Using the Role Description Reports

The Role Descriptions reports have been updated to more clearly correspond to the terms used in the UAccess Access Provisioning Tool (APT). Use the reports to find the following types of information:

- Description for a given Technical Role Name
- Functional Role Name for a given Technical Role Name
- APT selections for requesting access to a given Technical Role Name
- Training Requirements and contact information, including Prerequisites and Business Training

See also Understanding Prerequisites, Training Requirements, and When to Request Access, an available document on the EAST Access Provisioning documentation site.

There are separate reports for each UAccess system, with titles matching the Systems listed in the APT on the first System selection page. The reports are sorted alphabetically by Subject, then Functional Role Name.

Finding a Role

To find a Role in the report, use Cntl-F to open a Find window, and search by whatever portion of the Role Name is known such as the Technical or Functional Role Name as listed in UAccess Analytics Dashboards > Security > Security > All Roles.

Identifying the APT Selections for a Role

Use the Request Access Provisioning Tool Path information to identify the System, Subject, and Role Name for a Role. To request access for this Role, follow these precise selections in the APT.

When there is no Request Access Provisioning Tool Path and the On APT flag is not checked, the Role is not listed in the APT. Contact EAST (UIITS-EASecurityTeam@email.arizona.edu) to request access to this Role.

Training

All Training Requirements given for a Role must be completed prior to provisioning. The Training Information listed here is provided so that Users and their APLs may make arrangements for training in advance of submitting requests for access. Note many roles have multiple training requirements.
Role Descriptions  UAccess Employee - Reserved

Subject Area:  UAccess Employee - Accessibility Options
Request Access Provisioning Tool Path:
UAccess - Reserved Functions > UAccess Employee - Accessibility Options > Accessibility Options

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UA_ACCESSIBILITY_OPTIONS</td>
<td>Provides support options in UAccess Employee for users using assistive technologies such as screen readers.</td>
</tr>
</tbody>
</table>

On APT: ✔

Subject Area:  UAccess Employee - Extended Time-Out Request
Request Access Provisioning Tool Path:
UAccess - Reserved Functions > UAccess Employee - Extended Time-Out Request > UAccess Employee - Extended Time-Out Request

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UA.Employee-Extended-Tout</td>
<td>Provides an extended 60-minute time-out setting for the User’s UAccess Employee session, in place of the standard 20-minute setting.</td>
</tr>
</tbody>
</table>

On APT: ✔

Subject Area:  UAccess Employee - Technical

Functional Name | Technical Name | Functional Desc. |
-----------------|----------------|-------------------|
                 | System Administrator |                   |

On APT: ✔

Last Updated: Thursday, November 19, 2020
**Role Descriptions**  UAccess Employee - Reserved

**Subject Area:**  UAccess Employee - Technical

**Request Access Provisioning Tool Path:**

UAccess - Reserved Functions > UAccess Employee - Technical > 24/7 Staff

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7 Staff</td>
<td>UA_HR_SEC_247_SENIOR</td>
<td>Restricted to 24/7 Staff. Grants access to unlock user profiles in the UAccess Employee system.</td>
</tr>
</tbody>
</table>

On APT: ✔️

FLSA: ☐

Fair Labor Standards Act URL:

**Subject Area:**  UAccess Employee - Technical

**Request Access Provisioning Tool Path:**

UAccess - Reserved Functions > UAccess Employee - Technical > 24/7 Support Team Permissions

<table>
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<th>Functional Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7 Support Team Permissions</td>
<td>UA_24_7_SUPPORT</td>
<td>Grants access to reset NetID PINs.</td>
</tr>
</tbody>
</table>

On APT: ✔️

FLSA: ☐

Fair Labor Standards Act URL:

**Subject Area:**  UAccess Employee - Technical

**Request Access Provisioning Tool Path:**

UAccess - Reserved Functions > UAccess Employee - Technical > 24/7 Team Security View

<table>
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<th>Functional Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7 Team Security View</td>
<td>UA_HR_SEC_247_VIEW</td>
<td>Grants access to view access for core and row-level security for 24/7 staff.</td>
</tr>
</tbody>
</table>

On APT: ✔️

FLSA: ☐

Fair Labor Standards Act URL: