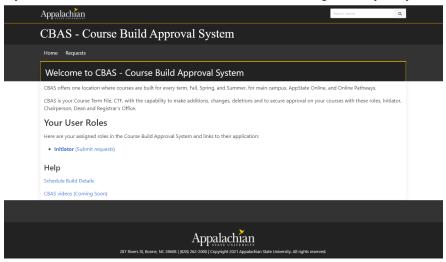# Defining Roles in CBAS:

There are 3 available roles in the Course Build Approval System (CBAS):
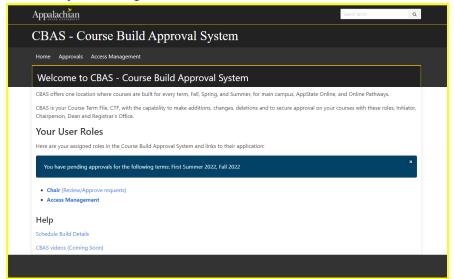- 1 - Initiator Role - this is the person who submits changes, additions, and deactivations to the department Chair role for approval.
- 2 - Chair Role - this is the Chair of the Department or the person who approves course changes, additions, and deactivations for the Department or returns the course 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.

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

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 or dial extension 6818.