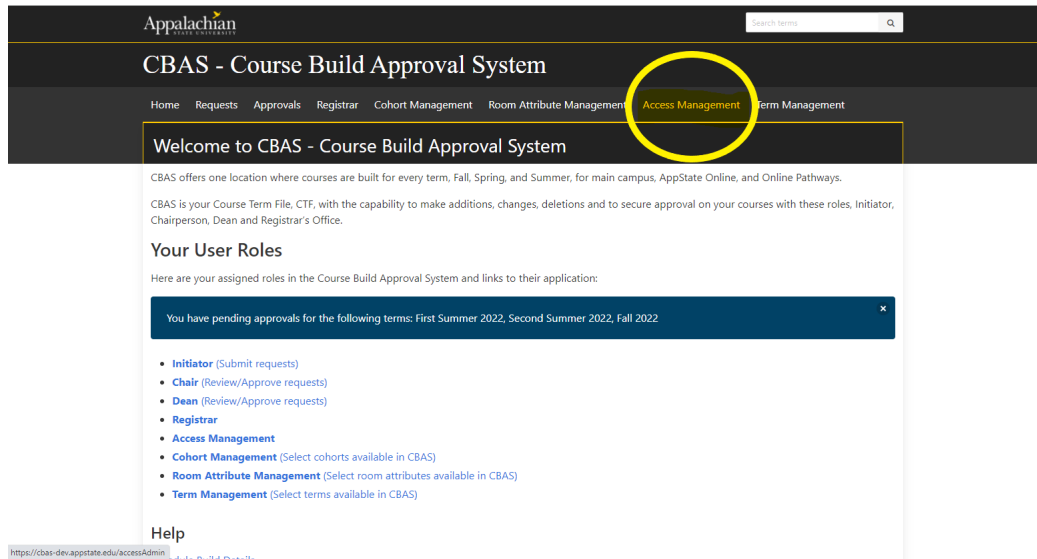


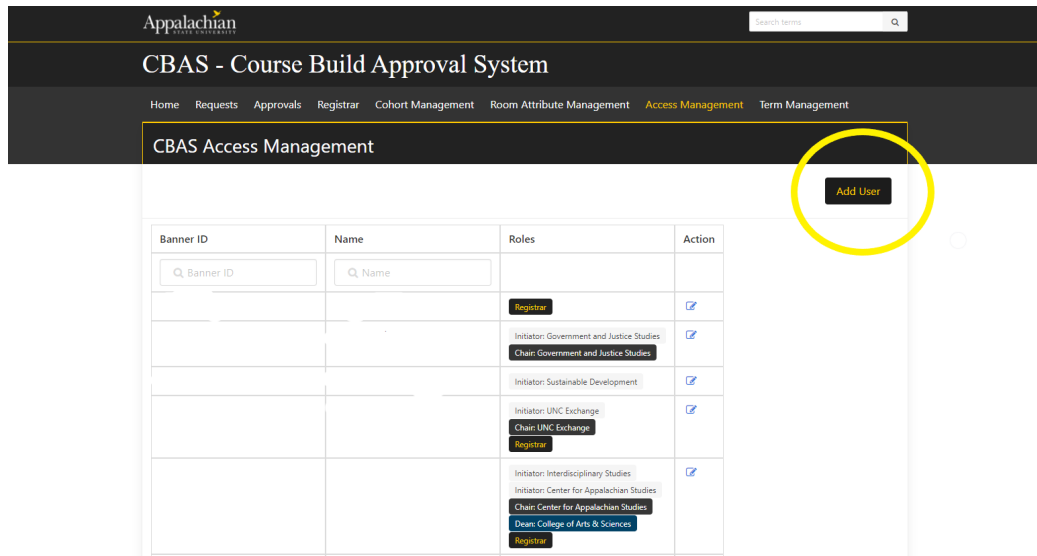
Access Management in CBAS:

Dean and Chair Roles in CBAS have the Access Management tab where they can add, change and remove user access

Click on the Access Management tab at the top on the landing page for CBAS to make role changes for a user.



To add a user, click the Add User button on the top right of the Access Management screen.



Enter the Banner ID or AppState username for the person you would like to add in the box labeled User and click the Add Banner ID/Username button.

Add User

User

Add User Banner ID/Username

Exit

The Add User screen will allow you to set the User as an Initiator, Chair or Dean for your Department and/or College.

Add User

User

Initiator

▼

Chair

▼

Dean

▼

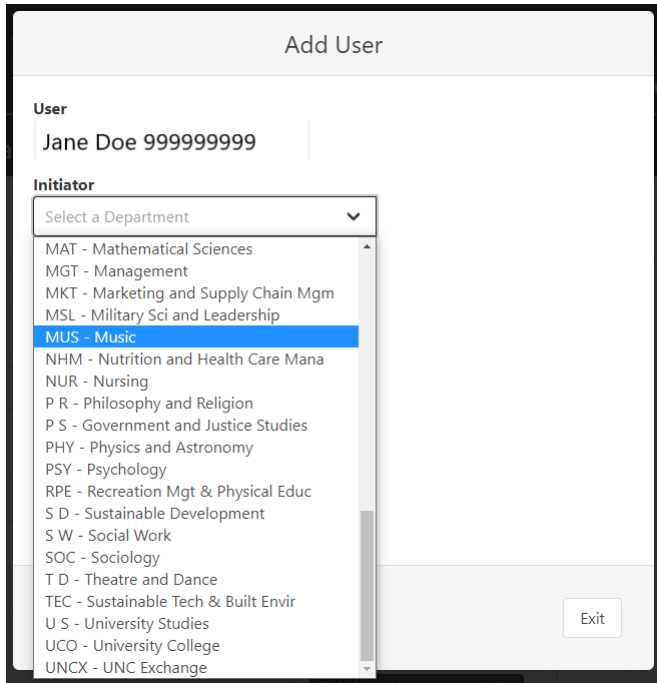
Add Registrar Role

Add Cohort Management Role

Add Room Attribute Management Role

Exit

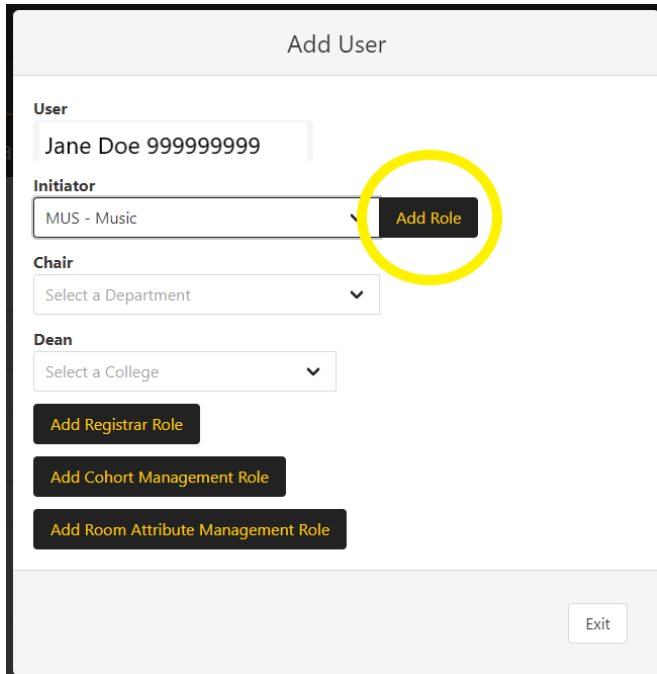
Select the Department or College in the respective dropdown to which you want to give them access.



The screenshot shows the 'Add User' form with the following fields:

- User:** Jane Doe 999999999
- Initiator:** A dropdown menu is open, showing a list of departments. 'MUS - Music' is highlighted in blue. Other options include MAT - Mathematical Sciences, MGT - Management, MKT - Marketing and Supply Chain Mgm, MSL - Military Sci and Leadership, NHM - Nutrition and Health Care Mana, NUR - Nursing, P R - Philosophy and Religion, P S - Government and Justice Studies, PHY - Physics and Astronomy, PSY - Psychology, RPE - Recreation Mgt & Physical Educ, S D - Sustainable Development, S W - Social Work, SOC - Sociology, T D - Theatre and Dance, TEC - Sustainable Tech & Built Envir, U S - University Studies, UCO - University College, and UNCX - UNC Exchange.
- Exit:** A button located at the bottom right of the form.

Click the Add Role button beside the dropdown that you selected the Department/College in.



The screenshot shows the 'Add User' form with the following fields:

- User:** Jane Doe 999999999
- Initiator:** A dropdown menu showing 'MUS - Music'. A yellow circle highlights the 'Add Role' button located to the right of the dropdown.
- Chair:** A dropdown menu with the text 'Select a Department'.
- Dean:** A dropdown menu with the text 'Select a College'.
- Buttons:** Three buttons are visible below the Dean field: 'Add Registrar Role', 'Add Cohort Management Role', and 'Add Room Attribute Management Role'.
- Exit:** A button located at the bottom right of the form.

It will then show the added role as current role.

The screenshot shows the 'Add User' form with the following fields and elements:

- User:** Jane Doe 999999999
- Current Roles:** Initiator: Music (highlighted with a yellow circle and an 'X' icon to remove it)
- Initiator:** Select a Department (dropdown menu)
- Chair:** Select a Department (dropdown menu)
- Dean:** Select a College (dropdown menu)
- Buttons:** Add Registrar Role, Add Cohort Management Role, Add Room Attribute Management Role
- Exit:** Exit button (bottom right)

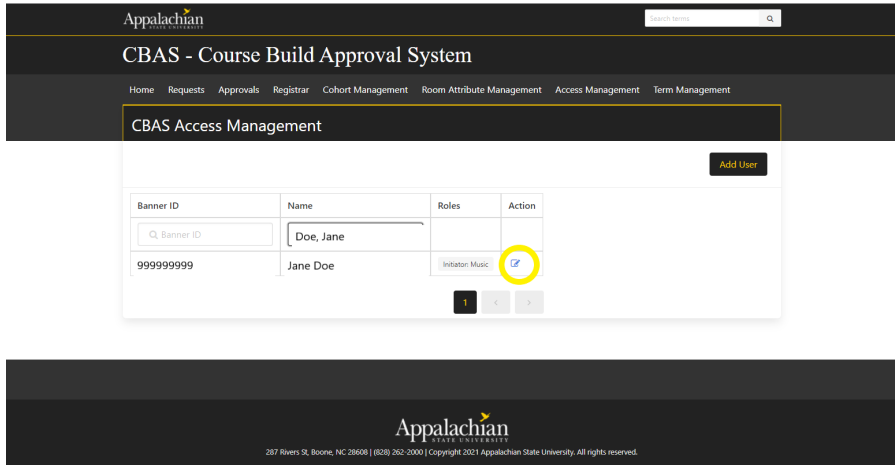
Click Exit.

The screenshot shows the 'Add User' form with the following fields and elements:

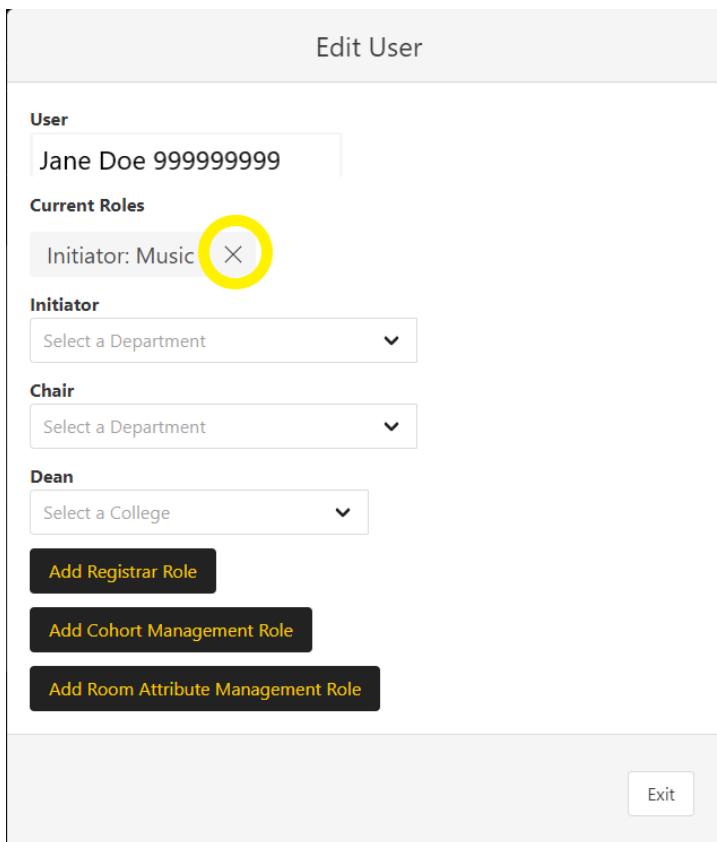
- User:** Jane Doe 999999999
- Initiator:** MUS - Music (dropdown menu) with an **Add Role** button
- Chair:** Select a Department (dropdown menu)
- Dean:** Select a College (dropdown menu)
- Buttons:** Add Registrar Role, Add Cohort Management Role, Add Room Attribute Management Role
- Exit:** Exit button (bottom right, highlighted with a yellow circle)

To Remove a role from a user, type in the Banner ID or Name in the search field at the top of the list of Users to locate the user whose access you would like to remove/change.

Once you have located the user, click the Edit button to the right of the person under the Action column.



The Edit User screen is displayed. Click on the X next to the role you wish to remove for the User.



A confirmation screen will appear asking if you are sure you would like to delete the role. Click OK.

Are you sure you wish to delete this role?

Cancel

OK

You will notice the roll is now gone from Current Roles. Click Exit to return to the list of Users.

Edit User

User

Jane Doe 999999999

Initiator

Select a Department

Chair

Select a Department

Dean

Select a College

Add Registrar Role

Add Cohort Management Role

Add Room Attribute Management Role

Exit

Please note:

- Deans can change Dean access, Chair access, and Initiator access
- Chairs can change Chair access and Initiator access
- Initiators cannot manage access

- No one can delete their own access in order to prevent locking themselves out of CBAS.

If you have questions or need further assistance, email regteam@appstate.edu or dial extension 6818.