

Kansas State University  
KSIS Security Roles

As of 6/20/08

Role Name Code	Role Name Description	Long Description	Central Offices?
AD_Coll_and_Dept_Data_Mgmt	AD_Coll_and_Dept_Data_Mgmt	This role provides users with the ability to view applicants' status, programs, plans, transcript data, communications, checklists, comments and test scores as well as run department reports and processes.	N
AD_Colleges and Departments	AD Colleges and Departments	This role provides users with the ability to view applicants' status, programs, plans, transcript data, communications, checklists, comments and test scores.	N
FA_AWARD_FWS_ACCESS	View of FA Awards and FWS elig	Inquire access for college and department administrative staff to the award page and workstudy earned.	N
FA_ISIR_COA_AWARD	View of FA ISIR, COA & Awards	Inquire access for non-FA administrative staff who need to verify income levels of the student/parent for campus services (TRIO, Upward Bound, etc.). User will have view access to Correct ISIR page that contains tax data, to the Award Entry page, and will be able to view the COA/Budget for individual students.	N
FA_SCHOLARSHIP_INQUIRE	FA Scholarship Inquire	Inquire view to scholarship application data	N
SF_DEPT_STAFF	SF Departmental Staff View	KSU Student Financials role. The role should be given to departments not affiliated with central administrative units. The role allows users to view student accounts.	N
SF_DEPT_UPDATE	Department SF update	KSU Student Financials role. The role is for departments outside of the central administrative units. The role allows the user to key charge transactions into group post batches. The user is also given access to view the student's account information.	N
SR_AAC	Academic Advising Ctr Advisors	This role is designed for Advisors housed in the Academic Advising Center.	N
SR_ACAD_ADVISOR	Academic Advisor	Curriculum access for Academic Advisors.	N
SR_ACAD_ADVISOR2	Academic Advisors/ Pln Chnges	Curriculum access for Academic Advisors who have the ability to make plan changes	N
SR_ADMINUSERGRP	Central Admin Dept Users	This role is intended for offices that require a general view of limited student information. It is intended for offices such as Student Financial Assistance, General DCE, etc.	N
SR_ATHLETICDEPT	K-State Athletics	This role is intended for for the Athletics Dept and provides a general view of limited student information.	N
SR_Blockenr	Block Enroll for Colleges	Block Enroll is intended for colleges who wish to enroll a number of students in the same class section at the same time. It is recommended for colleges that frequently register students who are in cohort groups, internships, clinicals, etc.	N
SR_CDean	College Dean	This role is designed for the Dean of an Academic College who needs high-level view capabilities of curriculum, enrollments and student records across the University.	N
SR_CDeanOfc	Dean's Office Staff	This roles is designed for the Staff of an Academic Dean's Office who need to be able to build the schedule of classes, process some enrollment transactions, and need access to students' records.	N
SR_COLATHCERTOFCR	College Athletic Cert Officer	This role is intended for those in the academic colleges who are responsible for working with the Registrar's office to certify K-State Student Athletes.	N
SR_COLLDEPTSCHED	College/Dept Scheduler	This role is designed for an individual that maintains the Schedule of Classes for a college or academic department.	N
SR_COLLDEPTSCHEDVIEW	College or Dept Sched Viewer	This role is designed for an individual in a college or academic department who needs to view the detailed Schedule of Classes.	N

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SR_DCEINSTRUCTADVISEADD	Add Pers Rec Update Inst/Adv	This is a temporary role for DCE to be able to add people to the system who will teach or advise for the Department. The role also allows for the update of the Instructor/Advisor table.	N
SR_FACULTYUSER	Faculty User (General)	This roles is designed for the Faculty member and contains access to the KSIS Faculty Center, and needed administrative and advising pages.	N
SR_GENADMINVIEWER	Gen Adm Viewer Role - Non Acad	The General Administrative Viewer Role is intended for for Non-Academic Departments who need to look at general student enrollment as well as bio-demographic data.	N
SR_STDNTGRAD	Graduate School Student Wrkr	This role is intended for Student Workers who need system access to preform their duties in the College of Graduate Studies.	N
SR_STDNTMIN	Student Minimum No HE, TC	This role is intended for Student Workers who need system access to preform their duties in the colleges of HE and TC.	N
SR_STDNTUD	Student Update BA, AG-H, ED	This role is intended for Student Workers who need system access to preform their duties in the colleges of BA, AG (high level security) and ED.	N
SR_STDNTVIEW	Student View Ag-L Ar AS EN DCE	This role is intended for Student Workers who need system access to preform their duties in the colleges of AG (lower level security), AR, EN, and the Division of Continuing Education.	N
SR_STUDENTCTRDEANSADMIN	Student Ctr for Deans & Adm	This role can be assigned to all Deans as well as Administrators who need access to view a student's Student Center pages.	N
AD_APP_PROCESSING	Undergrad AD App Processing	Allows user to perform all functions related to the processing of Applications for Admissions, including creation and update of person data, add applications, residency, student groups, transcript data, run the Qualified Admissions process, assign 3Cs, assign service indicators, run queries, run reports. Correction ability in the application area.	Y
AD_CORRESPOND	Undergrad AD Correspondence	Role allows users to view applicant status, assign and process 3C's, assign service indicators, run queries.	Y
AD_DATA_MANAGEMENT	Undergrad AD Data Mgmt	Role allows user to run Talisma interface, load test scores and organizations, execute qualified admissions process, view applicant status, add and update person records, activate applicants, run 3C engine and application delete processes, create mass change definitions and groups, run reports, correct residency, enter transcript data, create queries.	Y
AD_DIRECTOR	Undergrad Adm Director	Roles allows user ability to view applicant's status, programs, plans, transcript data, 3Cs, residency and test scores. Allows user to assign general admission comments to applicant, run queries and view admission applications in suspense table.	Y
AD_FRONTDESK	Admissions Front Desk	Roles allows user ability to view applicant's status, programs, plans, transcript data, 3Cs, residency and test scores. Allows user to assign general admission comments to applicant, run queries.	Y
AD_OTHER	Undergrad Admissions Other	Roles allows user ability to view applicant's status, programs, plans, transcript data, 3Cs, residency and test scores. Allows user to assign general admission comments to applicant.	Y
AD_RESIDENCY	Undergrad AD Residency	Role allows user to view applicant's status, programs, plans, transcript data, 3Cs, and test scores. Enables user to correct Residency and assign checklists and comments.	Y

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AD_TECHNICAL	Undergrad AD Technical	Role allows user access to run and update all admissions processes, including table setup and correction ability throughout the Admissions and Campus Community modules. User creates queries.	Y
AD_TRANSCRIPT	Undergrad AD Transcript Prcss	Same as AD_APP_PROCESSING but no report access or correction ability	Y
AD_TRANSCRIPT_STUDENT	Undergrad AD Transcript Stud	Allows user to view applicant's status, programs, plans, 3Cs, residency and test scores. User may update Admissions Bio/Demo data and add and update Campus Community Bio/Demo data. User may run the Admissions QA process, enter transcript data and test scores. View transfer credit and external organizations. Assign 3Cs.	Y
CC_ATH_TICKET_OFFICE	Athletic Ticket Office	Allows access to view and update Athletic Ticket Order Quantities.	Y
CC_DISABILITY_SERVICES	Disability Support Services	Update of Accommodation Data and view of Setup Tables	Y
CC_HELPDESK	Helpdesk Consultant	Allows iTAC Helpdesk Consultant to view limited admissions summary data and student services center data to assist them in user problem resolution.	Y
CC_HELPDESKMGR	Helpdesk Manager	Allows iTAC Helpdesk Consultant Manager to view limited admissions summary data and student services center data to assist them in user problem resolution. Includes access to eID Utility Table update.	Y
CC_SEVIS_ISCGENVW	ISC General View of SEVIS	Allows the International Student Center user to view SEVIS data, personal information, and update comments.	Y
CC_SEVIS_KEY_USER	SEVIS Key User	Role allows user to update main SEVIS setup tables, process SEVIS alerts, export and import files, update and correct all SEVIS data, add and update person, run reports.	Y
CC_SEVIS_MAINTENANCE	SEVIS Maintenance	Role used by the International Student Center to update data throughout the student's career at the university after the initial I-20 is created.	Y
CC_SEVIS_USER	SEVIS User	This role allows user view of SEVIS setup tables, update of I-20, add and update person.	Y
CC_SEVISVIEW	SEVIS View of SEVIS Master	Allows user to View SEVIS Master record, current and history, for International Students.	Y
FA_ADMISSIONS_STAFF_VIEW	View of FA components for ADM	View access to the Financial Aid Status page for Admissions Staff and other Enrollment Management administrators (i.e. admissions reps).	Y
FA_CONTROLLERS_VIEW	View of FA components for SF	View access of FA components/pages for Student Finance (Controller's Office) staff. Perkins permission list allows for update access.	Y
FA_DIRECT_LOANS	FA Direct Loan process pages	Update access to Direct Loan pages	Y
FA_DIRECTOR	Director role for FA	Provides Director level access to all FA Pages	Y
FA_LOANS	FA Loan pages update access	Access to update/maintain loans	Y
FA_OVERRIDE	Access to award override	Gives user access to award override (PJ) page and online disbursement	Y
FA_PERKINS_ACCESS	Perkins Loan process pages	Provides access to Pages used in processing perkins loans MPNs	Y
FA_PROCESS	Run all FA processes	User can run delivered FA processes needed to send/receive ISIR, pell, loan files, etc. Can run all i	Y
FA_R2T4	Return of title IV processing	Update access to the R2T4 pages and Disburse Aid with Override page.	Y
FA_SCHOLARSHIP_PROCESSING	FA Scholarship processing	Access to scholarship suspense, search match and post. Viewing and consolidation of scholarship data	Y
FA_STAFF	FA Office Staff	Update access to FA components/pages and inquire access to scholarship data. User can assign/update 3Cs and service indicators, update bio/demo data, and view the Student Center.	Y

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FA_STUDENT	FA Student employee role	Access to FA components/pages and inquire access to scholarship data. User can assign/update 3Cs and service indicators, inquire access to bio/demo data, and view the Student Center.	Y
FA_VA_STAFF	VA Staff Access	Provides access to educational resource page and fa status page	Y
HR_DEPT_MAINTENANCE	HR Dept Setup Maintenance	This role allows for update and maintenance of the Tree Manager for the Department Security Tree and for the Academic Organization Tree. It also allows for update of the Department Table.	Y
HR_HRIS_PROCESSOR	HRIS Data Management	This role has access to load HRIS extracted data for employees into KSIS and perform Search/Match functions.	Y
PT_USERSECURITY	Maintain User Security	Allows access to add and update user application security in Maintain User Security and in Secure Student Administration.	Y
SF_ACCOUNT_ADJUSTER	Adjust student accounts	Adjust student accounts	Y
SF_ALL_SF_PAGES	All SF Pages Plus More	Allows users to access and update all Student Financials SACR pages. Also gives access to SF Operations/Functional pages including all KSU developed pages. Intended for Central Controller's Office Administration only.	Y
SF_AR_SUPERVISOR	Accounts Receivable Supervisor	KSU Student Financials Third Party Contract Supervisor; Billing; Collections;Third Party Contract (Setup, Maintenance); Student and Corporate View	Y
SF_CASHNET	CASHNET Access to CS	CASHNet Role only.	Y
SF_FA_STAFF	Fin Aid Staff Access to SF	KSU Student Financials role. The role allows financial aid staff the ability to view student financial account information.	Y
SF_FA_SUPERVISOR	SF Financial Aid Supervisor	KSU Student Financials role for Financial Aid supervisors. The role should be restricted to individuals who have responsibility for configuring and maintaining PeopleSoft. The role allows users to add item types, manually maintain student permission waivers, and view student and corporate accounts.	Y
SF_LOANS_PROCESSOR	SF Loans Processor	KSU Student Financials role. The role allows the users to process Perkins and HPSL loans information. The user has the capability to update checklists associated with the loans processes. Users also have view access to the student center, students account, corporate account and refunds.	Y
SF_OPERATIONS_ADMIN	Student Financials Ops Adm	Role allows users to run processes and reports developed by KSU.	Y
SF_REFUND_SUPERVISOR	SF Refund Supervisor	KSU Student Financials role. The role allows user to enter student and parent EFT information for credit balance refunds on a students account. Users are also perform the task of processing refunds. Users have access to view student center, student accounts, and corporate accounts.	Y
SF_SECURITY_VIEW_ONLY	View Roles, Perm Lists, Users	View Roles, Perm Lists, Users assigned to Roles.	Y
SF_SERVICE_INDICATOR	SF Service Indicator	Role allows User to update and view service indicators, view service indicator audit page and view student services center.	Y
SF_SR_STUDENT_WAIVERS_UPD	SF SR Student Waivers Update	The role allows Student Records staff to maintain student waivers and run tuition calc for a single student.	Y
SF_STAFF	SF Staff View Only	KSU Staff View for Cashiers and Loans Office. User can view the Student Center, Student Account, Corporate Account and Refund information.	Y

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Role Name Code	Role Name Description	Long Description	Central Offices?
SF_STUDY_AGREEMENT_TBL	SF Study Agreement Table	Ability to update and add Study Agreement Table and view Study Agreement field.	Y
SF_TPC_PROCESSOR	Third Party Contracts Processor	KSU Student Financials role. The role allows the user to create and update third party contracts. Establish organizations, locations, contacts; Third Party (Setup and Maintenance); Student and Corporate View	Y
SR_CURRSTDFINLEDGER	Student Financial Ledger	Access to Catalog and Schedule of Classes GL related functions in SR Module.	Y
SR_DCESTAFF	Non-Registrar DCE Staff	This role is intended for DCE Non-Registrar Staff who need some view capabilities within the Student Records module.	Y
SR_FACRMSCHED	Facilities Mgt Scheduler	This role is designed Non-Registrar Staff who maintain the S-25 / R-25 space management system.	Y
SR_FINAIDADMINUSER	Registrar Data for Fin Aid Adm	This role is intended for Student Financial Assistance. It provides the ability to view necessary pages within the Enrollment, Records and Curriculum areas.	Y
SR_KSIS_IMAGING	KSIS Imaging	This role is for users in administrative departments who work with Imaging	Y
SR_REGATHCERTOFCR	Registrar's Athletic Cert Off	This role is intended for Registrar's Office staff who are responsible for Athletic Certification.	Y
SR_REGDARS	DARS Function for Registrar's	This role is designed for superusers in the Registrar's Office. It permit users to do setups, request DARS audits and produce reports via the IMS interface from KSIS to DARS.	Y
SR_REGISADMIN	Registrar's Office Admin	This role is designed to allow administrators within the Registrar's Office views to all information related to all areas of the Registrar's Office.	Y
SR_REGISENRDCEREGIST	Registrar for DCE	Enrollment Functions for DCE Registrar.	Y
SR_REGISENRSTF	Registrar's Enrollment Staff	This role is intended for staff in the Registrar's Office who work with enrollment functions.	Y
SR_REGISENRSTFCOR	Registrar's Enrollment w/ Corr	This role is reserved those members of the Registrar's Office Enrollment Staff who need the ability correct history by overriding effective dates.	Y
SR_REGISENRSW	Registrar's Enr Area Stdnt Wks	This role is intended for student workers in the Registrar's Office enrollment area.	Y
SR_REGISRECBIODEMUPDT	Registrar's Rec Bio Dem Update	This role is intended for the Registrar's Office Records Area Staff who need to be able to update biodemographic data. This role includes correct history abilities for managing bio demo information.	Y
SR_REGISRECSTF	Registrar's Records Staff	This role is for Registrar's Office Staff who preform maintenance to student records.	Y
SR_REGISSYSDEV	Registrar's System Dev Team	This role is designed for the Registrar's Office LASER Team Leads who work with development and testing of enhancement roll-outs.	Y
SR_REGISTRARSISTEAM	Registrar's SIS Team	This role is designed specifically for the Registrar's SIS Team. It includes the ability to initiate all SR Process Controls, as well as the ability to develop reports and queries, as well as other SR and some CC maintenance functions.	Y
SR_UGADMISSIONSACCESS	UG Admissions Access to SR	This role provides access to functions within the Student Records module that are needed by the Undergrad Admissions Office.	Y