Definitions of PeopleSoft Security Roles

Security Contacts assign access privileges to Requestors using one of four Authorization Checklists (CO - Central office Pgh, AC - Acad Ctr Pgh, NI - Non-Instruct Dept Pgh, and RC - Regional campuses). Each role denotes a specific type of PeopleSoft access. This provides detailed descriptions of those roles.

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Mod	Job	Role Code	Role Title	CO	AC	NI	RC	Approval	Description of Access	PS Training
Admissions	Reports	AD01_GUEST	View Admissions Data - Warehouse Access		x		x	Security Contact	This role is for non-admission office staff who need view-only access to admissions data. The role was created for admission access in the data warehouse.	AD202
Admissions	User	AD04_USER	Enter Test Scores, Education and 3C Letter Codes, View Applications, Update Prospects	x	x		x	Security Contact	This role allows admissions staff access to update prospect data, test scores, prior education, and 3C Letter Code. This role can also view applicant data, comments and checklists.	AD202
Admissions	User	AD05_USER	View Applications, Update Prospects, Enter 3C's	x	x		x	Security Contact	This role allows admissions staff access to update prospect data, test scores, prior education, and 3Cs. This role can also view applicant data.	AD202
Admissions	User	AD06_USER	Update Applicant and Prospect Data, Enter 3C's	x	x		x	Security Contact	This role can update prospect and applicant data, test scores, prior education and 3Cs.	AD202
Admissions	User	AD07_USER	Update Applicant and Prospect Data, Enter 3C's, Update Residency	x	x		x	Security Contact	This role can update prospect and applicant data, test scores, prior education, 3Cs, and residency.	AD202
Admissions	User	AD08_USER	Update Applicant and Prospect Data, 3C's w/ Letter Generation. This is the base role for all other AD08 roles.	x	x		x	Security Contact	This role can update prospect and applicant data, test scores, prior education, 3Cs with letter generation processing, and residency.	AD202
Admissions	Advanced	AD08_USER_SATACT	Load ACT/SAT Test Scores	x	x		x	Security Contact	Role for Staff responsible for loading ACT & SAT test scores. Users assigned to this role must also have the AD08_USER role.	AD202, OAFA
Admissions	Advanced	AD08_USER_TEST_GRAD	Load Test Scores (non-ACT/SAT)	x	x		x	Security Contact	Role for Staff responsible for loading other test scores. Users assigned to this role must also have the AD08_USER role.	AD202, OAFA
Admissions	Advanced	AD08_APP_CORRECTION	Correct Admission Application	x			x	Security Contact	This role is for admission staff who need access to application maintenance in correction mode. Users assigned to this role must also have the AD08_USER role.	AD202, OAFA
Admissions	Advanced	♦AD_FUNCTIONAL_LEAD	♦Admissions Functional Lead	x				Data Steward	This role is for the admissions functional lead.	AD202, OAFA
Admissions	Advanced	♦CC01_3C_COR	♦3C Setup	x				Data Steward	This role is for admission staff responsible for setting up the 3Cs. Users assigned to this role must also have the AD08_USER role.	AD202, OAFA
Financial Aid	OAFA, DMED, MEDS & Regional	♦FA_SUPER	♦Advanced Financial Aid Processing	x	X		X	Data Steward	This role is for financial aid supervisors who require all standard financial aid processing and setup of financial aid base tables.	OAFA
Financial Aid	OAFA, DMED, MEDS & Regional	FA_STAFF (♦ for Centralized Office Pgh) Regionals need supervisory approval	Standard Financial Aid Processing w/ 3C Processing	x	X		X	Data Steward PGH, Security Contact for Regional	This role is for financial aid staff who require all standard financial aid processing.	OAFA
Financial Aid	OAFA, DMED, MEDS & Regional	FA_VIEW	View Access to Financial Aid Data	x	X		X	Security Contact	This role is for financial aid staff who require view access to student financial aid data.	OAFA
Financial Aid	OAFA, DMED, MEDS & Regional	FA_FAAS	Financial Aid Application Supplement	X	X		X	Security Contact	This role is for financial aid staff who update the FA Application Supplement.	OAFA

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Financial Aid	OAFA, DMED, MEDS & Regional	♦CC_3C_SUPER_USER_UPDATE	♦Update 3Cs requires 3c Inquiry Group access	X	X	X	X	Data Steward	This role is for financial aid staff responsible for setting up the 3Cs. This role can also run letter generation processing.	OAFA
Financial Aid	OAFA, DMED, MEDS & Regional	CC_3C_USER_VIEW_ONLY	View 3Cs requires 3c Inquiry Group access	X	X		X	Security Contact	This role is for financial aid staff to view assignment of 3Cs.	OAFA
Financial Aid	OAFA, DMED, MEDS & Regional	♦SA_INQUIRE_FINANCIAL_AID	♦View SR Data for FA Staff	X	X		X	Data Steward	This role is for financial aid staff to view bio/demo data, a student's account, enrollment, program/plan and student group assignment.	OAFA
Financial Aid	Functional Lead	♦FA_FUNCTIONAL_LEAD	♦Financial Aid Functional Lead	X				Data Steward	This role is for the financial aid functional lead.	OAFA
Financial Aid	Functional Lead	♦FA_PRODUCTION_PROCESS	♦Financial Aid Production Processing	X				Data Steward	This role is for the OAFA staff member responsible for running financial aid processes.	OAFA
Financial Aid	Non Financial Aid Staff	FA_STATUS_VIEW_ONLY	View Financial Aid Data fpr Non-Financial Aid Offices		X	X	X	Security Contact	This role is for non-financial aid staff who have the need to look at a student's packaging status.	SF203, OAFA
Student Financials	Cashiering	♦SF_CASHIER	♦Cashier Role	X			X	Data Steward	This role is for student financial services staff responsible for running cashiering.	SF203
Student Financials	Cashiering	♦SF_CASHIER_SUPRV	♦Cashier Supervisor Role	X			X	Data Steward	This role is for student financial services supervisors responsible for cashiering. This role include setup capabilities for cashiering tables.	SF203
Student Financials	Student Payment Ctr, Collections	♦ SF_STUDENT_PAYMENT_CENTER	♦Student Payment Center Staff Role	X				Data Steward	This role is for student financial services staff working in the student payment center. Includes cashiering functions and refunding.	SF203
Student Financials	Student Payment Ctr, Collections	♦SF_COLLECTION_CENTER	♦Collection Center Staff Role	X				Data Steward	This role is for student financial services staff working in collections. Administesr payment plans.	SF203
Student Financials	Student Payment Ctr, Collections	♦SF_COLLECTIONS_SUPRV	♦Collections Supervisor Role	X				Data Steward	This role is for student financial services collections supervisor.	SF203
Student Financials	Student Payment Ctr, Collections	♦SF_ACS_PROCESSING	♦ACS Processing	X				Data Steward	Access to add and maintain data on new loan table that supports month end processing to Affiliated Computer Services.	SF203
Student Financials	Student Accounting & Billing	♦SF_SUPPORT	♦Student Accounting & Billing Staff Role	X			X	Data Steward	This role is for student financial services billing and student account staff.	SF203
Student Financials	Student Accounting & Billing	♦SF_SUPERVISOR	♦Student Accounting & Billing Supervisor Role	X			X	Data Steward	This role is for student financial services billing and student account supervisor.	SF203
Student Financials	Student Accounting & Billing	♦ SF_STUDENT_GROUP_UPDATE	♦Assign Student Groups - not applicable to rgnls yet. Working on it.	X			X	Data Steward	This role is for student financial services staff responsible for assigning student groups.	SF203
Student Financials	Student Accounting & Billing	♦SF_RUN_PROCESS	♦Default to Run/View Reports	X				Data Steward	This role is for student financial services staff responsible for running student financials processes.	SF203
Student Financials	Customer Account & Departmental Aid	SF_VIEW	View Customer Account - Must complete training class SF203 for access		X	X	X	Training	This role is for any staff member to have view access to a student's account. This role is assigned after completion of SF203.	SF203

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Student Financials	Customer Account & Departmental Aid	SF_DEPARTMENT_AID	Update Departmental Financial Aid Contracts - Must complete training class SF201 for access	X	X	X	X	Training	This role is for any staff member responsible for entering department aid. This role is assigned after completion of SF203.	SF203, SF201
Student Financials	Residency	♦CC_RESIDENCY_UPDATE	♦Update Residency Information	X			X	Data Steward	This role is for student financial services staff responsible for assigning residency.	AD202, SF203
Student Financials	Residency	♦CC_RESIDENCY_DISPLAY	♦View Access to Residency Determinations	X			X	Data Steward	This role is for student financial services staff to view residency assignments.	AD202, SF203
Student Financials	Student Financials Functional Lead	♦Student Financials Functional Lead SF_FUNCTIONAL_LEAD	♦Student Financials Functional Lead	X				Data Steward	This role is for student financials functional lead.	SF203, SF201
Student Records	PGH Registrar Office	♦SR_STAFF_ADM_SERVICE1	♦Administrative Services Role 1 - Registrar Staff	X				Data Steward	This role is for University Registrar staff responsible for maintaining the course catalog and class schedule.	CO201, CS201
Student Records	PGH Registrar Office	♦SR_STAFF_ADM_SERVICE2	♦Administrative Services Role 2 - Registrar Staff	X				Data Steward	This role is for University Registrar staff responsible for maintaining room assignments and the final exam schedule.	CO201, CS201
Student Records	PGH Registrar Office	♦SR_STAFF_INFO_RESOURCES	♦Information Resources Role - Registrar Staff	X				Data Steward	This role is for University Registrar Information Resource staff.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_STAFF_RECOR_GRAD1	♦Recording/Graduation Role - Registrar Staff	X				Data Steward	This role is for University Registrar staff responsible for grading and graduation.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_STAFF_STUDENT_SERVICE1	♦Student Services Role 1 - Registrar Staff	X				Data Steward	This role is for University Registrar staff responsible for student enrollment	SE202
Student Records	PGH Registrar Office	♦SR_STAFF_STUDENT_SERVICE2	♦Student Services Role 2 - Registrar Staff	X				Data Steward	This role is for University Registrar staff responsible for transcripts and certification.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_STAFF_SUPP_SERVICE1	♦Support Services Role - Registrar Staff	X				Data Steward	This role is for University Registrar staff responsible for veteran and athlete certification.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_SUPER_ADMIN_SERVICES	♦Administrative Services Role - Registrar Supervisor	X				Data Steward	This role is for the University Registrar supervisor responsible for maintaining the course catalog, class scheduling, facilities, and final exam schedule.	CO201, CS201
Student Records	PGH Registrar Office	♦SR_SUPER_INFO_SEVICES	♦Information Services Role - Registar Supervisor	X				Data Steward	This role is for the University Registrar supervisor responsible for Information Resources.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_SUPER_RECOR_GRAD	♦Records and Graduation Role - Registrar Supervisor	X				Data Steward	This role is for the University Registrar supervisor responsible for grading and graduation.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_SUPER_STUDENT_SER	♦Student Services Role - Registar Supervisor	X				Data Steward	This role is for the University Registrar supervisor responsible for enrollment, transcripts, and certification.	SE202, AS202
Student Records	PGH Registrar Office	♦SR_SUPER_SUPP_SERVICES	♦Support Services Role - Registar Supervisor	X				Data Steward	This role is for the University Registrar supervisor responsible for veteran and athlete certification.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_PROG_STAFF	♦Update Program/Plan, View Degrees and Student Advisors - Registrar End User	X				Data Steward	This role is for University Registrar staff responsible for maintaining program/plan and viewing advisor and degrees.	SE202, AS201

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Student Records	PGH Registrar Office	♦SR_BIODEMO_UPDATE	♦Update Bio/Demo Data for Students	X			X	Data Steward	This role is for University Registrar staff responsible for maintaining student bio/demo data.	PS101
Student Records	PGH Registrar Office	♦AA_SETUP	♦Academic Advising Setup - Functional Team	x			X	Data Steward	This role is for University Registrar staff responsible for maintaining academic advising requirements.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_ENR_REQUEST_VIEW	♦View Enrollment Summary	x			X	Data Steward	This role is for Registrar staff to access enrollment audit results.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SF_TUITION_CALC	♦Calculate Tuition - Registrar Staff	x			X	Data Steward	This role is for Registrar staff to run tuition calculation.	Student Financial Services
Student Records	PGH Registrar Office	♦SR_TEST_SCORES	♦Enter Test Credit Rules and Process Suspense FIle	X				Data Steward	This role is for Registrar staff to setup test rules and access the test load suspense file.	Pgh Registrar's Office
Student Records	PGH Registrar Office	♦SR_FUNCTIONAL_LEAD	♦Student Records Functional Lead	X				Data Steward	This role is for the student records functional lead.	SE202, AS202
Academic Records	Academic advising	AA_EXCEPTIONS	Process Individual Student Advising Exceptions	X	X		X	Security Contact	This role is for advisors who approve course substitutions for a student's degree requirements.	Pgh Registrar's Office
Academic Records	Academic advising	AA_EXCEPTIONS_COR	Process and Correct Individual Student Advising Exceptions	X	X		X	Security Contact	This role is for advisors who can correct existing course substitutions for a student's degree requirements.	Pgh Registrar's Office
Academic Records	Academic advising	AA_USER	Run Academic Advising Reports	X	X		X	Security Contact	This role is for advisors to run individual advising reports for students.	PS Training - Documents
Academic Records	Academic advising	AA_VIEW	View Advising Requirement Setup Pages	X	X		X	Security Contact	This role is for staff to view academic advisement requirement setup.	Pgh Registrar's Office
Academic Records	Graduate schools ONLY	SR_ACAD_SUP_MILESTONES	Update Milestones for Students -Only Graduate Schools at this time.	X	X			Security Contact	This role is for graduate staff resposible for maintaining graduate milestones. Only available for graduate schools.	SE202, AS202
Academic Records	Academic advising	SR_ACAD_STAND_UPD	Update academic standing	X	X		X		This role allows users to update academic standing for students.	SE202, AS202
Student Records	Program, Plan & Enrollment	♦SR_ADVISOR1	♦View Program/Plan and Create Enrollment	X	X		X	Data Steward Training	This role is for advisors/staff who enroll students and need to view a student's program/plan. This role is assigned upon approval from the Data Steward and completion of SE202.	SE202
Student Records	Program, Plan & Enrollment	♦SR_ADVISOR2	♦Update Program/Plan and Create Enrollment	X	X		X	Data Steward Training	This role is for advisors/staff who enroll students and can change a student's program/plan. This role is assigned upon approval from the Data Steward and completion of SE202.	SE202
Student Records	Program, Plan & Enrollment	SR_ADVISOR_VIEW_ONLY	View Program/Plan, View Enrollment Data	X	X		X	Security Contact	This role is for advisors/staff who need to view student enrollment and a student's program/plan.	SE202
Student Records	Program, Plan & Enrollment	♦SR_UCIS_SPECIAL_STAFF	♦Update Program/Plan and View Student Degrees - UCIS Staff	X	X			Data Steward	This role is for UCIS staff responsible for enrolling and advising UCIS students.	SE202
Academic Records	Transfer credit	SR_ACAD_SUPPORT_1	Advisor Self-Service, View Transfer Credit	X	X		X	Security Contact Training	This role is for advisors/staff to access self-service advising functions and to view transfer credit results. This role is assigned upon completion of AS201.	SE202, AS201

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Academic Records	Transfer credit	SR_ACAD_SUPPORT_2	Advisor Self-Service, Post Transfer Credit	x	x		x	Security Contact Training	This role is for advisors/staff to access self-service advising functions and to update transfer credit for individual students. This role is assigned upon completion of AS201.	SE202, AS202
Academic Records	Transfer credit	♦SR_ADVISOR_TST	♦Enter and Post Test Credit - Reviewing to see if merge can be made with SR_ACAD_SUPPORT_2	x	x			Security Contact		SE202, AS202
Student Records	Course & Class	AC_ADMIN_SRVCS_STAFF1	Add Instructors to Class Sections	x	x		x	Data Steward	This role is for administrative staff responsible for assigning instructors.	CO201, CS201
Student Records	Course & Class	♦SR_INSTRUCTOR_ADVISOR_ASSIGN	♦Create Instructors/Advisor Records	x	x		x	Data Steward	This role is for administrative staff responsible for creating instructor and/or advisor records.	Pgh Registrar's Office
Student Records	Course & Class	SR_RESOURCE_QUEUE_UNLOCK	Access to Unlock Resource Queue - Keep off rgnl form. May grow into Bradford technical support role	x			x	Data Steward	This role is for technical support staff to assist with class scheduling.	Pgh Registrar's Office
Student Records	Regional Registrar Offices	SR_RGNL_ASST_SUPER	Regional Base Role - Assistant Registrar				x	Security Contact	This role is for the Regional Assistant Registrar.	CO201, CS201, SE202, AS202
Student Records	Regional Registrar Offices	SR_RGNL_REG_STAFF	Regional Base Role - Registrar Staff				x	Security Contact	This role is for the Regional Registrar Office staff.	CO201, CS201, SE202, AS202
Student Records	Regional Registrar Offices	♦SR_RGNL_REG_SUPER	♦Regional Base Role - Registrar				x	Data Steward	This role is for the Regional Registrar Registrar.	CO201, CS201, SE202, AS202
Campus Community	Service Indicators	♦CC_SERVICE_INDICATOR_UPDATE	♦Update Service Indicator Data - requires user to select SI.	x	x	x	x	Data Steward by area	This role is for staff needing to assign or delete service indicators.	PS101
Campus Community	Privacy flags	♦CC_FERPA_UPDATE	♦Update FERPA Flag	x			x	Patti Mathay	Allows user to update FERPA flag.	PS101
Campus Community	Athletics	CC_ATHLETICS	Update Athletic Participation and Run Athlete Credit Report			x	x		This role is responsible for assigning a student's athletic particpation.	PS101
Campus Community	Athletics	SA_ATHLETICS_ADMINISTRATION	Run Athlete Credit Report, View FA Awards and Customer Account			x			This role is for athletic department staff responsible for running reports on student athletes.	SF203
Campus Community	Athletics	SA_ATHLETIC_DEPT	View of Athletic Participation and Transfer Credit			x			This role is for athletic department staff needing access to student athlete participation and transfer credit results.	PS101
Campus Community	Athletics	SA_AS_SDW	View of Athletic Participation			x	x		Inquire access to athletic particpation.	Pgh Registrar's Office
Campus Community	Student Affairs	SA_STUDENT_AFFAIRS	View Bio/Demo and Enrollment Data - Student Affairs			x			This role is for student affairs staff needing view access to student bio/demo and enrollment data.	PS101
Campus Community	Student Affairs	SA_STUDENT_AFFAIRS_FA_SR_SF	View Bio/Demo, Enrollment, FA Award and Customer Account Data			x			This role is for student affairs staff needing view access to student bio/demodata, enrollment data, financial aid award status, and the student account.	PS101, SF203

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Campus Community	Student Affairs	SA_STUDENT_AFFAIRS_SF_SP_TUIT	View Tuition Calculation - Student Affairs			X			This role is for student affairs staff needing to view tuition calculation results.	Student Financial Services
Campus Community	Student Affairs	SA_STUDENT_AFFAIRS_SR_SF	View Bio/Demo, Enrollment, and Customer Account Data			X			This role is for student affairs staff needing view access to student bio/demodata, enrollment data, and the student account.	PS101, SF203
Campus Community	Student Affairs	SA_STUDENT_AFFAIRS-OIS	Update Citizenship and Visa/Permit Data			X			This role is for student affairs OIS staff to update citizenship and visa/permit data.	AD202
Campus Community	Student Affairs	SA_IA_DATA_WAREHOUSE	Data Warehouse Access -Institutional Advancement			X			This role is for institutional advancement staff to access data from the data warehouse.	Pgh Registrar's Office
Campus Community	Internal Audit	SA_INTERNAL_AUDIT_FA_SR_SF	View All Data - Internal Audit			X			This role is for internal audit staff to access data from the data warehouse.	Pgh Registrar's Office
Campus Community	Book Center	SA_BOOK_CENTER	View Bio/Demo and Enrollment Data - Book Center - *Add SASFVIEW perm list?*			X	X		This role is forbook center staff needing view access to student bio/demo and enrollment data.	PS101
Campus Community	FIS	SA_FIS_DATA_WAREHOUSE	Data Warehouse Access - Financial Information Systems			X			This role is for FIS staff to access data from the data warehouse.	Pgh Registrar's Office
Campus Community	Panther Central, Housing	SA_PANTHER_CENTRAL	View Bio/Demo, Enrollment, FA Award and Customer Account Data - Panther Central			X	X		This role is for panther central/housing staff needing view access to student bio/demodata, enrollment data, financial aid award status, and the student account.	PS101, SF203
Campus Community	Institutional Research	SA_INSTITUTIONAL_RESEARCH	View All Data - Institutional Research			X			This role is for institutional research staff to access data from the data warehouse.	Pgh Registrar's Office
Campus Community	General Counsel	SA_OFFICE_OF_GENERAL_COUNSEL	View All Data - General Counsel			X			This role is for general counsel staff to access data from the data warehouse.	Pgh Registrar's Office
Campus Community	Parking and Transportation	SA_PARKING_VIEW	View Bio/Demo and Enrollment Data - Parking and Transportation Office			X	X		This role is for parking and transportation staff needing view access to student bio/demo and enrollment data.	PS101
Campus Community	University Police	SA_UNIVERSITY_POLICE	View Bio/Demo and Enrollment Data - University Police			X	X		This role is for university police staff needing view access to student bio/demo and enrollment data.	PS101
Campus Community	Human Resources, Faculty Records	SF_EDUCATION_BENEFIT	Update Educational Benefit For HR and Faculty Records Offices - requires item type node	X			X		This role is for staff responsible for updating the employee educational benefit.	SF203