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.

The Add User screen will allow you to set the User as an Initiator, Chair or Dean for your Department and/or College.
Select the Department or College in the respective dropdown to which you want to give them access.

Click the Add Role button beside the dropdown that you selected the Department/College in.
It will then show the added role as current role.

Click Exit.
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.

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.