

Unite Education Program v7.2

Job Aid: 5430

Configure Permissions for a User Role

Permissions control access to Unite features and functionality. Once a user role is added to Unite, you can configure permissions at any time to better align with your needs. When you configure permissions for a user role, all user accounts assigned the role are impacted unless there is an individual user account for which you have customized permissions. If you customize permissions for a user account, you break the link to the assigned user role and Unite no longer keeps permissions updated for the user account.


To configure permissions for a user role

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Users & Roles**.
4. Verify you are on the *Roles* tab.
5. On the *Roles* grid, click the name of the role for which you want to edit permissions.

Note

To help you get started with role-based security, LSAC created five “starter” user roles that you can edit to better align with your needs. The five “starter” user roles are Operations, Primary User, Reviewer, Student Worker, and Super User.

Note

If you want to configure permissions for a new user role, click  . Then enter a unique name in the **Role** field.

6. Configure the **View** and **Edit** permissions in each section as needed.

Note


If a permission only has a **View** check box and you select it, Unite grants full access to permission features and functionality.

Note

If a permission has both a **View** check box and an **Edit** check box and you select only the **View** check box, Unite grants limited access to permission features and functionality. If you select the **Edit** check box, Unite grants full access to permission features and functionality.

Note

If you do not select a check box for a permission, Unite blocks access to permission features and functionality.

7. Click  .
8. When prompted, verify the impact the edits have on current users, if any.

Note

If you added a new role, the prompt asks you to verify the role instead of the impact on current users.

9. Click  .

Note

The edits you make apply to current and future users who are assigned the user role unless there is an individual user account for which you have customized permissions. If you customize permissions for a user account, you break the link to the assigned user role and Unite no longer keeps permissions updated for the user account.

10. Click  to close the *LSAC Unite Setup* window.

Related resources

- [4033 - About Unite Permissions](#)
- [5473 - About User Roles](#)
- [5521 - About Starter User Roles](#)
- [5675 - Customize Permissions for a User Account](#)