


Unite Education Program v7.2

Job Aid: 5434

Add a User Role to Unite

As part of role-based security, Unite provides a way to set up and manage user roles independently from user accounts. Once you add a user role to Unite, you can assign the user role to any number of user accounts as long as the user role is active. Users who are assigned a user role have access to Unite features and functionality based on the permissions configured for the user role unless you customize permissions for an individual user account. You can add any number of user roles to Unite.

To add a user role

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Users & Roles**.
4. Verify you are on the *Roles* tab.
5. Click  .
6. In the **Role** field, enter a unique name for the user role.
7. Configure the **View** and **Edit** permissions in each section as needed.

Note




If a permission only has a **View** check box and you select it, Unite grants full access to permission features and functionality.

Note

If a permission has both a **View** check box and an **Edit** check box and you select only the **View** check box, Unite grants limited access to permission features and functionality. If you select the **Edit** check box, Unite grants full access to permission features and functionality.

Note

If you do not select a check box for a permission, Unite blocks access to permission features and functionality.

8. Click  .
9. When prompted to confirm the new role, click  .
10. Click  to close the *LSAC Unite Setup* window.

Related resources

- 5473 – About User Roles
- 5521 – About Starter User Roles
- 5435 – Edit a User Role