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 Student  - Reserved

Subject Area:  UAccess Student - National ID Privilege Request
Request Access Provisioning Tool Path:
UAccess - Reserved Functions > UAccess Student - National ID Privilege Request > National ID - No Masking

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
<th>On APT</th>
</tr>
</thead>
<tbody>
<tr>
<td>National ID - No Masking</td>
<td>PPL: UASACC_NO_DDA_MASKING_PPL</td>
<td>Provides access to view full (unmasked) SSNs on pages that display SSN within the UAccess Student system.</td>
<td>☑</td>
</tr>
</tbody>
</table>

FERPA: ☑  FERPA URL: http://www.registrar.arizona.edu/ferpa/tutorial/
Training Prerequisite:  Training Provided by:
Training Class Name:  Training Contact:  Training URL:

Subject Area:  UAccess Student - Technical
Request Access Provisioning Tool Path:
UAccess - Reserved Functions > UAccess Student - Technical > 24/7 Staff

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
<th>On APT</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/7 Staff</td>
<td>UA_SA_PT User Profile Update</td>
<td>Restricted to 24/7 Staff. Grants access to unlock user profiles in the UAccess Student system.</td>
<td>☑</td>
</tr>
</tbody>
</table>

FERPA:  FERPA URL:
Training Prerequisite:  Training Provided by:
Training Class Name:  Training Contact:  Training URL:
### Role Descriptions  UAccess Student - NA

**Subject Area:** UAccess Student - Reporting  
**Request Access Provisioning Tool Path:** UAccess - Reserved Functions > UAccess Student - Reporting > Query Manager

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
<th>On APT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Manager</td>
<td>UA_SA Query - Full</td>
<td><strong>TRAINING PREREQUISITE</strong> - Grants access to create and run public and private queries for all subjects (admissions, advising, campus community, financial aid, student financials, student records, and transfer credit). In the Additional Information box, please provide a complete description of the job duties that require the subject user to have this access.</td>
<td>☑️</td>
</tr>
</tbody>
</table>

**FERPA:** ☑️  
**FERPA URL:** [http://www.registrar.arizona.edu/ferpa/tutorial/](http://www.registrar.arizona.edu/ferpa/tutorial/)

**Training Prerequisite:** ☑️  
**Training Provided by:** Departmental Training

**Training Class Name:** Query Manager  
**Training Contact:** Request from Office of Registrar: Felipe Ayala (jfayala@email.arizona.edu). Others: UITS St

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**Subject Area:** UAccess Student - Reporting  
**Request Access Provisioning Tool Path:** UAccess - Reserved Functions > UAccess Student - Reporting > Query Viewer

<table>
<thead>
<tr>
<th>Functional Name</th>
<th>Technical Name</th>
<th>Functional Desc.</th>
<th>On APT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Viewer</td>
<td>UA_SA Query - Read-Only</td>
<td>Grants access to run existing public queries for all subjects (admissions, advising, campus community, financial aid, student financials, student records, and transfer credit). In the Additional Information box, please provide a complete description of the job duties that require the subject user to have this access.</td>
<td>☑️</td>
</tr>
</tbody>
</table>

**FERPA:** ☑️  
**FERPA URL:** [http://www.registrar.arizona.edu/ferpa/tutorial/](http://www.registrar.arizona.edu/ferpa/tutorial/)

**Training Prerequisite:** ☐  
**Training Provided by:**

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Last Updated: Thursday, November 19, 2020