

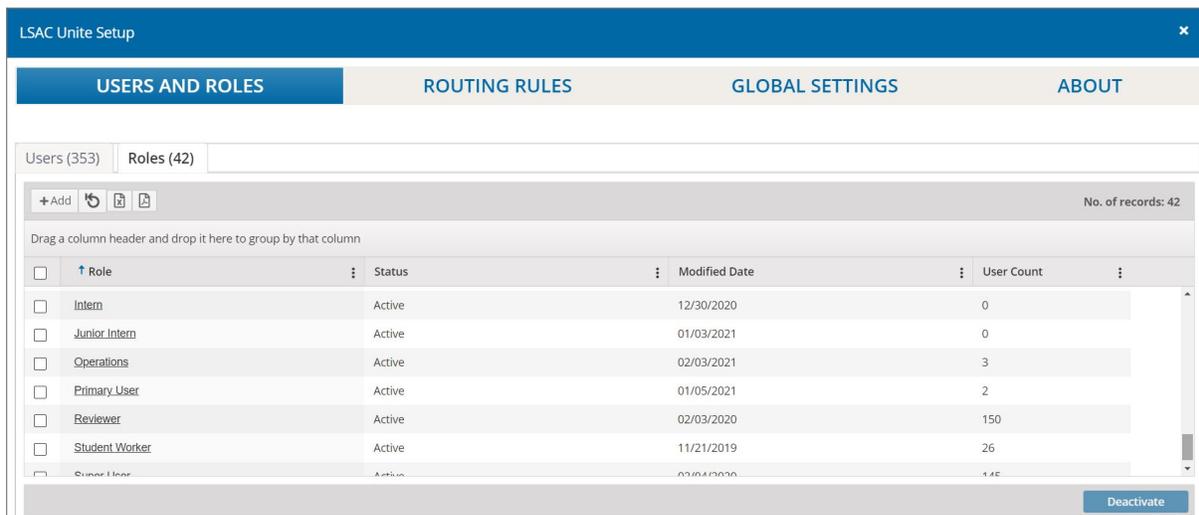
Unite Education Program v7.2

Job Aid: 5473

About User Roles

Unite uses role-based security to manage access to features and functionality. With role-based security, users are not assigned permissions directly, but rather acquire them through assigned user roles. If someone joins your organization, changes responsibility, goes on leave, or leaves the organization, it is easy to manage and remain in control of their access rights.

In Unite, user roles are independent of user accounts. As shown in the following image, you manage user roles on the *Roles* grid.



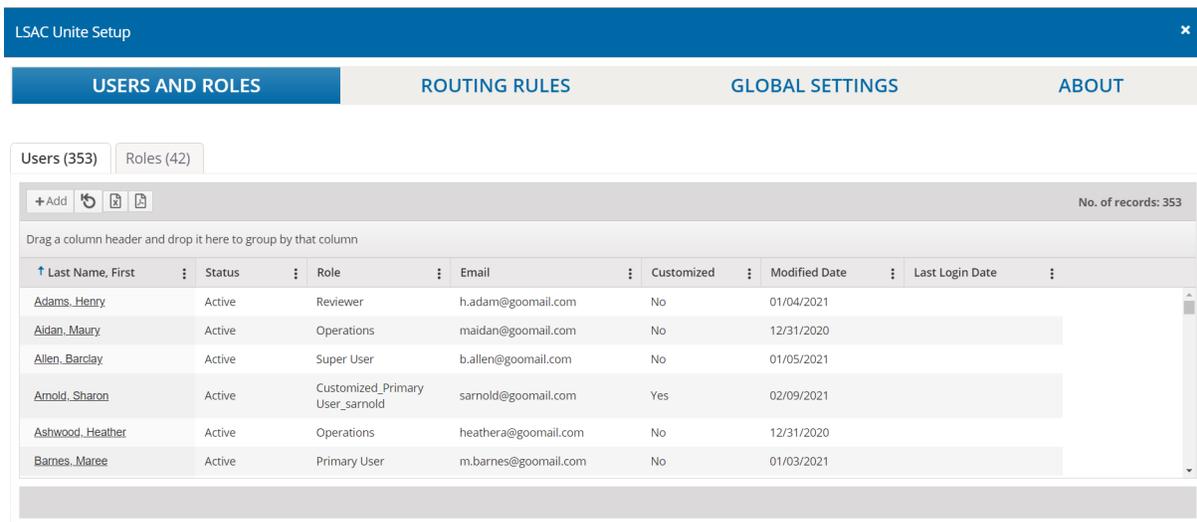
<input type="checkbox"/>	↑ Role	Status	Modified Date	User Count
<input type="checkbox"/>	Intern	Active	12/30/2020	0
<input type="checkbox"/>	Junior Intern	Active	01/03/2021	0
<input type="checkbox"/>	Operations	Active	02/03/2021	3
<input type="checkbox"/>	Primary User	Active	01/05/2021	2
<input type="checkbox"/>	Reviewer	Active	02/03/2020	150
<input type="checkbox"/>	Student Worker	Active	11/21/2019	26
<input type="checkbox"/>	Super User	Active	02/04/2020	1

By default, user roles display alphabetically by role name. For each user role, you can see the status, the date the user role was last modified, and the number of user accounts currently assigned.

You can add any number of user roles to represent access needs for different job functions within your admissions office. Before adding a user role, you may want to look at the “starter” user roles that LSAC added to Unite and see if they can be used as is or with modification. Once you add a role, you cannot delete the role. However, you can deactivate and reactivate roles which will immediately block and unblock access for all users who are assigned the user role.

You can also edit user roles as needs change. Specifically, you can edit the name of a user role and configure permissions by selecting check boxes for permissions you want to enable and deselecting check boxes for permissions you want to disable. Access rights take effect immediately for all users who are assigned the user role when you save your changes.

In special circumstances, you may want to customize permissions for a specific user account instead of adding a new user role. As shown in the following image, the **Customized** column on the *Users* grid provides a quick way to see whether permissions have been customized for an individual user account.



LSAC Unite Setup

USERS AND ROLES ROUTING RULES GLOBAL SETTINGS ABOUT

Users (353) Roles (42)

+ Add Refresh Filter Export No. of records: 353

Drag a column header and drop it here to group by that column

Last Name, First	Status	Role	Email	Customized	Modified Date	Last Login Date
Adams, Henry	Active	Reviewer	h.adam@goomail.com	No	01/04/2021	
Aldan, Maury	Active	Operations	maidan@goomail.com	No	12/31/2020	
Allen, Barclay	Active	Super User	b.allen@goomail.com	No	01/05/2021	
Arnold, Sharon	Active	Customized_Primary User_sarnold	sarnold@goomail.com	Yes	02/09/2021	
Ashwood, Heather	Active	Operations	heathera@goomail.com	No	12/31/2020	
Barnes, Maree	Active	Primary User	m.barnes@goomail.com	No	01/03/2021	

Be sure to keep track of any user accounts you customize so that you can manage permissions for the user account. Once you customize permissions for a user account, you break the link to the selected user role and Unite no longer updates permissions for the user account.

Related resources

- 5521 – About Starter User Roles
- 5434 – Add a User Role
- 5435 – Edit a User Role
- 5430 – Configure Permissions for a User Role