



Instruction Definitions of Roles

Role Name	Description	PS Role Name
Basic Curriculum View	For staff who require <u>inquire only</u> access to the curriculum pages listed below: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Course Catalog - Course Equivalents - Class Search - Maintain Schedule of Classes - Schedule Class Meeting - Adjust Class Associations - Update Sections of a Class - Identify Combined Sections - Class Section Dynamic Dates - Search for a facility - Class Facility Usage - Class Rosters - LR Attendance – Class Meetings Detail ➤ Campus Community Module <ul style="list-style-type: none"> - Campus Meeting Details ➤ Set Up SACR Module <ul style="list-style-type: none"> - View Academic Plan Table - View Academic Calendar - View Term/Session Table - CIP Code Table (to look up TOP Code) - 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: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Instructor Schedule - Instructor Term Workload - Instructor/Advisor Table - 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: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Add, update, and correct Course Catalog - Update of Course Fee Information - Print Course Catalog - Update Course Equivalencies - Update to Course Roll - Update Schedule Taxonomy ➤ Set Up SACR Module <ul style="list-style-type: none"> - Add, update and correct Academic Plan Table - Add, update and correct HEGIS Code Table (for MIS co-unique code) 	LR_SA_SR_CATALOG_ACCESS

Role Name	Description	PS Role Name
Schedule Access	<p>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:</p> <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Print Course Catalog - Update Schedule New Course - Update Maintain Schedule of Classes - Update Schedule Class Meeting - Update Adjust Class Associations - Update Sections of a Class - Update Class Event Table - Print Class Schedule - Add, update, and correct Class Notes Tables - Add and update Global Notes Tables - Update Resource Queue Cleanup - Update Schedule Taxonomy - Update Combined Sections Table - Update Identify Combined Sections - Print Class Roster - View Instructor Schedule - Add and update Instructor Term Workload - Run LR Term Workload Sync - Update Disapprove TCS - Print TCS Notification - Add, update, and correct ADJ/SSI/OVL Work Queue - Update Class Section Dynamic Dates ➤ Set Up SACR Module <ul style="list-style-type: none"> - Add and update Class Fees - Add and update Class Fees Modal 	LR_SA_SR_SCHEDULE_ACCESS

Role Name	Description	PS Role Name
Prerequisite Set Up View	<p>For staff who require <u>inquire only</u> access to the prerequisite set up pages listed below:</p> <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Enrollment Requirement Groups - Enrollment Requirements - Enrollment Course Lists - Define Requisite Conditions - Define Requisite Entity Groups - Enrollment Requisite Summary - Enrollment Requirement Summary - Course List Summary ➤ Set Up SACR Module <ul style="list-style-type: none"> - Milestone Table 	LR_SA_SR_PREREQ_VW

Role Name	Description	PS Role Name
Prerequisite Set Up Access	<p>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:</p> <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Enrollment Requirement Groups - Enrollment Requirements - Enrollment Course Lists - Define Requisite Conditions - Define Requisite Entity Groups - Define Requisite Student Group - Enrollment Requisite Summary - Enrollment Requirement Summary - Course List Summary - Requirement Group Summary - Requirement Report - Reverse Engineering Report - Miscellaneous Requisite Report ➤ Set Up SACR Module <ul style="list-style-type: none"> - Milestone Table 	LR_SA_SR_PREREQ_ACCESS

Role Name	Description	PS Role Name
D2L Coordinator Access	For staff who <u>build and maintain</u> the D2L Learning Management system. This access grants the following page access: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Correct LR D2L Class Data - Correct LR D2L Special Class Requests - 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: <ul style="list-style-type: none"> ➤ Set Up SACR Module <ul style="list-style-type: none"> - Add, update, and correct Building Table - Add, update, and correct Facility Table - 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: <ul style="list-style-type: none"> ➤ Campus Community Module <ul style="list-style-type: none"> - View Campus Meetings - View Campus Meeting Details - View Event Summary - View External Organization Codes - View External Organization School Data - 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: <ul style="list-style-type: none"> ➤ Campus Community Module <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> ➤ Campus Community Module <ul style="list-style-type: none"> - Add Campus Events - Update Campus Meetings 	LR_SA_SR_EVENT_ACCESS_2
Add on		

Role Name	Description	PS Role Name
TCS Approver	For staff who are <u>authorized</u> to approve TCS. This access grants the following page access: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - ADJ/SSI/OVL Employee Search - Update TCS Approval 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: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> ➤ Curriculum Management Module <ul style="list-style-type: none"> - Add and update Instructor Term Workload - ADJ/SSI/OVL Employee Search - Add, update, and correct ADJ/SSI/OVL Work Queue - Update Disapprove TCS - Print TCS Notification 	LR_SA_TCS_TERM_WKLD_ADD_ON
Class Permission View	For staff who require <u>inquiry only access</u> to class permission numbers. This access grants the following inquiry page access: <ul style="list-style-type: none"> ➤ Records and Enrollment Module <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> ➤ Records and Enrollment Module <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> ➤ Curriculum Management <ul style="list-style-type: none"> - Bookstore Extract 	LR_SA_SR_BOOKSTORE_ADD_ON