User Administration

As a College Administrator Superuser, you have the ability to assign, edit and lock GSS roles, which is done via the User administration tab. When you click on User administration you are presented with the Search for a person screen, which allows you to find the user you wish to administer.

Search for a person

Note: once you start to edit a user role, that role becomes locked until the process is complete. Please only use the navigation buttons provided on the page: Next >> or Back to search until the role assignment/edit process has been completed. If the process is not completed or backed out of properly (including closing the browser window or GSS times out) the role on that account will remain locked and the user will not be able to access GSS with that role.

Searches are based on the user's last name and can be narrowed with the addition of the first name. Optionally, the % sign can be used as a wild card character if you are unsure of the spelling. This can be used in any part of the search including at the beginning or ending of the name. The search is not case sensitive.

For example, to search for the user Leyla Anderson you can use the variable L in the first name field and An in the last name field. Alternatively, search with the wildcard to find users with a last name beginning with A and ending with N, using A%N as the last name parameter.

To complete a search, enter the criteria for the last name and optionally the first name and then click the Search button. You will be presented with the user or list of users matching your search criteria. In order to keep search times to a minimum, the maximum number of users listed in the search results is 250. Please use as many variables as possible in order to limit the results to less than 250.
The **Search results** list also displays the user’s currently assigned role(s) in the **Role(s)** column.

<table>
<thead>
<tr>
<th>Preferred select name</th>
<th>First name</th>
<th>Last name</th>
<th>Email address</th>
<th>Role(s)</th>
<th>GSS Number</th>
<th>Workpath ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liana</td>
<td>Lima</td>
<td>Anderson</td>
<td><a href="mailto:net.a.real.email@gss.com">net.a.real.email@gss.com</a></td>
<td>Student</td>
<td>63790</td>
<td>GEO000083</td>
</tr>
<tr>
<td>Leyla</td>
<td>Anderson</td>
<td></td>
<td><a href="mailto:net.a.real.email@gss.com">net.a.real.email@gss.com</a></td>
<td>No role</td>
<td>Z001799</td>
<td></td>
</tr>
<tr>
<td>Lila</td>
<td>Andover</td>
<td></td>
<td></td>
<td>No role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura</td>
<td>Andrews</td>
<td></td>
<td><a href="mailto:net.a.real.email@gss.com">net.a.real.email@gss.com</a></td>
<td>No role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda A</td>
<td>Andrews</td>
<td></td>
<td><a href="mailto:net.a.real.email@gss.com">net.a.real.email@gss.com</a></td>
<td>No role</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Superuser accounts will appear with a 🌟 gold star icon, and accounts that have had their role locked will appear with a 🛠️ lock icon next to them. You can either assign a new role, or edit an existing role. Note that only one user account can be assigned or edited at a time.

### Assigning GSS User Roles

As a College Administrator Superuser you can assign the following GSS roles to users in your college:

- **College Administrator** – those who will need access to:
  - Search for, view and print supervision reports for all students in a college
  - Obtain management information related to your college

You are only able to assign roles to users that belong to the same college that you yourself belong to. College Administrators may only be assigned to one college at a time.

- **College Advisor** – those who are related to the student and:
  - Review current term supervision reports submitted by Students, Supervisors and DGS comments (if released by the DGS).

- **Scholarship and Funding Administrator**
  - Search for, view and print supervision reports for students in relation to the funding trust to which they are concerned with, e.g. Rhodes Trust.

To **Assign a new Role**:

1. Navigate to the **User administration** tab and complete a search for the user you want to assign the role to.
2. From the search results provided, click the radio button next to the user you wish to assign a role to and then click the **Assign role** button.

<table>
<thead>
<tr>
<th>Preferred</th>
<th>Select name</th>
<th>First name</th>
<th>Last name</th>
<th>Email address</th>
<th>Role(s)</th>
<th>GSS Number</th>
<th>WlanAuth ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lisa</td>
<td>Lisa</td>
<td>Anderson</td>
<td>lisa.real <a href="mailto:email@gss.com">email@gss.com</a></td>
<td>Student</td>
<td>57380</td>
<td>0EC001183</td>
</tr>
<tr>
<td></td>
<td>Leyla</td>
<td>Leyla</td>
<td>Anderson</td>
<td>leyla.real <a href="mailto:email@gss.com">email@gss.com</a></td>
<td>No roles yet</td>
<td>20007398</td>
<td></td>
</tr>
</tbody>
</table>

3. From the list of roles available, select the role to be assigned to this user and click **Next>>**.

Based on the role selected you will be presented with a related selection screen.

**College Administrator**

1. You may take this opportunity to assign a Title if GSS does not currently have a record of one. Once set, this cannot be edited.

2. To assign the College Administrator role, click **Assign role**.

3. To assign the Superuser role, check the Superuser option and then click **Assign role**.

4. The change is immediately implemented and the user is sent a system generated email informing them of the change.
Scholarship and Funding Administrator

1. To assign the Scholarship and Funding Administrator role, from the list provided, choose the funding types this user will have access to. A person may have access to more than one funding type. You may take this opportunity to assign a Title if GSS does not currently have a record of one. Once set, this cannot be edited.

2. Click [Assign role].

3. The change is immediately implemented and the user is sent a system generated email informing them of the change.

College Advisor

1. To assign the College Advisor role, select the division from the drop down list provided.

Students may be assigned to more than one College Advisor, for example to cover a sabbatical.

2. From the list of students provided, select those that will be assigned to this College Advisor. Moving to the next page of students will not loose your selections. You will only be able to assign students from your college.
3. You may take this opportunity to assign a Title if GSS does not currently have a record of one. Once set, this cannot be edited. Click Assign role.

4. The change is immediately implemented and the user is sent a system generated email informing them of the change.

Editing Roles

Once a user has been assigned to a role, the role may be edited to reflect changes in students, funding body, or to have the role locked. Users assigned to the College Administrator role may also be upgraded or downgraded to the Superuser.

In all cases, you may only assign students to College Advisors and edit administrator accounts from your college.

Making changes to the College Administrator role

To remove the role:

1. Navigate to the User administration tab and complete a search for the user you want to edit.

2. From the search results provided, click the role hyperlink next to the user you wish to edit.
3. From the list provided, select the option to apply, which will be different depending on the role you are editing. For example, to remove the College Administrator role, choose **Remove this role from the person**. When choosing this option, the role will be locked so the user can no longer access GSS as a College Administrator. The locked role can be reinstated, as discussed later in this document.

4. Alternatively, choose **Upgrade this role to superuser** to promote this user to a superuser.

5. Click \[Next>>\] to continue.

6. The change is immediately implemented and the user is sent a system generated email informing them of the change.

If you have previously removed the College Administrator role from the user you may reinstate it.

1. Navigate to the **User administration** tab and complete a search for the user you want to edit. You will notice that the role is marked with the \[\] symbol. Click on the role hyperlink.

2. On the Edit screen, select **Restore this role to you college**, and click \[Next>>\].

3. The change is immediately implemented and the user is sent a system generated email informing them of the change.
To move a College Administrator to a new College

Because the College Administrator role can only be assigned to one college at a time, the role will first need to be removed/locked by the College Administrator superuser at the original college and then reinstated by the new College Administrator superuser using the Restore this role to your college option, as described above.

Making changes to the College Advisor role

1. To change the College Advisor students assignments, select Add/remove student(s) option from the edit role screen:

   ![Edit College Advisor role for Daisy Babcock](image)

   - **Note:** If you select this role you can assign individual students and remove already assigned students from this user’s role.

2. Click Next to continue.

3. The students currently assign to this Advisor are listed in the top part of the screen. To remove a student select the division they are in and then check box next to their name. Students are listed alphabetically by surnames within each division.

4. To add student(s), choose the division from the Assign student(s) section and select the student(s) from the list provided.

   ![Edit role](image)
5. Click **Edit role** to complete the process.

6. The change is immediately implemented and the user is sent a system generated email informing them of the change.

**Removing the College Advisor role**

Note, removing the College Advisor role will remove the assignment for all colleges and students the advisor may be assign to, not just your college.

1. To remove the College Advisor role, choose **Remove this role from the person** from the Edit screen.

2. Click **Next>>** to continue.

3. The change is immediately implemented and the user is sent a system generated email informing them of the change.

**Reassigning the College Advisor role**

If you have previously removed the College Advisor role from the user you may reinstate it. Once reinstated, the role will need to have the Student(s) reassigned as these are not retained from the original settings. You will only be able to assign students from your college.

1. Navigate to the **User administration** tab and complete a search for the user you want to edit.

   You will notice that the role is marked with the 📜 symbol. Click on the role hyperlink

2. Select **Restore this role to you college**, and click **Next>>**.
3. Select the **Add/remove student(s)** option, and click Next>>.

4. Follow the process for adding/removing student assignments as discussed above.

5. Click Edit role to complete the process.

6. The change is immediately implemented and the user is sent a system generated email informing them of the change.

**Making changes to the Scholarship and Funding Administrator role.**

The Scholarship and Funding Administrator role may be removed/locked as described for the College Administrator role. You may also edit the Funding trust(s) the user will have access too.

1. To change the Funding trust assignments, select **Add/remove trust(s)** option from the edit role screen:

2. Choose the new trust(s) the user will have access too, click Edit role to continue.
3. The change is immediately implemented and the user is sent a system generated email informing them of the change.
Data Protection Act

Guidelines for Graduate Supervision System (GSS)

Most of the data held in GSS is covered by the Data Protection Act. More detailed information is available at the following web addresses:

University Policy on Data Protection:
http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml

Regulations on the use of Information Technology Facilities:
http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

Further to that, here are some simple guidelines to help you to keep within the bounds of the Act.

1. Familiarise yourself with the University’s policy on Data Protection by reading the information available at the web addresses above.
2. Ensure that you are familiar, and comply with the university’s duties relating to the use of IT facilities (see link at the top of the page).
3. Adopt secure passwords, keep them secure and change them regularly.
4. Do not reveal your password to another person.
5. Do not reveal any personal data to unauthorised third parties.
6. Keep hard copies of personal data in locked drawers/filing cabinets and dispose of them securely by shredding or putting them in a confidential waste bin.
7. Keep electronic copies of personal data (reports/spreadsheets etc) in a secure directory or password protect them if held elsewhere.
8. Do not download from GSS onto a home computer or laptop unless as specifically authorised by your Information Custodian.
9. Log out of GSS or lock your workstation if leaving your desk, or have a password protected screensaver set to activate within ten minutes or less.
10. Never leave screens showing personal data as the top screen when you leave your desk at all, even if it’s just for the minute it takes you to get a printout off the printer.
11. Do not leave printouts of personal data on the printer.
12. Destroy both electronic and hard copies of personal data when they are no longer needed.

It is recommended that you audit your files at least twice a year and dispose of any material that is no longer needed.

If you have any questions about the Data Protection Act and how it affects your work, further information can be obtained from the University’s Data Protection Officer:

Website: http://www.admin.ox.ac.uk/councilsec/dp
Email: data.protection@admin.ox.ac.uk