

Job Topic	Job Function	Training Requirements (PRV802: FERPA Basics required for all roles)	Security Role	Role Description
Degree Audit	View Audit	Academic Advising in myUFL (Instructor-led course)	UF_AA_AUDITVIEWER	Users with this role will be able to view degree audits, but not post exceptions. This is often used by part-time staff in advising offices.
	View Audit Post Advising Notes Create Degree Audit Exceptions for Students Assist in the writing of Degree Audits (in development environment)		UF_AA_AUDITWRITER	Users with this role will have access to view audits, post advising notes, create degree audit exceptions for students, and assist in the writing of degree audits (in the development environment). This role is typically given to 2-3 academic advising users per college.
	Post Exceptions		UF_AA_EXDPT_ADVISOR	This role is required by users that have the UF_AA_AUDITWRITER or the UF_AA_POSTEXCEPTIONS roles. Without it, advisors will be unable to post exceptions.
	View Audit Post Advising Notes Create Degree Audit Exceptions for Students		UF_AA_POSTEXCEPTIONS	Users with this role will have access to view audits, post advising notes, and create degree audit exceptions for students.
	View Audit Post Advising Notes		UF_AA_POSTNOTES	Users with this role will be able to view degree audits (but not post exceptions) and post advising notes. This is often used by part-time staff, administrators, or faculty members who review student records and record interactions, but do not make degree audit exceptions.
Demographic Data Access	View full dates of birth within myUFL (SIS)	N/A	UF_CS_PP_MASK_SSN	This role provides viewing of full dates of birth in the myUFL Student Information System (SIS), but prohibits viewing of SSNs. Requests for this role require approval by the Division of Enrollment Management who will determine a person's business need on a case by case basis.
Transfer Credit & Credit Articulation	Perform tasks related to transfer evaluation and credit articulation process	ADM001: Course Transfer Evaluation	UF_AD_TE_DEPARTMENT	This role provisions access in the myUFL Student Information System for employees in colleges/departments to perform tasks related to transfer evaluation and credit articulation process.
Scholarship Award Information	Submit Institutionally managed scholarship award information to the Office for Student Financial Affairs	SFA100: Reporting College and Department Scholarships	UF_FA_EXT_EXT_AWD_UPT	This role allows college, department, or unit scholarship administrators the ability to submit institutionally managed scholarship award information to the Office for Student Financial Affairs (the financial aid office). Awards can be added, updated, or cancelled on/from student's financial aid award files.
Block Enroll	Block enroll students	Registration Toolkit	UF_SR_BLOCK_ENROLL	This is an end-user role that allows the ability to block enroll students.
Class Rosters	View class rosters in myUFL (SIS)	Registration Toolkit	UF_SR_CLASS_ROSTER_VIEWER	This role will allow viewing of class rosters in the myUFL Student Information System (SIS).
Class Rosters	Access the class roster - department level	Course Catalog Toolkit	UF_SR_SCHED_DEPT_USER	This is an end-user role which provides departmental schedulers access to the class roster.
Course Catalog	View-only access to the course catalog	Course Catalog Toolkit	UF_SR_CRSE_CATALOG_PUBLIC_VIEW	This is an end-user role to provide view-only access to the course catalog in the myUFL Student Information System.
Course Catalog	Access the course catalog within the myUFL (SIS)	Course Catalog Toolkit	UF_SR_CRSE_CATALOG_VIEWER	This is a core office role to provide view-only access to the course catalog in the myUFL Student Information System.
Course Offerings	View-only access to the course offerings for a particular term in the myUFL (SIS)	Registration Toolkit	UF_SR_CRSE_SCHED_VW	This role provides view only access to the course offerings for a particular term in the myUFL Student Information System.
Register Students	Access the enrollment request navigation	OUR003: The Registration Process in myUFL	UF_SR_COLL_ENR_REQUEST	This is an end-user role that provides access to the enrollment request navigation for college level users who register students.
Register Students	Access the quick enroll navigation - college level	OUR003: The Registration Process in myUFL	UF_SR_COLL_QUICKENRL_PERC	This is an end-user role that provides access to the quick enroll navigation for college level users who register students.
Register Students	Access the enrollment request navigation - department level	OUR003: The Registration Process in myUFL	UF_SR_DEPT_ENR_REQUEST	This is an end-user role that provides access to the enrollment request navigation for departmental users who register students.
Register Students	Access the quick enroll navigation - department level	OUR003: The Registration Process in myUFL	UF_SR_DEPT_QUICKENRL_PERC	This is an end-user role that provides access to the quick enroll navigation for departmental users who register students.
Service Indicators	Manually add and/or release service indicators [Student Records]	OUR004: Service Indicators: Add and Release	UF_CC_SRVC_IND_USER	This role is for users who manually add and/or release service indicators.
Service Indicators	Mass assign or release service indicators [Student Records]	OUR005: Service Indicators: Mass Assign and Mass Release	UF_SR_SI_MASS	This is an end-user role is for to provide the ability mass assign or release service indicators.
Student Advising	Perform tasks related to student advising	PRO337: Student Program/Plan Maintenance	UF_SR_UGRD_ADV_UPD	This is an end user role granting access to the Student Program/Plan and the Student Services Center in the myUFL Student Information System to perform tasks related to student advising.
Student Groups	Maintain students groups in the myUFL (SIS)	OUR001: Maintaining Student Groups	UF_SR_STDNT_GROUP_UPD	This is an end user role granting access to the Student Group navigation in order to maintain students groups in the myUFL Student Information System.
Student Groups	View students groups in the myUFL (SIS)	OUR001: Maintaining Student Groups	UF_SR_STDNT_GROUP_VIEW	This is an end user role granting access to the Student Group navigation in order to view students groups in the myUFL Student Information System.
Student Program/Plan - Graduate	Update graduate majors, minors, degrees, concentrations, degree attributes, and milestones	PRO337: Student Program/Plan Maintenance	UF_SR_GRAD_STAFF_USER	This is an end-user role for graduate coordinators and staff who update graduate majors, minors, degrees, concentrations, degree attributes, and milestones.
Term Activation	Access term activation navigation where users override the unit load for an individual student	Registration Toolkit	UF_SR_COLL_TERM_ACT	This is an end-user role that provides access to the term activation navigation which is where users can override the unit load for an individual student.

Key:
Academic Advising Function
View Data Function
Admissions Function
Financial Aid Function
Student Records Function