### College Records: Access levels

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#### Access levels for Student functionality

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<th>Type of access</th>
<th>Role Group required</th>
<th>Additional Role Group(s) required</th>
<th>eVision access available</th>
<th>Reports available</th>
</tr>
</thead>
</table>
| Read-only      | College Records: Students View (SVFC_STU_VEW) | None | The Manage Student Record link gives read-only access to the following tabs:  
  - Assessments / Research *  
  - Suspension  
  - Supervisor/Advisor/Tutor  
  - Address  
  - Enrolment  
  - Resources  
  - Groups  
  - Needs  
  * The Assessments tab is only displayed for students on taught courses, the Research tab is only displayed for research students |  
  - Leavers Report  
  - Students Report  |
| Read-only      | College Records: View Student Finance (SVFC_FIN_VEW) | College Records: Students View (SVFC_STU_VEW) | In addition to the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab:  
  - Fees |  
  - Fees Report  |
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</table>
| Read-only      | College Records: View Student Record Changes (SVFC_CA_VIEW) AND College Records: Manage Students – Limited (SVFC_STU_LIM) | College Records: Students View (SVFC_STU_VEW) | **In addition to** the access provided by *College Records: Students View* and *College Records: Manage Students – Limited* users will also have read-only access to the following link:  
  • Student Record Changes | None |
| Update         | College Records: Manage Students – Limited (SVFC_STU_LIM) | College Records: Students View (SVFC_STU_VEW) | **In addition to** the access provided by *College Records: Students View*, the *Manage Student Record* link gives update access to the following tabs:  
  • Supervisor/Advisor/Tutor  
  • Resources  
  • Needs  
  • Notes*  
  • Documents*  
  * Users have access to view, add, edit or remove *non-confidential* Notes and view, add and remove *non-confidential* Documents | • Student Contact Details Report  
  • Member Contact Details Report  
  • College Room List Report  
  • Previous Institution Report  
  • College Advisors/Personal Tutors Report  
  • Labels Report  
  • Students Report |
| Update         | College Records: Manage Students – Confidential (SVFC_STU_CON) AND College Records: Manage Students – Limited (SVFC_STU_LIM) | College Records: Students View (SVFC_STU_VEW) | **In addition to** the access provided by *College Records: Students View* and *College Records: Manage Students - Limited*, the *Manage Student Record* link gives additional access to the following tab:  
  • Notes*  
  • Documents*  
  * Users have access to view, add, edit or remove *confidential* Notes and view, add and remove *non-confidential* Documents | • Suspended Students Report |
<table>
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<th>eVision functionality available</th>
<th>Reports available</th>
</tr>
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</table>
| Update        | College Records: Manage Students – Sensitive (SVFC_STU_SEN) | College Records: Students View (SVFC_STU_VEW) AND College Records: Manage Students – Limited (SVFC_STU_LIM) | **In addition to** the access provided by *College Records: Students View* and *College Records: Manage Students - Limited*, the *Manage Student Record link* gives additional access to the following tab:  
  - Notes*  
  - Documents*  
  * Users have access to view, add, edit or remove *sensitive* Notes and view, add and remove *sensitive* Documents | None |
| Update        | College Records: Manage Student Finance (SVFC_STU_FIN) | College Records: Students View (SVFC_STU_VEW) AND College Records: Manage Students – Limited (SVFC_STU_LIM) | **In addition to** the access provided by *College Records: Students View*, the *Manage Student Record link* gives update access to the following tab:  
  - Fees | None |
## Access levels for Member functionality

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<tr>
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<th>Additional Role Group(s) required</th>
<th>eVision access available</th>
<th>Reports available</th>
</tr>
</thead>
</table>
| Read-only      | College Records: Members View (SVFC_MEM_VEW) | None | The Manage Person Record link gives read-only access to the following tabs:  
- Resources  
- Groups  
- Needs | None |
| Update         | College Records: Manage Members – Limited (SVFC_MEM_RES) | College Records: Members View (SVFC_MEM_VEW) | In addition to the access provided by *College Records: Members View*, the Manage Person Record link gives update access to the following tab:  
- Notes*  

* Users have access to view, add, edit or remove **non-confidential** Notes only |  
- Member Contact Details Report  
- College Room List Report  
- Labels Report |
| Update         | College Records: Manage Members – Confidential (SVFC_MEM_UNR) | College Records: Members View (SVFC_MEM_VEW)  
**AND**  
College Records: Manage Members – Limited (SVFC_MEM_RES) | In addition to the access provided by *College Records: Members View*, the Manage Person Record link gives update access to the following tab:  
- Contact Details  
- Notes*  

* Users have access to view, add, edit or remove **confidential** Notes | None |
| Update         | College Records: Manage Members – Sensitive (SVFC_MEM SEN) | College Records: Members View (SVFC_MEM_VEW)  
**AND**  
College Records: Manage Members – Limited (SVFC_MEM_RES) | In addition to the access provided by *College Records: Members View*, the Manage Person Record link gives update access to the following tab:  
- Contact Details  
- Notes*  

* Users have access to view, add, edit or remove **sensitive** Notes | None |
<table>
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<th>eVision access available</th>
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</tr>
</thead>
</table>
| Read-only     | College Records: Emergency Contacts (SVFC_MEM_EMR) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by *College Records: Members View*, the *Manage Person Record* link gives read-only access to the following tab:  
- Emergency Contacts | None |
| Update        | College Records: Emergency Contacts (SVFC_MEM_EMR) AND College Records: Manage Members – Limited (SVFC_MEM_RES) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by *College Records: Members View* and *College Records: Manage Members – Limited*, the *Manage Person Record* link gives update access to the following tab:  
- Emergency Contacts | None |
| Read-only     | College Records: Manage Employment Details (SVFC_MEM_EMP) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by *College Records: Members View*, the *Manage Person Record* link gives read-only access to the following tab:  
- Employment Details | None |
| Update        | College Records: Manage Employment Details (SVFC_MEM_EMP) AND College Records: Manage Members – Limited (SVFC_MEM_RES) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by *College Records: Members View*, the *Manage Person Record* link gives update-only access to the following tab:  
- Employment Details | None |
## Access to Groups functionality

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Read-only</td>
<td>College Records: Groups View – Restricted (SVFC_GR_RSTR)</td>
<td>None</td>
<td>The View Groups link gives read-only access to the Groups functionality.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Users with this access level can view details of Unrestricted Groups only.</td>
<td></td>
</tr>
<tr>
<td>Read-only</td>
<td>College Records: Groups View – Unrestricted (SVFC_GR_ALL)</td>
<td>None</td>
<td>The View Groups link gives read-only access to the Groups functionality.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Users with this access level can view details of Unrestricted and Restricted Groups.</td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td>College Records: Manage Groups (SVFC_GR_CREA)</td>
<td>College Records: Groups View – Restricted (SVFC_GR_RSTR) To add Members to a Group (i.e. Staff and College Members), users will also need: College Records: Members View (SVFC_MEM_VEW) Users do not need any other access to add Students to a Group.</td>
<td>The Manage Groups link gives update access to the Groups and Privileges functionality.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Users with this access level can view, create and edit Unrestricted Groups</td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td>College Records: Manage Groups (SVFC_GR_CREA)</td>
<td>College Records: Groups View – Unrestricted (SVFC_GR_ALL) To add Members to a Group (i.e. Staff and College Members), users will also need: College Records: Members View (SVFC_MEM_VEW) Users do not need any other access to add Students to a Group.</td>
<td>The Manage Groups link gives update access to the Groups and Privileges functionality.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Users with this access level can view, create and edit Restricted Groups</td>
<td></td>
</tr>
</tbody>
</table>

Updated 10 April 2018