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.

Appalachian	Search terms
CBAS - Course Build Approval System	\frown
Home Requests Approvals Registrar Cohort Management Room Attribute Management	Access Management
Welcome to CBAS - Course Build Approval System	
CBAS offers one location where courses are built for every term, Fall, Spring, and Summer, for main car	npus, AppState Online, and Online Pathways.
CBAS is your Course Term File, CTF, with the capability to make additions, changes, deletions and to se Chairperson, Dean and Registrar's Office.	cure approval on your courses with these roles, Initi
Your User Roles	
Here are your assigned roles in the Course Build Approval System and links to their application:	
You have pending approvals for the following terms: First Summer 2022, Second Summer 2022, Fall	2022
Initiator (Submit requests)	
Chair (Review/Approve requests) Data (Review/Approve requests)	
Registrar	
Access Management	
Cohort Management (Select cohorts available in CBAS)	
Room Attribute Management (Select room attributes available in CBAS)	
Term Management (Select terms available in CBAS)	
Help	
/cbas-dev.appstate.edu/accessAdmin	

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

Appalachian			[Search terms	Q	
CBAS - Cours	se Build Approval	System				
Home Requests Approv	rals Registrar Cohort Management	Room Attribute Management Acces	s Management	Term Management		
CBAS Access Ma	inagement					
				Add User		
Banner ID	Name	Roles	Action			
Q Banner ID	Q Name					
		Registrar	Ø			
		Initiator: Government and Justice Studies Chair: Government and Justice Studies	œ			
		Initiator: Sustainable Development	8			
		Initiator: UNC Exchange Chair: UNC Exchange Registrar	Ø			
		Initiator: Interdisciplinary Studies Initiator: Center for Appalachian Studies Chair: Center for Appalachian Studies Deam: College of Arts & Sciences Registrar	6			

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 Banner ID/Username	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.

Ado	l Use	r	
User			
Initiator			
Select a Department	~		
Select a Department	~		
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.

Add	User
User Jane Doe 999999999	
Select a Department	~
MAT - Mathematical Sciences MGT - Management MKT - Marketing and Supply Chain Mgm MSL - Military Sci and Leadership MUS - Music NHM - Nutrition and Health Care Mana	
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	1
T D - Theatre and Dance TEC - Sustainable Tech & Built Envir U S - University Studies UCO - University College UNCX - UNC Exchange	Exit

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

Add U	Jser
User Jane Doe 999999999 Initiator MUS - Music Chair Select a Department Dean Select a College ✓ Add Registrar Role Add Cohort Management Role	Add Role
	Exit

It will then show the added role as current role.

Add	User
User Jane Doe 999999999 Current Roles Initiator: Music X	
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

Click Exit.

Add	Use	r		
_{User} Jane Doe 999999999				
Initiator		_		
MUS - Music	~	Add Role		
Chair				
Select a Department	~			
Dean				
Select a College 🗸 🗸				
Add Registrar Role				
Add Cohort Management Role				
Add Room Attribute Management Role				
			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.

CBAS - Course B	uild Approval S	ystem				
Home Requests Approvals Re	gistrar Cohort Management	Room Attribute Mar	nagement	Access Management	Term Management	
CBAS Access Manage	ement					
					Add	User
Banner ID	Name	Roles	Action			
	Doe, Jane	`				
999999999	Jane Doe	Initiaton Music				
		1 <				
	Ар	palachiar	ĵ			

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

Ed	it User	
User		
Jane Doe 999999999		
Current Roles		
Initiator: Music		
Initiator		
Select a Department	~	
Chair		
Select a Department	~	
Dean		
Select a College	/	
Add Registrar Role		
Add Cohort Management Role		
Add Room Attribute Management Ro	ole	
		Exit

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?



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

	Edit Use	er		
^{User} Jane Doe 999999999				
Initiator				
	•			
Select a Department	~			
Dean				
Select a College	~			
Add Registrar Role				
Add Cohort Management Role				
Add Room Attribute Managemer	nt Role			
			Б	cit

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 <u>regteam@appstate.edu</u> or dial extension 6818.