LOUIE Security Reference Sheet

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**	
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/
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

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 Approval Guides & Resources
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 Approval Guides & Resources
Approve ePAR's as the Dept Head	NAU_HR ePAR Dept Head Apprv	ePAR Approval Guides & Resources
Approve ePAR's at the college budget level approver	NAU_HR ePAR Mid Level Apprv	ePAR Approval Guides & Resources
Approve ePAR's for my whole college	NAU_HR ePAR Dean Apprv	ePAR Approval Guides & Resources
Approve ePAR's at the JFR Level	NAU_HR ePAR JFR Apprv	ePAR Approval Guides & Resources
Initiate an ePAR	NAU_HR ePAR Initiator	This role can only be requested by a Data Steward as this grants access to items that the HR Service Team are now doing for departments. Contact your HR Service Team with any questions.
Initiate an ePOS - Funding Change Form	NAU_HR ePOS Funding Initiator	ePAR Approval Guides & Resources
Approve ePAR's at the VP Level	NAU_HR ePAR VP Apprv	ePAR Approval Guides & Resources
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 Approval Guides & Resources
View ePAR related reports	NAU_HR Analytics Dept	ePAR Approval Guides & Resources
Approve ePAR's in the Affirmative Action Office	NAU_HR ePAR AA Approver	ePAR Approval Guides & Resources
Approve ePAR's in the Budget Office	NAU_HR ePAR Budget Approver	ePAR Approval Guides & Resources
Approve ePAR's in Extended Campuses	NAU_HR ePAR EC Apprv	ePAR Approval Guides & Resources
Approve ePar's in the Graduate College	NAU_HR ePAR Grad Apprv	ePAR Approval Guides & Resources
Approve ePAR's in the Sponsored Projects Office	NAU_HR ePAR SP Approver	ePAR Approval Guides & Resources

Create and approve jobs, view jobs and applications, move applicants through the recruitment process, update statuses, and send communications within the PageUp system.	NAU_HR PageUp Req Access	Recruitment & PageUp Resources
Initiate a reports to forms	NAU_HR Reports To Initiator	This role can only be requested by a Data Steward as this grants access to items that the HR Service Team are now doing for departments. Contact your HR Service Team with any questions.
Approve reports to forms	NAU_HR Dpt 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	This role can only be requested by a Data Steward as this grants access to items that the HR Service Team are now doing for departments. Contact your HR Service Team with any questions.
Role intended for Provost and academic department staff/faculty performing the role of chair to add, edit, and verify faculty degrees.	NAU_HR Degree Administrator	

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 **Training required.**	Contact Registrar.AdvisementReport@nau.edu
Submit Academic Advisement Report student exception requests to a processor.	NAU_AI AAR Exception Requestor **Training required.**	Contact UniversityAdvising@nau.edu (Advising coordinators to provide training)
Run initial Academic Advisement Reports for newly matriculated students. For college advising coordinators.	NAU_AI AAR Request Advsmnt Rpt **Training required.**	Contact 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	
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 **Training required.**	Contact catherine.louchart@nau.edu
Update access for student milestone data.	NAU_AI Milestone Updater	Contact Registrar.DataIntegrity@nau.edu
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 **Training required.**	Contact Registrar.DataIntegrity@nau.edu

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 Updater **Training required.**	Registrar.DataIntegrity@nau.edu
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	
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 **Training required.**	Contact 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 **Training required.**	Contact Registrar.ScheduleofClasses@nau.edu
Create and maintain general and student specific ADD permission numbers.	NAU_AI SOC Permission Maint	Contact Registrar.ScheduleofClasses@nau.edu
View access to class permission numbers.	NAU_AI SOC Permission Viewer	
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 Mikhael.Star@nau.edu
Review lists of suspended students by term for outreach purposes. For college administrators and advising coordinators.	NAU_SR Acad Standing Queries	
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	
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.	NAU_SR Academic Advisor Asst	
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.	NAU_SR Academic Advisor w Enrl	
For Student Technology Center staff only. View student enrollment appointment and service indicator information.	NAU_SR ACHD Student Support	
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. 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.	NAU_SR Advising Comment Viewer	
Maintain academic advising and graduate committee membership.	NAU_SR Dept Committee Updater **Training required.**	Contact UniversityAdvising@nau.edu

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. Note: Users requesting this role do not need to request NAU_SR Advising Comment Viewer.	NAU_SR EC Comment Updater	
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. 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.	NAU_SR EMSA Acad Support User	
Access to perform common enrollment functions. For departmental (non-Registrar's Office) users.	NAU_SR Enrollment User	
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.	NAU_SR Enrollment Viewer	
View administrative grade rosters. For college and Extended Campuses users who oversee grading processes.	NAU_SR Grade Roster Viewer	
For high level system configuration and view to NAU Go Student Records related functionality.	NAU_SR XCampus Modo Config	**This role is for Registrar's Office staff only.**
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.	NAU_SR Graduation Queries	
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.	NAU_SR LDoA Roster Corrector	
This role is restricted to owners or designated owners of the Academic Affairs Business unit. The role has full administrative access for the Academic Affairs Business unit in Marketing Cloud Connected Campus, which includes communication and creation of campaigns for the Academic Affairs Business Unit. This includes access to basic bio/demo data (e.g. name, address, phone, number, etc.), and student record data such as a student's program/plan information, academic record and graduation record and could include admission data in SalesForce Connected Campus contingent on the user's Salesforce license for use in Academic Affairs marketing campaigns.	NAU_SR MC Business Unit Owner **Training required.**	[Request for training can be submitted as a ServiceNow Work Request to Academic Affairs Services](#)
This role has limited access to Content Builder in Marketing Cloud Connected Campus for the Academic Affairs Business unit. The role has no sending ability. This includes access to basic bio/demo data (e.g. name, address, phone, number, etc.), and student record data such as a student's program/plan information, academic record and graduation record and could include admission data in Salesforce Connected Campus contingent on the user's Salesforce license for use in Academic Affairs marketing campaigns.	NAU_SR MC Comm Builder **Training required.**	[Request for training can be submitted as a ServiceNow Work Request to Academic Affairs Services](#)

This role has full application capabilities but no administrative capabilities for the Academic Affairs Business unit in Marketing Cloud Connected Campus. Access to manage and create content, to build journeys or target audiences with the ability to send and track interactions. This includes access to basic bio/demo data (e.g. name, address, phone, number, etc.), and student record data such as a student's program/plan information, academic record and graduation record and could include admission data in Salesforce Connected Campus contingent on the user's Salesforce license for use in Academic Affairs marketing campaigns.	NAU_SR MC Comm Owner **Training required.**	Request for training can be submitted as a ServiceNow Work Request to Academic Affairs Services
Access Post-Enrollment Requirement Checking (PERC) rosters and related pages. For academic departments.	NAU_SR PERC User **Training required.**	Contact Registrar.DataIntegrity@nau.edu
For Extended Campuses and Registrar's Office staff only. Override plan/campus restrictions in Student Program/Plan.	NAU_SR PrgPln Campus Overrider **Training required.**	Contact Registrar.DataIntegrity@nau.edu
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 **Training required.**	Contact Registrar.DataIntegrity@nau.edu
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.**	Contact Registrar.DataIntegrity@nau.edu
Correct or update student group data. This role is only granted to a very restricted set of users.	NAU_SR Stdnt Group Corrector **Training required.**	Contact Registrar.DataIntegrity@nau.edu
Update student group data. This role is only granted to a very restricted set of users.	NAU_SR Stdnt Group Updater **Training required.**	Contact Registrar.DataIntegrity@nau.edu
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	
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	
Update student study agreements. Study agreements are term-specific and affect tuition charges.	NAU_SR Study Agreement Updater **Training required.**	Contact Registrar.DataIntegrity@nau.edu