

## Defining Roles in CBAS:

There are 3 available roles in the Course Build Approval System (CBAS):

- 1 - Initiator Role - this is the person who submits changes, additions, and deactivations to the department Chair role for approval.
- 2 - Chair Role - this is the Chair of the Department or the person who approves course changes, additions, and deactivations for the Department or returns the course to the Initiator for edits.
- 3 - Dean Role - this is the Dean of the College who approves course changes, additions and deactivations for the whole College or School.

If you have Initiator access, but no other role assigned to you, you will only see the Initiator link.

The screenshot shows the CBAS - Course Build Approval System interface. The header includes the Appalachian State University logo and a search bar. The main navigation bar contains 'Home' and 'Requests'. The content area features a welcome message, a description of CBAS, and a section titled 'Your User Roles' which lists the 'Initiator' role with a link to 'Submit requests'. A 'Help' section is also visible with links for 'Schedule Build Details' and 'CBAS videos (Coming Soon)'. The footer contains the Appalachian State University logo and contact information.

## Access Management:

The Access Management feature offers you the capability of changing, adding, and deleting users for your College/School as needed.

The screenshot shows the CBAS - Course Build Approval System interface with the 'Access Management' role. The header includes the Appalachian State University logo and a search bar. The main navigation bar contains 'Home', 'Approvals', and 'Access Management'. The content area features a welcome message, a description of CBAS, and a section titled 'Your User Roles' which lists the 'Chair' and 'Access Management' roles with links to 'Review/Approve requests' and 'Access Management'. A notification banner at the top of the roles section states: 'You have pending approvals for the following terms: First Summer 2022, Fall 2022'. A 'Help' section is also visible with links for 'Schedule Build Details' and 'CBAS videos (Coming Soon)'. The footer contains the Appalachian State University logo and contact information.

**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 any questions or need further assistance, email [regteam@appstate.edu](mailto:regteam@appstate.edu) or dial extension 6818.**