

I need to:	LOUIE Security	Training
Student Accounts (Student Financials) Access		
Assign term health insurance plans. Role granted to a very restricted set of users.	NAU_SF Assign Optional Fees	Contact Student & Departmental Account Services sdas@nau.edu
View student account detail and item type setup. Role for external and internal auditors.	NAU_SF Auditor	Contact Student & Departmental Account Services sdas@nau.edu
Calculate tuition for an individual student. Role granted to a very restricted set of users.	NAU_SF Calculate Tuition	Contact Student & Departmental Account Services sdas@nau.edu
Role for employees of the NAU Call Center and One Stop Shop. This role allows view access to all student financial account detail necessary to provide basic customer service for the NAU Call Center and One Stop Shop.	NAU_SF Call Center OneStop	Contact Student & Departmental Account Services sdas@nau.edu
Role for managers of the NAU Call Center and One Stop Shop. This role includes all of the access granted by NAU_SF Call Center OneStop, as well as the ability to reprint student 1098T forms.	NAU_SF Call Center OneStop Mgr	Contact Student & Departmental Account Services sdas@nau.edu
Process cashiering functions for offices external to SDAS. Role includes opening and closing cashier offices, posting student and departmental receipts, as well as viewing student account detail.	NAU_SF Cashier Other Dpt	Contact Student & Departmental Account Services sdas@nau.edu
Process supervisory cashiering functions for offices external to SDAS. Role includes all of the access granted by NAU_SF Cashier Other Dpt, as well as void capabilities.	NAU_SF Cashier Supv Other Dpt	Contact Student & Departmental Account Services sdas@nau.edu
Post and reverse refunds for third party sponsors. Role only granted to a very restricted set of users.	NAU_SF Corporate Refund	Contact Student & Departmental Account Services sdas@nau.edu
View student account comment detail.	NAU_SF Customer Acct Comments	Contact Student & Departmental Account Services sdas@nau.edu
Upload and post student transactions in mass. Role granted to a very restricted set of users. Please be sure to list the item types you need access to post in the Business Need section of the ePASS form.	NAU_SF Group Post Transactions Training required.	Contact Student & Departmental Account Services sdas@nau.edu
View and manage system integrations between the three PeopleSoft databases. Role also includes the ability to batch publish GL messages.	NAU_SF Manage Integrations	Contact Student & Departmental Account Services sdas@nau.edu
Change assigned term health insurance plans. Role only granted to a very restricted set of users.	NAU_SF Override Optional Fees	Contact Student & Departmental Account Services sdas@nau.edu
Post individual charges to student accounts. Please be sure to list the item types you need access to post in the Business Need section of the ePASS form.	NAU_SF Post Transactions Training required.	Contact Student & Departmental Account Services sdas@nau.edu
Reverse individual charges to student accounts. Please be sure to list the item types you need access to reverse in the Business Need section of the ePASS form.	NAU_SF Reverse Transactions Training required.	Contact Student & Departmental Account Services sdas@nau.edu
Create and maintain item types. Role only granted to a very restricted set of users.	NAU_SF Setup Item Types	Contact Student & Departmental Account Services sdas@nau.edu
Process third party contracts for students sponsored by outside organizations. Role includes the ability to view student account detail. Role is only granted to a very restricted set of users.	NAU_SF Third Party Billing	Contact Student & Departmental Account Services sdas@nau.edu
View student account detail.	NAU_SF View Account	Contact Student & Departmental Account Services sdas@nau.edu
View corporate account detail.	NAU_SF View Corporate Account	Contact Student & Departmental Account Services sdas@nau.edu
View student permissions to determine if Title IV aid can apply to any type of charge.	NAU_SF View Student Permission	Contact Student & Departmental Account Services sdas@nau.edu

Post waivers for tuition, mandatory, and optional fees. Role is only granted to a very restricted set of users.	NAU_SF Waive Tuition Training required.	Contact Student & Departmental Account Services sdas@nau.edu
Financial Aid Access		
This role allows SDAS staff to view select financial aid pages.	NAU_FA Bursar Supervisor	This role is for SDAS staff only.
This role is for Student Solution Center and Student Service Center Tier 1 staff (usually student or part-time temporary employees) to view select financial aid pages.	NAU_FA Call Center	This role is for SSC Tier 1 staff only.
This role is for Student Solution Center and Student Service Center Tier 2 staff (regular employees) to view select financial aid pages.	NAU_FA Call Center Tier 2	This role is for SSC Tier 2 staff only.
This role is for Student Solution Center and Student Service Center managers to view select financial aid pages.	NAU_FA Call Center Manager	This role is for SSC Managers only.
View Federal Work Study Eligibility	NAU_FA FWS Eligibility	Training required. Contact FederalWorkStudy@nau.edu prior to initiating an ePASS request form.
Hire Federal Work Study employees	NAU_FA FWS Hirer	Training required. Contact FederalWorkStudy@nau.edu prior to initiating an ePASS request form.
Human Resource / Payroll Access	Note: When requesting any of the following HR roles, please list the 5-digit department number(s) in the BUSINESS NEED section on the ePASS Security Request form. For other HR access not noted here please email HR.Contact@nau.edu	
Approve and enter time for hourly employees for a whole department or multiple departments.	On the ePASS form check the box for "I need to enter and approve time for hourly employees". This will open up a box for you to enter in the departments that you need access to. Once the form is processed, it takes about two hours for the role of: Department Time Administrator to be assigned.	Instructions for Time and Labor
To approve time for hourly employees in a department	If you would like to be assigned as a supervisor for just a few hourly employees within a specific department, contact your department's Time Administrator and they can assign the students to you. Once you have been assigned, it takes about two hours for the employees to show up in your WorkCenter.	Instructions for Time and Labor
Approve time for benefit employees	The ability to approve time for benefit-eligible employees is drive off of your department's reports-to structure. If you are listed in reports-to as that employee's supervisor, the role of "NAU_LS TL Approver ReportsTo" is automatically assigned to you. If you do not see that employee in your WorkCenter, contact the person in your office who maintains reports-to and have fix it. You may also assign a proxy to approve in your absence.	Instructions for Time and Labor
This is for the person who manages the applicant search including rejecting, accepting and communicating with applicants. Includes access to print applications.	NAU_HR Req Manage Applications	More information
		Print Employment Applications
View the status of Performance Appraisals for my staff	The ability to view the status of Classified Staff, Service Professional, and Post-Doctoral performance appraisals is based off of your department's reports-to structure. If you are listed in reports-to as that employee's supervisor, the role of NAU_LS HR Supervisor PA Report is automatically assigned to you. If you do not see that employee in your report, contact the person in your office who maintains reports-to and have them fix it.	
View status of employees' Performance Appraisals within a department to assist the managers in my department in determining who is due to have a performance appraisal.	NAU_HR Bus Manager PA Reports	
Access for Parking Services and the Comptroller Office only to validate employment status	NAU_HR Employment Verification	

Allows access to view the following: paychecks, actuals distribution, additional pay, paycheck year to date balances, dept. budget table, position data, job data and contract pay.	NAU_HR Business Manager View	
Approve ePAR's for my Direct Reports(Note: if you are a department head, you want the department head role)	NAU_HR ePAR Dept Approver	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's for as the PI on a grant (Note: you must be listed in PeopleSoft Financials as the PI on the grant)	NAU_HR ePAR PI Grant Apprv	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's as the Dept Head	NAU_HR ePAR Dept Head Apprv	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's at the college budget level approver	NAU_HR ePAR Mid Level Apprv	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's for my whole college	NAU_HR ePAR Dean Apprv	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's at the JFR Level	NAU_HR ePAR JFR Apprv	ePAR (electronic Personal Action Request) Training Guides
Initiate an ePAR	NAU_HR ePAR Initiator	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's at the VP Level	NAU_HR ePAR VP Apprv	ePAR (electronic Personal Action Request) Training Guides
View ePAR's for my Area (Note: if you have any other ePAR role you automatically get this and do not have to request it separately)	NAU_HR ePAR Viewer	ePAR (electronic Personal Action Request) Training Guides
View ePAR related reports	NAU_HR Analytics Dept	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's in the Affirmative Action Office	NAU_HR ePAR AA Approver	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's in the Budget Office	NAU_HR ePAR Budget Approver	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's in Extended Campuses	NAU_HR ePAR EC Apprv	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's in the Graduate College	NAU_HR ePAR Grad Apprv	ePAR (electronic Personal Action Request) Training Guides
Approve ePAR's in the Sponsored Projects Office	NAU_HR ePAR SP Approver	ePAR (electronic Personal Action Request) Training Guides
Approves ePOST's in the Sponsored Projects office	NAU_HR Req Admin Grant Apprv	https://in.nau.edu/Human-Resources/ePOST/
Approve ePOST's in the budget office	NAU_HR Req Budget Approver	https://in.nau.edu/Human-Resources/ePOST/
Approver ePOST's for entire college	NAU_HR Req Dean Approver	https://in.nau.edu/Human-Resources/ePOST/
Approves ePOST's as the Department Head	NAU_HR Req Dept Head Approver	https://in.nau.edu/Human-Resources/ePOST/
Approves ePOST's in Extended College	NAU_HR Req EC Approver	https://in.nau.edu/Human-Resources/ePOST/
Initiates a Job Requisition (ePOST)	NAU_HR Req Initiator	https://in.nau.edu/Human-Resources/ePOST/
Approves ePOST's at the JFR level	NAU_HR Req JFR Approver	https://in.nau.edu/Human-Resources/ePOST/
Approve ePOSTS's at the college budget level or other mid-level	NAU_HR Req Mid Level Approver	https://in.nau.edu/Human-Resources/ePOST/
For person who is the PI on a Grant associated with an ePOST	NAU_HR Req PI Approver	https://in.nau.edu/Human-Resources/ePOST/
Approves at the VP level	NAU_HR Req VP Approver	https://in.nau.edu/Human-Resources/ePOST/
Initiate a reports to forms	NAU_HR Reports To Initiator	User Guides on "Reports To"
Approve reports to forms	NAU_HR Dpt Reports To Approver	User Guides on "Reports To"
Approve reports to forms at the college or VP level (option by area if none is assigned, then the forms are approved at the department level)	NAU_HR Sr Reports To Approver	User Guides on "Reports To"
View reports to forms for my area (Note: if you have any other reports to role, you automatically get this and do not have to request it separately)	NAU_HR View of Reports To	User Guides on "Reports To"
Access to create hire packets and verify I-9 documentation	NAU_HR TALX Dept Manager	User Guides on "Reports To"
Registrar's Office (Student Records) Access		
Review, authorize, and post student exceptions for Academic Advisement Reports. For a restricted set of college and Extended Campuses users.	NAU_AI AAR Exception Processor	Student Records LOUIE Training Registrar.AdvisementReport@nau.edu

Submit Academic Advisement Report student exception requests to a processor.	NAU_AI AAR Exception Requestor	Student Records LOUIE Training Registrar.AdvisementReport@nau.edu
Run initial Academic Advisement Reports for newly matriculated students. For college advising coordinators.	NAU_AI AAR Request Advsmnt Rpt	Student Records LOUIE Training Registrar.AdvisementReport@nau.edu
View administrative course catalog and schedule of classes data. Note: This access is included in all other Schedule of Classes (SOC) and Advisor/Student Records Viewer roles and rarely needs to be requested separately.	NAU_AI Catalog and SOC Viewer	Student Records LOUIE Training
For users in the Mathematics and Statistics and English departments only. Run the MAT/STA or ENG Eligibility Report for Mathematics/Statistics or English class sections.	NAU_AI Eligibility Report	Student Records LOUIE Training
Update access for student milestone data.	NAU_AI Milestone Updater	Student Records LOUIE Training
Correction access to custom courses, course flags, and progression plan details, including sending requests for publication of progression plans each academic catalog year. Update/Display access to maintain general information. College advising coordinators complete the data entry of this information with final approval coming from Progression Plan Administrators. This role may be requested by college advising coordinators after appropriate training has been completed.	NAU_AI Progress Plan Corrector	Student Records LOUIE Training
Correction access to progression plan details and update/display access to maintain general information. Intended for college advising staff to assist with data entry. This role may be requested by college advising staff after appropriate training has been completed.	NAU_AI Progress Plan Update	Student Records LOUIE Training
View progression plan details, general information, custom courses, and course flags. This role is intended for college personnel who need to view the data within these pages but not necessarily update them.	NAU_AI Progress Plan Viewer	Student Records LOUIE Training UCBA@nau.edu
Schedule classes for my department. Note: Users requesting this role do not need to request NAU_AI SOC Evaluation Mapper, NAU_AI SOC Permission Maint, or NAU_AI SOC Permission View because all of this access is included in NAU_AI SOC Department Creator.	NAU_AI SOC Department Creator	Student Records LOUIE Training Registrar.ScheduleofClasses@nau.edu
Update class evaluation checkboxes in the Schedule of Classes. For users without the NAU_AI SOC Department Creator security role who need ONLY to be able to adjust class evaluation mappings.	NAU_AI SOC Evaluation Mapper	Student Records LOUIE Training Registrar.ScheduleofClasses@nau.edu
Create and maintain general and student specific ADD permission numbers.	NAU_AI SOC Permission Maint	Student Records LOUIE Training
View access to class permission numbers.	NAU_AI SOC Permission Viewer	Student Records LOUIE Training
For Vice Provost's Office, college Associate Deans, and Registrar's Office administrators only. Enter and review comments related to academic dishonesty.	NAU_SR Acad Dishonesty Updater	Contact the Office of the Vice Provost for Academic Affairs for assistance.
Review lists of suspended students by term for outreach purposes. For college administrators and advising coordinators.	NAU_SR Acad Standing Queries	Student Records LOUIE Training
For college, Extended Campuses, CIE, and Athletics academic advisors only. Includes all access in NAU_SR Stdnt Records Viewer, NAU_AD Adm Recr Standard View, and NAU_CC Basic Service Viewer, plus the ability to enter academic advising comments, place and release advising service indicators, and update student advisor assignments. Note: Users requesting this role do not need to request NAU_SR Advising Comment Viewer, NAU_SR Stdnt Records Viewer, NAU_AD Adm Recr Standard View, or NAU_CC Basic Service Viewer.	NAU_SR Academic Advisor	Student Records LOUIE Training

<p>For Academic Affairs staff only.Place and release advising service indicators and update student advisor assignments. For users who are not academic advisors but who help support academic advising functions. Users may also need to request NAU_SR Stdnt Records Viewer.</p>	NAU_SR Academic Advisor Asst	Student Records LOUIE Training
<p>For Academic Affairs staff only.Includes all access in NAU_SR Academic Advisor and NAU_SR Enrollment User. Note: Users requesting this role do not need to request NAU_SR Academic Advisor or NAU_SR Enrollment User.</p>	NAU_SR Academic Advisor w Enrl	Student Records LOUIE Training
<p>For Student Technology Center staff only.View student enrollment appointment and service indicator information.</p>	NAU_SR ACHD Student Support	Student Records LOUIE Training
<p>For users who aren't academic advisors but who need to be able to view advising comments. Users may also need to request NAU_SR Stdnt Records Viewer.</p> <p>Note: Users requesting the NAU_SR EC Comment Updater or NAU_SR EMSA Acad Support User roles do not need to request NAU_SR Advising Comment Viewer.</p>	NAU_SR Advising Comment Viewer	Student Records LOUIE Training
<p>Maintain academic advising and graduate committee membership.</p>	NAU_SR Dept Committee Updater Training required.	Student Records LOUIE Training
<p>For Extended Campuses users who aren't academic advisors but need to be able to view academic advising comments and enter Extended Campuses student services center comments. Users may also need to request NAU_SR Stdnt Records Viewer.</p> <p>Note: Users requesting this role do not need to request NAU_SR Advising Comment Viewer.</p>	NAU_SR EC Comment Updater	Student Records LOUIE Training
<p>For Enrollment Management and Student Affairs staff only.Includes all access in NAU_SR Stdnt Records Viewer, NAU_AD Adm Recr Standard View, NAU_AD Transfer Credit View, and NAU_CC Basic Service Viewer, plus the ability to view academic advising comments and enter EMSA academic support comments.</p> <p>Note: Users requesting this role do not need to request NAU_SR Advising Comment Viewer, NAU_SR Stdnt Records Viewer, NAU_AD Adm Recr Standard View, NAU_AD Transfer Credit View, or NAU_CC Basic Service Viewer.</p>	NAU_SR EMSA Acad Support User	Student Records LOUIE Training
<p>Access to perform common enrollment functions. For departmental (non-Registrar's Office) users.</p>	NAU_SR Enrollment User	Student Records LOUIE Training
<p>View access to student enrollment data, including Enrollment Requests and data in the administrative Enrollment pages. Users may request this role as needed for job duties.</p>	NAU_SR Enrollment View	Student Records LOUIE Training
<p>View administrative grade rosters. For college and Extended Campuses users who oversee grading processes.</p>	NAU_SR Grade Roster Viewer	Student Records LOUIE Training
<p>Access to graduation queries on the NAU Queries component. Student name and program/plan information is displayed by the queries. For advisors, faculty, College admin staff, and Registrar's Office staff who help monitor and manage graduation applications.</p>	NAU_SR Graduation Queries	Student Records LOUIE Training
<p>Access to review and update Last Date of Attendance data from the administrative grade roster pages. For Financial Aid staff responsible for reporting on this data, or other personnel responsible for maintaining/overseeing accurate grades within a unit/division/college.</p>	NAU_SR LDoA Roster Corrector Training required.	Student Records LOUIE Training
<p>Access Post-Enrollment Requirement Checking (PERC) rosters and related pages. For academic departments.</p>	NAU_SR PERC User Training required.	Student Records LOUIE Training
<p>For Extended Campuses and Registrar's Office staff only.Override plan/campus restrictions in Student Program/Plan.</p>	NAU_SR PrgPln Campus Override Training required.	Student Records LOUIE Training

Correct or update student program/plan data, generally for campus change and major change purposes. Also includes access to update student advisor assignments. This role is only granted to a very restricted set of users.	NAU_SR Program Plan Corrector	Student Records LOUIE Training
Update student program/plan data, generally for major change purposes. Also includes access to update student advisor assignments. This role is only granted to a very restricted set of users.	NAU_SR Program Plan Updater Training required.	Student Records LOUIE Training
Update student group data. This role is only granted to a very restricted set of users.	NAU_SR Stdnt Group Updater	Student Records LOUIE Training
View access to student records data (class schedules, holds, to do lists, enrollment appointments, advisor assignments, unofficial transcripts, Academic Advisement Reports, etc.) and limited student account (Student Financials) and bio/demographic (Campus Community) data. This role does not grant advising comment or advising service indicator access. For users who are not academic advisors but who need to do student records research. Note: Users requesting an NAU_SR Academic Advisor or NAU_SR EMSA Acad Support User role do not need to request NAU_SR Stdnt Records Viewer.	NAU_SR Stdnt Records Viewer	Student Records LOUIE Training
Enter student success coaching comments and view GPS comments. Users with this role are also granted dynamic access to the LOUIE Advisor Center, which allows limited view access to student records data.	NAU_SR Student Success Coach	Student Records LOUIE Training
Update student study agreements. Study agreements are term-specific and affect tuition charges.	NAU_SR Study Agreement Updater Training required.	Student Records LOUIE Training
View the leave balances and usage for active regular employees within a specific department.	NAU_HR Pay Period Reports	https://in.nau.edu/human-resources/payroll/