## Summer Sessions Web-based Business Application Roles

*Rev April 2015*

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Functional Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Nomination Inputter</td>
<td>• Can input and view list of nominations</td>
<td>Recommended for administrative, temporary support, or student staff</td>
</tr>
<tr>
<td>(2) Department Approver</td>
<td>• #1; plus&lt;br&gt;• Approve/reject &amp; route appointment letters once nomination is approved</td>
<td>Recommended for undergraduate/graduate coordinators or academic personnel staff</td>
</tr>
<tr>
<td>(3) Dean’s Level User</td>
<td>• #1 &amp; #2; plus&lt;br&gt;• Approve employee nomination, manually enter employee nominations, access reports for all departments under dean’s office or individual department</td>
<td>Recommended for dean’s office staff or department/unit MSO/CAO/supervisor(s)</td>
</tr>
</tbody>
</table>

For access, please email your dean’s level user with the following information:

First + last name<br>Kerberos ID:<br>Email<br>Phone<br>Access level<br>Department(s)/college/division
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