# LOS RIOS
COMMUNITY COLLEGE DISTRICT

**PeopleSoft
Access Request Form**

**Instruction
Definitions of Roles**

American River College
Cosumnes River College
District Office
Folsom Lake College
Sacramento City College

| Role Name | Description | PS Role Name |
|---|---|---|
| Basic Curriculum View | For staff who require <u>inquire only</u> access to the curriculum pages listed below:<br>➢ Curriculum Management Module<br>  – Course Catalog<br>  – Course Equivalents<br>  – Class Search<br>  – Maintain Schedule of Classes<br>  – Schedule Class Meeting<br>  – Adjust Class Associations<br>  – Update Sections of a Class<br>  – Identify Combined Sections<br>  – Class Section Dynamic Dates<br>  – Search for a facility<br>  – Class Facility Usage<br>  – Class Rosters<br>  – LR Attendance – Class Meetings Detail<br>➢ Campus Community Module<br>  – Campus Meeting Details<br>➢ Set Up SACR Module<br>  – View Academic Plan Table<br>  – View Academic Calendar<br>  – View Term/Session Table<br>  – CIP Code Table (to look up TOP Code)<br>  – View Course Attributes | LR_SA_SR_CURRIC_VW |
| Class Instructor View | For staff who require <u>inquire only</u> access to the class instructor pages listed below:<br>➢ Curriculum Management Module<br>  – Instructor Schedule<br>  – Instructor Term Workload<br>  – Instructor/Advisor Table<br>  – ADJ/SSI/OVL Employee Search | LR_SA_SR_CLAS_INSTR_VW |
| Catalog Access | For staff who <u>build and maintain</u> the course catalog. This access grants all access of the Basic Curriculum View , Class Instructor View, and the following page access:<br>➢ Curriculum Management Module<br>  – Add, update, and correct Course Catalog<br>  – Update of Course Fee Information<br>  – Print Course Catalog<br>  – Update Course Equivalencies<br>  – Update to Course Roll<br>  – Update Schedule Taxonomy<br>➢ Set Up SACR Module<br>  – Add, update and correct Academic Plan Table<br>  – Add, update and correct HEGIS Code Table (for MIS co-unique code) | LR_SA_SR_CATALOG_ACCESS |

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| Schedule Access | For Instructional Services Assistant who <u>builds and maintains</u> the class schedules.  This access grants all access of the Basic Curriculum View, Class Instructor View, and the following page access: <br> ➢ Curriculum Management Module <br>   – Print Course Catalog <br>   – Update Schedule New Course <br>   – Update Maintain Schedule of Classes <br>   – Update Schedule Class Meeting <br>   – Update Adjust Class Associations <br>   – Update Sections of a Class <br>   – Update Class Event Table <br>   – Print Class Schedule <br>   – Add, update, and correct Class Notes Tables <br>   – Add and update Global Notes Tables <br>   – Update Resource Queue Cleanup <br>   – Update Schedule Taxonomy <br>   – Update Combined Sections Table <br>   – Update Identify Combined Sections <br>   – Print Class Roster <br>   – View Instructor Schedule <br>   – Add and update Instructor Term Workload <br>   – Run LR Term Workload Sync <br>   – Update Disapprove TCS <br>   – Print TCS Notification <br>   – Add, update, and correct ADJ/SSI/OVL Work Queue <br>   – Update Class Section Dynamic Dates <br> ➢ Set Up SACR Module <br>   – Add and update Class Fees <br>   – Add and update Class Fees Modal | LR_SA_SR_SCHEDULE_ACCESS |

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| Prerequisite Set Up View | For staff who require <u>inquire only</u> access to the prerequisite set up pages listed below:<br>➢ Curriculum Management Module<br>    – Enrollment Requirement Groups<br>    – Enrollment Requirements<br>    – Enrollment Course Lists<br>    – Define Requisite Conditions<br>    – Enrollment Requisite Summary<br>    – Enrollment Requirement Summary<br>    – Course List Summary<br>➢ Set Up SACR Module<br>    – Milestone Table | LR_SA_SR_PREREQ_VW |

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|---|---|---|
| Prerequisite Set Up Access | For staff who <u>build and maintain</u> the prerequisite set up for courses. This access grants add, update and correction modes for the pages listed below:<br>➢ Curriculum Management Module<br>    − Enrollment Requirement Groups<br>    − Enrollment Requirements<br>    − Enrollment Course Lists<br>    − Define Requisite Student Group<br>    − Define Requisite Conditions<br>    − Enrollment Requisite Summary<br>    − Enrollment Requirement Summary<br>    − Course List Summary<br>    − Requirement Group Summary<br>    − Requirement Report<br>    − Reverse Engineering Report<br>    − Miscellaneous Requisite Report<br>➢ Set Up SACR Module<br>    − Milestone Table | LR_SA_SR_PREREQ_ACCESS |

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| D2L Coordinator Access | For staff who <u>build and maintain</u> the D2L Learning Management system.  This access grants the following page access:<br>➢ Curriculum Management Module<br>   – Correct LR D2L Class Data<br>   – Correct LR D2L Special Class Requests<br>   – Correct LR D2L Development Class Requests | LR_SA_SR_D2L_COORD_ACCESS |
| Facility Maintenance Access | For staff who <u>maintain</u> the facilities.  This access grants the following page access:<br>➢ Set Up SACR Module<br>   – Add, update, and correct Building Table<br>   – Add, update, and correct Facility Table<br>   – LR Space Management – Add, update and correct Facility Management Inventory | LR_SA_SR_FAC_MAINT_ACCESS |
| Event View | For staff who require <u>inquire only</u> access to campus events information.  This access grants the following page access:<br>➢ Campus Community Module<br>   – View Campus Meetings<br>   – View Campus Meeting Details<br>   – View Event Summary<br>   – View External Organization Codes<br>   – View External Organization School Data<br>   – View External Organization Location | LR_SA_SR_EVENT_VW |
| Event Access I | For staff who <u>maintain</u> campus events information. This access grants the following page access:<br>➢ Campus Community Module<br>   – Update Campus Events | LR_SA_SR_EVENT_ACCESS_1 |
| Event Access II | For staff who <u>maintain</u> campus events information. This access grants all the access of the Events Access I and the following page access:<br>➢ Campus Community Module<br>   – Add Campus Events<br>   – Update Campus Meetings | LR_SA_SR_EVENT_ACCESS_2 |
| Add on | | |

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|---|---|---|
| TCS Approver | For staff who are <u>authorized</u> to approve TCS. This access grants the following page access:<br>➢ Curriculum Management Module<br>   – ADJ/SSI/OVL Employee Search<br>   – Update TCS Approval<br>TCS approvers must also be an authorized TCS signer per the LRCCD Authorized Signer List. Contact DO Director of Accounting regarding updating of the authorized signer list. | LR_SA_TCS_APPROV_ADD_ON |
| TCS Term Control | For the college representative who <u>coordinates</u> opening terms for TCS processing at the college. This access grants the following page access:<br>➢ Curriculum Management Module<br>   – Add and update TCS Term Control | LR_SA_TCS_TERM_CNTL_ADD_ON |
| TCS Records Term Workload | For staff who <u>maintain</u> non-instructional TCS assignments. This access grants the following page access:<br>➢ Curriculum Management Module<br>   – Add and update Instructor Term Workload<br>   – ADJ/SSI/OVL Employee Search<br>   – Add, update, and correct ADJ/SSI/OVL Work Queue<br>   – Update Disapprove TCS<br>   – Print TCS Notification | LR_SA_TCS_TERM_WKLD_ADD_ON |
| Class Permission View | For staff who require <u>inquiry only access to</u> class permission numbers. This access grants the following inquiry page access:<br>➢ Records and Enrollment Module<br>   – Class Permissions | LR_SA_SR_CLASS_PERM_VW_ADD_ON |
| Class Permission Update | For staff who <u>process</u> class permission numbers. This access grants the following page access:<br>➢ Records and Enrollment Module<br>   – Update Class Permissions | LR_SA_SR_CLASS_PERM_UPD_ADD_ON |
| Bookstore Schedule Extract | For Bookstore staff who extract the schedule and load into the Bookstore's TA2 system.<br>➢ Curriculum Management<br>   – Bookstore Extract | LR_SA_SR_BOOKSTORE_ADD_ON |