User Administration

As a Subject 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

First name
Last name
- Enter first few characters of the last name to begin search.

![Search button]

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 users 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>OSS Number</th>
<th>Webauth ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lina</td>
<td>Lima</td>
<td>Andersen</td>
<td>net.a.real@<a href="mailto:email@gsu.com">email@gsu.com</a></td>
<td>Student</td>
<td>03790</td>
<td>GEO00383</td>
</tr>
<tr>
<td>Leyla</td>
<td>Anderson</td>
<td></td>
<td>net.a.real@<a href="mailto:email@gsu.com">email@gsu.com</a></td>
<td>No role yet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lala</td>
<td>Andover</td>
<td></td>
<td></td>
<td>No role yet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura</td>
<td>Andrews</td>
<td></td>
<td>net.a.real@<a href="mailto:email@gsu.com">email@gsu.com</a></td>
<td>No role yet</td>
<td></td>
<td>LUMED178</td>
</tr>
<tr>
<td>Linda A</td>
<td>Andrews</td>
<td></td>
<td>net.a.real@<a href="mailto:email@gsu.com">email@gsu.com</a></td>
<td>No role yet</td>
<td></td>
<td>A0WNL1889</td>
</tr>
</tbody>
</table>

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 the Subject Administrator Role

The Subject Administrator role is given to GSS users who need access to:

- Send Reminders
- Report Search
- Report Administration
- Obtain Management Information

You are only able to assign Subject Administrators including Superusers to divisions that you yourself currently belong to, for example, if you are the Superuser for Humanities, you will only be able to assign Subject Administrators to the Humanities division, or any department or Programme of Study within Humanities.

Users may be assigned at the following levels:

<table>
<thead>
<tr>
<th>Programme Level</th>
<th>Allows you to assign a user to specific Programmes within a Department. Users can be assigned users to many Departments and Programmes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Level</td>
<td>Allows you to assign a user to all Programmes within the Department.</td>
</tr>
<tr>
<td>Division Level</td>
<td>Allows you to assign a user to all Programmes within a Division. Also used to assign the Superuser role.</td>
</tr>
</tbody>
</table>
To Assign a Subject Administrator Role:

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

3. From the list of roles available, select the role to be applied based on the level of access you want to give this user and click Next>>.

4. Based on the level you selected to create this role, you will have a selection of drop down boxes allowing the assignment of Division, Department(s) and/or Programme of Study(s). You will only be able to apply a role based on the Division you yourself belong to. From the drop downs and check boxes available select the appropriate Division, Department, and/or Programme(s) of Study to apply to this account. Users may be assigned to more than one Department or Programme of Study.

5. Illustration shows a user being created at the Department level and assigned to the Humanities Division, and the History, Linguistics & Phonetics and Medieval & Modern Language Faculty Departments.
6. To assign a user to the **Programme** level or to Programmes from several Departments, select the first Department and the Programmes the user is to be assigned to. To select another Department use the drop down box to select the second Department and then check the Programmes required. Continue to select the Departments and Programmes as required; GSS will remember the Programme list until you complete the process.

7. Assigning users to the **Division** level, allows you to also assign the Superuser role. You will only be able to assign Divisions based on the Division you belong to.
8. Click Assign role to complete the process. The user will receive a system generated email informing them of the change in their account.

**Editing the Subject Administrator Role**

Once a user has been assigned to a role, the role may be edited to reflect changes in Programme, Department or Division, or to have the role locked. If the user is to be made a Superuser, the role must be assigned at the Division level.

**To View and Edit/Lock a 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. For example, to remove a particular Department from Leyla Anderson’s account, click Add/remove departments. If you choose Remove this role from the person, the role will be locked so the user can no longer access GSS using that role. The locked role can be reinstated at a later date if required.

4. Click Next>> to continue.
5. From the Edit role page you can view the Division(s), Department(s) or Programmes(s) this users has been assigned to and change the role assignments as required. To remove the user from the assigned roles, click the Select check box in the Remove section. To add roles, select the options required in Assign section. In example below we are removing Leyla Anderson from the History department, and adding her to English Faculty.

6. Click Edit role to complete the change. The user will receive a system generated email informing them of the change in their account.

Promoting a User to be a Superuser

Users may be assigned the Superuser role if they are created at the Division level during the original role creation process or you may promote an existing user role.

1. Navigate to the User administration tab and complete a search for the user you want to edit. Click on the role hyperlink.
Assigning the DGS Role

In GSS, DGSs are able to review student supervision report and, optionally, make comments. As a Subject Administrator Superuser, you are only able to assign a DGS to students or Programmes of Study that you yourself currently belong to. For example, if you are the Superuser for Humanities, you will only be able to assign DGS within the Humanities division, or any department, Programme of Study or individual student within Humanities.

DGS may be assigned at the following levels:

<table>
<thead>
<tr>
<th>Programme Level</th>
<th>Allows you to assign a DGS to all of the students within a specific Programme of Study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Level</td>
<td>Allows you to assign specific students from within the programme of study to the DGS.</td>
</tr>
</tbody>
</table>

To Assign the DGS Role:

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

2. From the search results provided, select the user you wish to assign a role to and then click the Assign role button.

3. From the list of roles available, select the role to be applied based on the level of access you want to give this user and click Next >.
4. Based on the level you selected to create this role, you will have a selection of drop down boxes allowing the assignment at Programme of Study or student level. You will only be able to apply a role based on the Division you yourself belong to. From the drop downs and check boxes, select the appropriate Division, Department, and/or Programme(s) of Study to filter the list of students to be assigned to this account. A DGS may be assigned to more than one Department or Programme of Study; use the drop down boxes to change Division or Department and check the Programme of study from each as required; your selections will be remembered.

Assigning at Programme of study level

Assigning at Student Level
5. Click the **Assign role** button to complete the process.

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

**Editing the DGS Role**

Once a user has been assigned the DGS role, the role may be edited to reflect changes in Programme or student assignment, or to have the role locked.

1. Navigate to the **User administration** tab and complete a search for the user you want to edit and click the DGS hyperlink next to the user you wish to edit.

2. From the list provided, select the option to either **Add/remove programmes** or **Add/remove students**.

3. Click **Next>>** to continue.

4. From the Edit role page select the Programmes or Students to remove, click the Select check box in the **Remove** section or to add, select in **Assign programme** section. In example below we are removing Sam Waterson from the Programmes in Continuing Education and adding him to Master of Philosophy in Greek Programme.
5. If adding/removing students, use the drop down boxes to select the students to remove or add as required.

6. Click **Edit role** to complete the change.

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

**Reassigning a Role**

If you have previously removed a role from a user you may reinstate it. Once reinstated, the role will need to have the Division, Departments, Programmes of Study or Student(s) assigned as these are not retained from the original settings.

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**, and click Next>>.

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