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. • Requires Data Steward approval.

Mod	Job	Role Code	Role Title	со	AC	NI	RC	Approval	Description of Access	PS Training
MOU	200	AD01_GUEST	View Admissions Data - Warehouse Access	0	AC		KC	Approval Security	This role is for non-admission office staff who need view-only	AD202
		ADUI_GOESI	view Admissions Data - Warehouse Access		^		^	Contact	access to admissions data. The role was created for admission	AD202
Admissions	Reports							Contact	access to admissions data. The fole was created for admission	
Admissions	Перона	AD04 USER	Enter Test Scores, Education and 3C Letter	v	v		v	Security	This role allows admissions staff access to update prospect data,	AD202
			Codes, View Applications, Update Prospects	^	Ŷ		^	Contact	test scores, prior education, and 3C Letter Code. This role can	ADZUZ
								Contact	also view applicant data, comments and checklists.	
Admissions	User									
	0001	AD05 USER	View Applications, Update Prospects, Enter 3C's	x	x		Y	Security	This role allows admissions staff access to update prospect data,	AD202
				~	^		Â	Contact	test scores, prior education, and 3Cs. This role can also view	/ 10 202
Admissions	User								applicant data.	
		AD06 USER	Update Applicant and Prospect Data, Enter 3C's	x	х		x	Security	This role can update prospect and applicant data, test scores,	AD202
Admissions	User							Contact	prior education and 3Cs.	
		AD07_USER	Update Applicant and Prospect Data, Enter 3C's,	x	х		х	Security	This role can update prospect and applicant data, test scores,	AD202
Admissions	User		Update Residency					Contact	prior education, 3Cs, and residency.	-
		AD08_USER	Update Applicant and Prospect Data, 3C's w/	x	х		x	Security	This role can update prospect and applicant data, test scores,	AD202
		_	Letter Generation. This is the base role for all other	r				Contact	prior education, 3Cs with letter generation processing, and	
Admissions	User		AD08 roles.						residency.	
-		AD08_USER_SATACT	Load ACT/SAT Test Scores	х	х		х	Security	Role for Staff responsible for loading ACT & SAT test scores.	AD202,
								Contact	Users assigned to this role must also have the AD08_USER role.	OAFA
Admissions	Advanced									
		AD08_USER_TEST_GRAD	Load Test Scores (non-ACT/SAT)	х	х		х	Security	Role for Staff responsible for loading other test scores. Users	AD202,
								Contact	assigned to this role must also have the AD08_USER role.	OAFA
Admissions	Advanced									
		AD08_APP_CORRECTION	Correct Admission Application	х			х	Security	This role is for admission staff who need access to application	AD202,
								Contact	maintenance in correction mode. Users assigned to this role must	OAFA
Admissions	Advanced								also have the AD08_USER role.	
		<pre>+AD_FUNCTIONAL_LEAD</pre>	♦Admissions Functional Lead	х				Data Steward	This role is for the admissions functional lead.	AD202,
Admissions	Advanced									OAFA
		+CC01_3C_COR	◆3C Setup	х				Data Steward	This role is for admission staff responsible for setting up the 3Cs.	AD202,
									Users assigned to this role must also have the AD08_USER role.	OAFA
Admissions	Advanced									
		◆FA_SUPER	Advanced Financial Aid Processing					Data Steward	This role is for financial aid supervisors who require all standard	
	OAFA, DMED,								financial aid processing and setup of financial aid base tables.	
Financial Aid	MEDS & Regional			х	х		х			OAFA
		FA_STAFF (♦ for Centralized Office Pgh)	Standard Financial Aid Processing w/ 3C	1				Data Steward	This role is for financial aid staff who require all standard financial	
		Regionals need supervisory approval	Processing	1				PGH, Security	aid processing.	
A	OAFA, DMED,			1	l			Contact for		0.154
Financial Aid	MEDS & Regional			x	х		Х	Regional		OAFA
Financial Aid	OAFA, DMED,	FA_VIEW	View Access to Financial Aid Data	L				Security	This role is for financial aid staff who require view access to	0454
Financial Aid	MEDS & Regional	54 5440		×	X		X	Contact	student financial aid data.	OAFA
	OAFA, DMED,	FA_FAAS	Financial Aid Application Supplement	~			~	Security	This role is for financial aid staff who update the FA Application	0454
Financial Aid	MEDS & Regional			Х	х	I	Х	Contact	Supplement.	OAFA

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Mod	Job	Role Code	Role Title	со	АС	NI	RC	Approval	Description of Access	PS Training
		+CC_3C_SUPER_USER_UPDATE	◆Update 3Cs requires 3c Inquiry Group access					Data Steward	This role is for financial aid staff responsible for setting up the 3Cs	
	OAFA, DMED,								This role can also run letter generation processing.	
Financial Aid	MEDS & Regional			х	х	х	х			OAFA
	OAFA, DMED,	CC_3C_USER_VIEW_ONLY	View 3Cs requires 3c Inquiry Group access					Security	This role is for financial aid staff to view assignment of 3Cs.	
Financial Aid	MEDS & Regional			х	х		х	Contact		OAFA
		◆SA_INQUIRE_FINANCIAL_AID	♦View SR Data for FA Staff					Data Steward	This role is for financial aid staff to view bio/demo data, a student's	
	OAFA, DMED,								account, enrollment, program/plan and student group assignment.	
Financial Aid	MEDS & Regional			х	х		х			OAFA
Financial Aid	Functional Lead	+FA_FUNCTIONAL_LEAD	Financial Aid Functional Lead	х				Data Steward	This role is for the financial aid functional lead.	OAFA
		+FA_PRODUCTION_PROCESS	Financial Aid Production Processing					Data Steward	This role is for the OAFA staff member responsible for running	
Financial Aid	Functional Lead			х					financial aid processes.	OAFA
	Non Financial Aid	FA_STATUS_VIEW_ONLY	View Financial Aid Data fpr Non-Financial Aid					Security	This role is for non-financial aid staff who have the need to look at	SF203,
Financial Aid	Staff		Offices		х	х	х	Contact	a student's packaging status.	OAFA
Student		+SF_CASHIER	♦Cashier Role					Data Steward	This role is for student financial services staff responsible for	
Financials	Cashiering			х			х		running cashiering.	SF203
		+SF_CASHIER_SUPRV	♦Cashier Supervisor Role					Data Steward	This role is for student financial services supervisors responsible	
Student									for cashiering. This role include setup capabilities for cashiering	
Financials	Cashiering			х			х		tables.	SF203
		♦ SF_STUDENT_PAYMENT_CENTER	◆Student Payment Center Staff Role					Data Steward	This role is for student financial services staff working in the	
Student	Student Payment								student payment center. Includes cashiering functions and	
Financials	Ctr, Collections			х					refunding.	SF203
Student	Student Payment	+SF_COLLECTION_CENTER	♦Collection Center Staff Role					Data Steward	This role is for student financial services staff working in	
Financials	Ctr, Collections			х					collections. Administesr payment plans.	SF203
Student	Student Payment	<pre>◆SF_COLLECTIONS_SUPRV</pre>	♦Collections Supervisor Role					Data Steward	This role is for student financial services collections supervisor.	
Financials	Ctr, Collections			х						SF203
		+SF_ACS_PROCESSING	♦ACS Processing					Data Steward	Access to add and maintain data on new loan table that supports	
Student	Student Payment								month end processing to Affiliated Computer Services.	
Financials	Ctr, Collections		-	х						SF203
		+SF_SUPPORT	 Student Accounting & Billing Staff Role 					Data Steward	This role is for student financial services billing and student	
Student	Student Accounting								account staff.	
Financials	& Billing			х			х			SF203
		+SF_SUPERVISOR	Student Accounting & Billing Supervisor Role			1	1	Data Steward	This role is for student financial services billing and student	
Student	Student Accounting					1	I		account supervisor.	
Financials	& Billing			х		<u> </u>	х			SF203
		♦ SF_STUDENT_GROUP_UPDATE	Assign Student Groups - not applicable to rgnls			1	1	Data Steward	This role is for student financial services staff responsible for	
Student	Student Accounting		yet. Working on it.			1	I		assigning student groups.	
Financials	& Billing			х		<u> </u>	Х			SF203
		+SF_RUN_PROCESS	♦Default to Run/View Reports			1	1	Data Steward	This role is for student financial services staff responsible for	
Student	Student Accounting					1	1		running student financials processes.	
Financials	& Billing			х	<u> </u>					SF203
		SF_VIEW	View Customer Account - Must complete training			1	1	Training	This role is for any staff member to have view access to a	
Student	Customer Account		class SF203 for access			1	1		student's account. This role is assigned after completion of SF203	
Financials	& Departmental Aid			1	х	х	х			SF203

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		SF_DEPARTMENT_AID	Update Departmental Financial Aid Contracts -					Training	This role is for any staff member responsible for entering	
Student	Customer Account		Must complete training class SF201 for access					•	department aid. This role is assigned after completion of SF203.	SF203,
Financials	& Departmental Aid			х	х	х	х			SF201
Student		+CC_RESIDENCY_UPDATE	♦Update Residency Information	1				Data Steward	This role is for student financial services staff responsible for	AD202,
Financials	Residency			x			x		assigning residency.	SF203
Student		+CC_RESIDENCY_DISPLAY	♦View Access to Residency Determinations	[^]		-	~	Data Steward	This role is for student financial services staff to view residency	AD202,
Financials	Residency			x			x	Data Otomara	assignments.	SF203
Tinanolalo	reconcerney	◆Student Financials Functional Lead	♦Student Financials Functional Lead	^			^	Data Steward	This role is for student financials functional lead.	01 200
Student	Student Financials	SF FUNCTIONAL LEAD	Votadent i manciais i unctional Ecad					Data Oteward		SF203,
Financials	Functional Lead			Y						SF201
Student	PGH Registrar	◆SR STAFF ADM SERVICE1	◆Administrative Services Role 1 - Registrar Staff	^		-		Data Steward	This role is for University Registrar staff responsible for	CO201,
	Office	+SR_STAFF_ADM_SERVICET	Administrative Services Role 1 - Registrar Stan	v				Data Steward	, ,	CS201, CS201
Records	Onice			^				B 4 B 4	maintaining the course catalog and class schedule.	05201
<i>.</i>	50115	<pre>\$\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$</pre>	Administrative Services Role 2 - Registrar Staff					Data Steward	This role is for University Registrar staff responsible for	
Student	PGH Registrar								maintaining room assignments and the final exam schedule.	CO201,
Records	Office			х						CS201
		+SR_STAFF_INFO_RESOURCES	Information Resources Role - Registrar Staff					Data Steward	This role is for University Registrar Information Resource staff.	Pgh
Student	PGH Registrar									Registrar's
Records	Office			х						Office
		<pre> •SR_STAFF_RECOR_GRAD1 </pre>	Recording/Graduation Role - Registrar Staff					Data Steward	This role is for University Registrar staff responsible for grading	Pgh
Student	PGH Registrar								and graduation.	Registrar's
Records	Office			х						Office
Student	PGH Registrar	+SR_STAFF_STUDENT_SERVICE1	 Student Services Role 1 - Registrar Staff 	1				Data Steward	This role is for University Registrar staff responsible for student	
Records	Office			х					enrollment	SE202
		+SR_STAFF_STUDENT_SERVICE2	♦Student Services Role 2 - Registrar Staff					Data Steward	This role is for University Registrar staff responsible for transcripts	s Pah
Student	PGH Registrar		5						and certification.	Registrar's
Records	Office			x						Office
		+SR_STAFF_SUPP_SERVICE1	◆Support Services Role - Registrar Staff			-		Data Steward	This role is for University Registrar staff responsible for veteran	Pgh
Student	PGH Registrar							Data otoriara	and athlete certification.	Registrar's
Records	Office			x						Office
recordo	011100	+SR SUPER ADMIN SERVICES	♦Administrative Services Role - Registrar	^				Data Steward	This role is for the University Registrar supervisor responsible for	011100
Ctudent	DCI I Degistrar	*SK_SUPER_ADMIN_SERVICES	Supervisor					Data Stewaru	maintaining the course catalog, class scheduling, facilities, and	00201
Student Records	PGH Registrar Office		Supervisor	v					final exam schedule.	CO201, CS201
Records	Onice			x				Data Ota ant		
.		+SR_SUPER_INFO_SEVICES	◆Information Services Role - Registar Supervisor					Data Steward	This role is for the University Registrar supervisor responsible for	Pgh
Student	PGH Registrar								Information Resources.	Registrar's
Records	Office			х						Office
		+SR_SUPER_RECOR_GRAD	Records and Graduation Role - Registar					Data Steward	This role is for the University Registrar supervisor responsible for	Pgh
Student	PGH Registrar		Supervisor	1	1	1			grading and graduation.	Registrar's
Records	Office			х						Office
Student	PGH Registrar	<pre> +SR_SUPER_STUDENT_SER </pre>	Student Services Role - Registar Supervisor					Data Steward	This role is for the University Registrar supervisor responsible for	SE202,
Records	Office			х					enrollment, transcripts, and certification.	AS202
		+SR_SUPER_SUPP_SERVICES	Support Services Role - Registar Supervisor		ľ			Data Steward	This role is for the University Registrar supervisor responsible for	Pgh
Student	PGH Registrar	_		1	1	1		1	veteran and athlete certification.	Registrar's
Records	Office			х	1	1		1		Office
		+SR PROG STAFF	♦Update Program/Plan, View Degrees and	1	1	1		Data Steward	This role is for University Registrar staff responsible for	
Student	PGH Registrar		Student Advisors - Registrar End User						maintaining program/plan and viewing advisor and degrees.	SE202,
		1		1	1	1	1	1		,

co AC NI RC Mod Job Role Code Role Title Description of Access PS Training Approval PGH Registrar **+SR BIODEMO UPDATE** Student ♦Update Bio/Demo Data for Students Data Steward This role is for University Registrar staff responsible for Office PS101 Records maintaining student bio/demo data +AA_SETUP Academic Advising Setup - Functional Team Data Steward This role is for University Registrar staff responsible for Pgh Student PGH Registrar maintaining academic advising requirements. Registrar's Office Records Office **+SR ENR REQUEST VIEW** Data Steward This role is for Registrar staff to access enrollment audit results. View Enrollment Summary Pgh Student PGH Registrar Registrar's Records Office Office +SF_TUITION_CALC This role is for Registrar staff to run tuition calculation. Calculate Tuition - Registrar Staff Data Steward Student Student PGH Registrar Financial Records Office Services +SR TEST SCORES This role is for Registrar staff to setup test rules and access the Enter Test Credit Rules and Process Suspense Data Steward Pgh Flle test load suspense file. Student PGH Registrar Registrar's Office Records Office PGH Registrar **+SR FUNCTIONAL LEAD** Student Student Records Functional Lead Data Steward This role is for the student records functional lead. SE202. Records Office AS202 AA EXCEPTIONS Process Individual Student Advising Exceptions This role is for advisors who approve course substitutions for a Security Pgh Academic Contact student's degree requirements Registrar's Academic advising Office Records AA EXCEPTIONS COR Process and Correct Individual Student Advising This role is for advisors who can correct existing course Security Pgh Academic Exceptions Contact substitutions for a student's degree requirements. Registrar's Office Records Academic advising Academic AA_USER Run Academic Advising Reports Security This role is for advisors to run individual advising reports for PS Training Records Academic advising Contact students Documents AA VIEW View Advising Requirement Setup Pages Security This role is for staff to view academic advisement requirement Pgh Contact Academic setup. Registrar's Academic advising Office Records х x Academic SR_ACAD_SUP_MILESTONES SE202. Graduate schools Update Milestones for Students - Only Graduate Security This role is for graduate staff resposible for maintaining graduate ONLY AS202 Schools at this time. Contact milestones. Only available for graduate schools Records Academic SR_ACAD_STAND_UPD Update academic standing This role allows users to update academic standing for students. SE202. Academic advising AS202 Records +SR ADVISOR1 ♦View Program/Plan and Create Enrollment Data Steward This role is for advisors/staff who enroll students and need to view Training a student's program/plan. This role is assigned upon approval from the Data Steward and completion of SE202. Student Program, Plan & Enrollment SE202 Records +SR ADVISOR2 ♦Update Program/Plan and Create Enrollment Data Steward This role is for advisors/staff who enroll students and can change Training a student's program/plan. This role is assigned upon approval from the Data Steward and completion of SE202. Student Program, Plan & Records Enrollment SE202 SR_ADVISOR_VIEW_ONLY This role is for advisors/staff who need to view student enrollmen Student Program, Plan & View Program/Plan, View Enrollment Data Security Records Enrollment Contact and a student's program/plan SE202 Student Program, Plan & +SR_UCIS_SPECIAL_STAFF ◆Update Program/Plan and View Student Degrees Data Steward This role is for UCIS staff responsible for enrolling and advising Enrollment SE202 UCIS Staff UCIS students. Records SR ACAD SUPPORT 1 Advisor Self-Service, View Transfer Credit Security This role is for advisors/staff to access self-service advising Contact functions and to view transfer credit results. This role is assigned SE202, Academic Training upon completion of AS201. Transfer credit AS201 Records

AC NI RC PS Training Mod Job Role Code Role Title co Description of Access Approval SR ACAD SUPPORT 2 Advisor Self-Service, Post Transfer Credit Security This role is for advisors/staff to access self-service advising Contact functions and to update transfer credit for individual students. Training This role is assigned upon completion of AS201. Academic SE202, AS202 Records Transfer credit x SR_ADVISOR_TST Enter and Post Test Credit - Reviewing to see if Security merge can be made with SR ACAD SUPPORT 2 Contact SE202. Academic AS202 Records Transfer credit AC ADMIN SRVCS STAFF1 Add Instructors to Class Sections Student Data Steward This role is for administrative staff responsible for assigning CO201, Course & Class CS201 Records instructors. +SR_INSTRUCTOR_ADVISOR_ASSIGN Create Instructors/Advisor Records Data Steward This role is for administrative staff responsible for creating Pgh Student instructor and/or advisor records Registrar's Office Course & Class Records SR RESOURCE QUEUE UNLOCK Access to Unlock Resource Queue - Keep off ran Data Steward This role is for technical support staff to assist with class Pgh Student form. May grow into Bradford technical support scheduling. Registrar's Course & Class role Office Records SR_RGNL_ASST_SUPER Regional Base Role - Assistant Registrar This role is for the Regional Assistant Registrar. Security CO201, Contact CS201, Student Regional Registrar SE202. Records Offices AS202 SR RGNL REG STAFF Regional Base Role - Registrar Staff This role is for the Regional Registrar Office staff. Security CO201. Contact CS201. Student Regional Registrar SE202, Offices AS202 Records +SR RGNL REG SUPER Regional Base Role - Registrar Data Steward This role is for the Regional Registrar Registrar. CO201, CS201, SE202, Student Regional Registrar Offices AS202 Records x +CC_SERVICE_INDICATOR_UPDATE Data Steward Campus ♦Update Service Indicator Data - requires user to This role is for staff needing to assign or delete service indicators PS101 Service Indicators select SI Community ¥ х by area Campus **+CC FERPA UPDATE** ♦Update FERPA Flag Patti Mathay Allows user to update FERPA flag. Privacy flags PS101 Community х CC ATHLETICS Campus Update Athletic Participation and Run Athlete This role is responsible for assigning a student's athletic Community Athletics Credit Report х particpation. PS101 SA_ATHLETICS_ADMINISTRATION Run Athlete Credit Report, View FA Awards and This role is for athletic department staff responsible for running Campus SF203 Athletics Community Customer Account х reports on student athletes Campus SA ATHLETIC DEPT View of Athletic Participation and Transfer Credit This role is for athletic department staff needing access to studen Athletics athlete participation and transfer credit results. PS101 Community х SA AS SDW View of Athletic Participation Inquire access to athletic particpation Pgh Registrar's Campus Office Athletics Community SA STUDENT AFFAIRS View Bio/Demo and Enrollment Data - Student This role is for student affairs staff needing view access to studer Campus Community Student Affairs Affairs bio/demo and enrollment data. PS101 SA STUDENT AFFAIRS FA SR SF This role is for student affairs staff needing view access to studer View Bio/Demo, Enrollment, FA Award and Customer Account Data bio/demodata. enrollment data. financial aid award status. and PS101. Campus Student Affairs the student account. SF203 Community

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WOO	JOD	SA_STUDENT_AFFAIRS_SF_SP_TUIT	View Tuition Calculation - Student Affairs	0	AC	INI	RU	Approvai	This role is for student affairs staff needing to view tuition	•
Campus		SA_STUDENT_AFFAIRS_SF_SP_TUT	view Tultion Calculation - Student Allairs						calculation results.	Student Financial
Community	Student Affairs					x			calculation results.	Services
Community	Student Analis	SA_STUDENT_AFFAIRS_SR_SF	View Bio/Demo, Enrollment, and Customer			^	-	1	This role is for student affairs staff needing view access to studen	
Campus		SA_STODENT_ATTAIKS_SK_ST	Account Data						bio/demodata, enrollment data, and the student account.	PS101.
Community	Student Affairs					x			bio/demodala, enfoiment dala, and the student account.	SF203
Campus	Olddent Andris	SA_STUDENT_AFFAIRS-OIS	Update Citizenship and Visa/Permit Data			^			This role is for student affairs OIS staff to update citizenship and	01 200
Community	Student Affairs		Opuale Chizenship and Visan ennit Data			x			visa/permit data.	AD202
Community	Olddoni / Indiro	SA_IA_DATA_WAREHOUSE	Data Warehouse Access -Institutional			Â	-		This role is for institutional advancement staff to access data from	
Campus			Advancement						the data warehouse.	Registrar's
Community	Student Affairs					х				Office
Connanty	otadontrinano	SA INTERNAL AUDIT FA SR SF	View All Data - Internal Audit			Â			This role is for internal audit staff to access data from the data	Pgh
Campus									warehouse.	Registrar's
Community	Internal Audit					х				Office
Campus		SA_BOOK_CENTER	View Bio/Demo and Enrollment Data -						This role is forbook center staff needing view access to student	
Community	Book Center		Book Center - Add SASFVIEW perm list?			х	х		bio/demo and enrollment data.	PS101
		SA_FIS_DATA_WAREHOUSE	Data Warehouse Access - Financial Information						This role is for FIS staff to access data from the data warehouse.	Pgh
Campus			Systems							Registrar's
Community	FIS					x				Office
		SA_PANTHER_CENTRAL	View Bio/Demo, Enrollment, FA Award and						This role is for panther central/housing staff needing view access	
Campus	Panther Central,		Customer Account Data - Panther Central						to student bio/demodata, enrollment data, financial aid award	PS101,
Community	Housing					х	х		status, and the student account.	SF203
		SA_INSTITUTIONAL_RESEARCH	View All Data - Institutional Research						This role is for institutional research staff to access data from the	Pgh
Campus	Institutional								data warehouse.	Registrar's
Community	Research					х				Office
		SA_OFFICE_OF_GENERAL_COUNSEL	View All Data - General Counsel						This role is for general counsel staff to access data from the data	Pgh
Campus									warehouse.	Registrar's
Community	General Counsel					х				Office
Campus	Parking and	SA_PARKING_VIEW	View Bio/Demo and Enrollment Data - Parking and						This role is for parking and transportation staff needing view	
Community	Transportation		Transportation Office			х	х		access to student bio/demo and enrollment data.	PS101
Campus		SA_UNIVERSITY_POLICE	View Bio/Demo and Enrollment Data - University						This role is for university police staff needing view access to	
Community	University Police		Police			х	Х		student bio/demo and enrollment data.	PS101
		SF_EDUCATION_BENEFIT	Update Educational Benefit For HR and Faculty						This role is for staff responsible for updating the employee	
Campus	Human Resources,		Records Offices - requires item type node				1		educational benefit.	
Community	Faculty Records			х			х			SF203