants view access to student bank account information and direct deposit elections |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Refund_AP_Vchr_Review | Access to review Student Refund AP Vouchers |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Disbrsmnt_Rfnd_Inbound | SF Disbursements and Refunds Inbound Interface |

Add Delete

Reports

| | | | |
|--------------------------|--------------------------|--------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSAD_ALL | Admissions Users - All Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSAD_ONLY | Admissions Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_ALL | Student Financials Users - All Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_ONLY | Student Financials Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ALL | Student Records Users - All Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_LTD | Limited Records Financials Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ONLY | Student Records Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_ONLY | Financial Aid Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSI_ONLY | Service Indicator Reports |

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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CU_CSFA_Anticipatd_Aid_Inbound | FA Anticipated Aid Inbound Interface |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Process_Auth_Disb | Access to manual and batch pages for Authorize and Disburse Aid. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_R2T4 | Access to the Return to Title IV (R2T4) worksheets and reports.. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Package_Aid | Access to all aspects of packaging Financial Aid. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Process_Loans | Access to all facets of Financial Aid Loan functionality. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Manage_ISIRs | Access to process and correct ISIR data, including ISIR reports, suspense management, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Dept_Awards | Assign to people in OTHER offices who need to post specific awards to Financial Aid. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Maintain_Budgets | Access to create and maintain student budgets manually. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Maintain_FA_Term | Access to Add, Update, Change FA Term records manually. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CU_CSFA_Award_Override | Manually award students with Professional Judgement - overrides ALL Financial Aid rules. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_SAP_INQUIRY | Satisfactory Academic Progress Inquiry |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Maintain_SAP | Access to SAP functions for schools after they have gone live with CUNYfirst Financial Aid. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CU_CSFA_Maintain_SAP_CORR | CORRECT history access to SAP functions for schools after they have gone live with CUNYfirst Financial Aid. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_View_Financial_Aid | View Only access to most pages in the Financial Aid area. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_APTS | FA APTS Disbursements. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_APTS_Intfc | FA APTS Interface |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Anticipated_Aid_Report | FA Anticipated Aid Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CU_CSFA_Award_Override | Access for staff who are responsible for processing FA interfaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Base_Financial_Aid | Assign role to Financial Aid users |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_SAP_SETUP | Access to SAP Setup |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CU_CSFA_Setup_and_Config | Access to maintain Financial Aid setup and configuration pages. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_Setup_and_Config_VW | View access to maintain Financial Aid setup and configuration pages |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSFA_TAP | FA TAP Disbursements Interface |

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 processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSAD_Maintain_Applications | Assign to staff responsible for adding, updating and correcting applications for admission |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSAD_Mass_Change | Assign to staff responsible for running Admissions batch processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSAD_Transfer_Credit | Assign to staff that are responsible for updating transfer credit data and processes. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CU_CSAD_Test_Score_Maintain | Assign to staff that are responsible for updating academic test data for a student |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Create_Maintain_Org_VW | View access to External Organizations |

Add Delete

Student Admin Configuration

| | | | |
|--------------------------|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Administer_Student_Fin | This high-level SF role should be assigned to users who manage SF processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSF_Setup_and_Config | Student Financials Setup and Config |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Display | Display Only - Academic Structure - Central Configuration (includes programs, plans, subplans, careers, etc). |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Display_SA | Display only access to Install Student Administration page. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Instit_Tbl | Update Institution Table (High level access) |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Instl_SA | Update access to Install Student Admin page. To be granted very selectively. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Reports | Assign to staff who run SR Academic Structure Configuration Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Rpt_Cds | Central office access ONLY to HEGIS, CIP, and Field of Study table access |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Config_Rpt_Cds_DO | Display only of HEGIS, CIP, and Field of Study tables |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Conversion | Crosswalk of legacy data - for conversion only! |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_Installation_DO | View access to Install Student Admin page. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Setup_and_Config | Assign to staff responsible for maintaining Student Records setup and configuration values. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Setup_and_Config_Rpts | Assign to staff that have a need to run Student Records setup reports. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_View_Setup_and_Config | Assign to staff that have a need to view Student Records setup and configuration values. |

Add Delete

Interfaces

| | | | |
|--------------------------|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_ASTA_INTFC | CUNY ASTA Interface |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_ACAD_CAS_INTFC | CUNY CAS Interface |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Faculty_Workload_Intfc | Faculty Workload Interface Processor |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Faculty_Workload_IR | Assign to staff in Institutional Research who are responsible for running the CUNYfirst-to-IR interface for Faculty Workload processes. |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSSR_Faculty_Wrk_Intfc_I537 | Assign to staff that will be running the I537 Faculty Workload Interface. |

Add Delete

CUNY CEMLI Roles

| | | | |
|--------------------------|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCPSR_DeansList_Admin | |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCPSR_DeansList_Setup_Adm | |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCPSR_DEGREEWORKS_CAMPUSAD | |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCPSR_DEGREEWORKS_CUNYVIEW | |
| <input type="checkbox"/> | <input type="checkbox"/> | CU_CSCPSR_Tech_System_Config | |

CUNYfirst Campus Solutions User Access Request Form

EMPLOYEE:

Last Name:

First Name:

Primary Permission List and Row Level Security is Required.

| User's Primary Permission List | Users Row Level Security |
|--------------------------------|--------------------------|
| | |

*** Data Permissions (SACR) Security ***

Secure Student Administration

Copy Data Permissions (SACR) from EMPLID: _____

| Security Type | Value |
|--|--|
| Academic Institution List the academic institution(s) that the user can access. | _____ |
| Institution / Campus | MAIN |
| Institution / Career List the career(s) the user can access. (UGRD, GRAD, DOCT etc) | _____ |
| Academic Program List the academic program(s) that the user can access Or assign ALL. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| Academic Plan List the academic plan(s) that the user can access Or assign ALL. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| Academic Org List the academic Organization(s) that the user can access. | _____ |
| Admissions Action List the Admission Action(s) the user is allowed access Or assign ALL. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| Program Action List the Program Action(s) the user is allowed to access Or assign ALL. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| Application Center List the application center(s) the user is allowed to access, Or assign ALL. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| Recruiting Center Set specific application center to User ID, Or assign ALL. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| 3C Group List the 3C Group(s) the user is allowed to access. (List 3C Group) (Inquiry / Update / Delete) | _____ |
| Enrollment Access ID List the Enrollment Access ID the user is allowed access to. | _____ |
| Student Group Determines access to student groups. (list groups and Inquire / Update) | _____ |
| Service Indicators Determines access to service Indicators (list codes and reasons) (Place / Release) | _____ |
| Transcript Report Determines the transcript types users have security access to. | <input type="checkbox"/> ALL or <input type="checkbox"/> ADVMT <input type="checkbox"/> OFFIC <input type="checkbox"/> REG1 <input type="checkbox"/> REG2 <input type="checkbox"/> STDNT <input type="checkbox"/> UNOFF <input type="checkbox"/> XFERI <input type="checkbox"/> UAPC <input type="checkbox"/> Other _____ |

| | |
|---|---|
| Test ID Security Determines access to test scores. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |
| Graduation Status Determines access to test scores. | <input type="checkbox"/> All or <input type="checkbox"/> Specific _____ |

Secure Student Financials

| Security Type | Value |
|-----------------------------------|--------------|
| Business Unit | _____ |
| Cashier's Office (Bursar only) | _____ |
| SetID | _____ |
| Institution Set | _____ |

| |
|---|
| SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below) |
| |
| |
| |
| |
| |

| | |
|-----------------------------------|----------------------|
| Managerial Request: | |
| Business Unit / Campus: | Department / Office: |
| Last Name, Requesting Supervisor: | First Name: |
| Signature, Requesting Supervisor: | Date: |

| | |
|--|-------------|
| Business Owner / Student Records: | |
| Last Name: | First Name: |
| Signature: | Date: |

| | |
|--|-------------|
| Business Owner / Student Financials Approval: | |
| Last Name: | First Name: |
| Signature: | Date: |

| | |
|---|-------------|
| Business Owner / Financial Aid Approval: | |
| Last Name: | First Name: |
| Signature: | Date: |