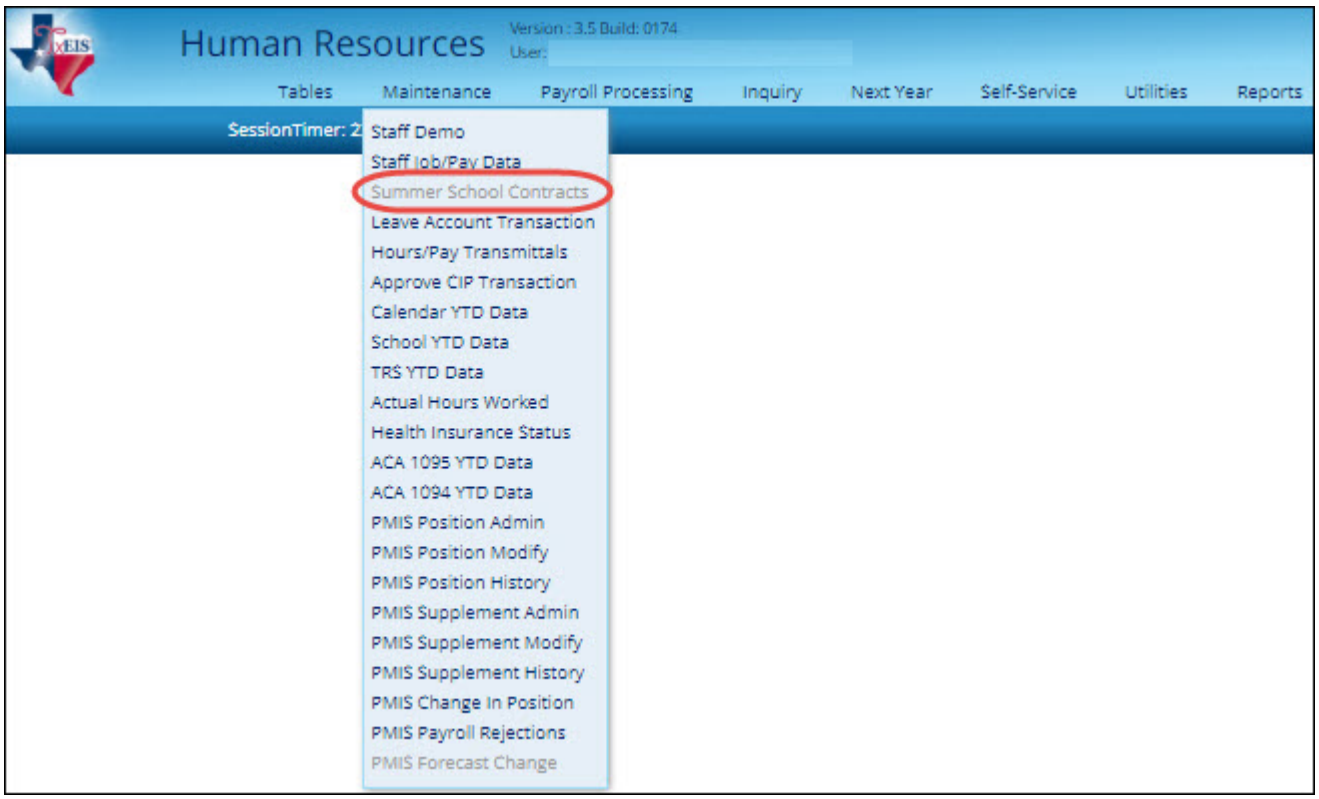



# prerequisites

# Table of Contents

**prerequisites** ..... i

Before you begin this process, be sure that the Human Resources > Maintenance > Summer School Contracts page is enabled for your role/user profile in Security Administration. If you do not have permission to view the Summer School Contracts page, it is disabled in the Maintenance menu as shown below:

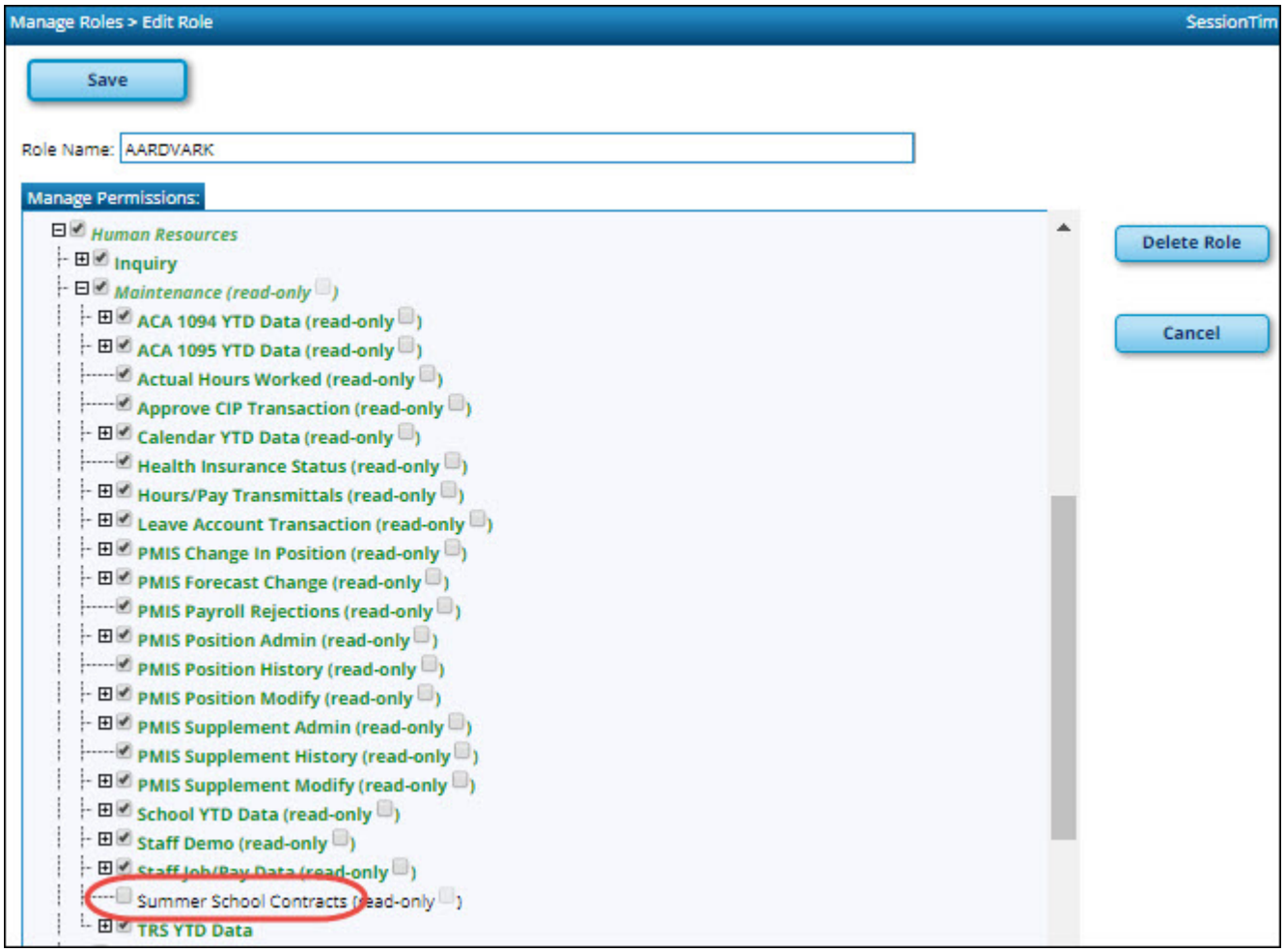



If you have access to manage security permissions, navigate to the Security Administration application.

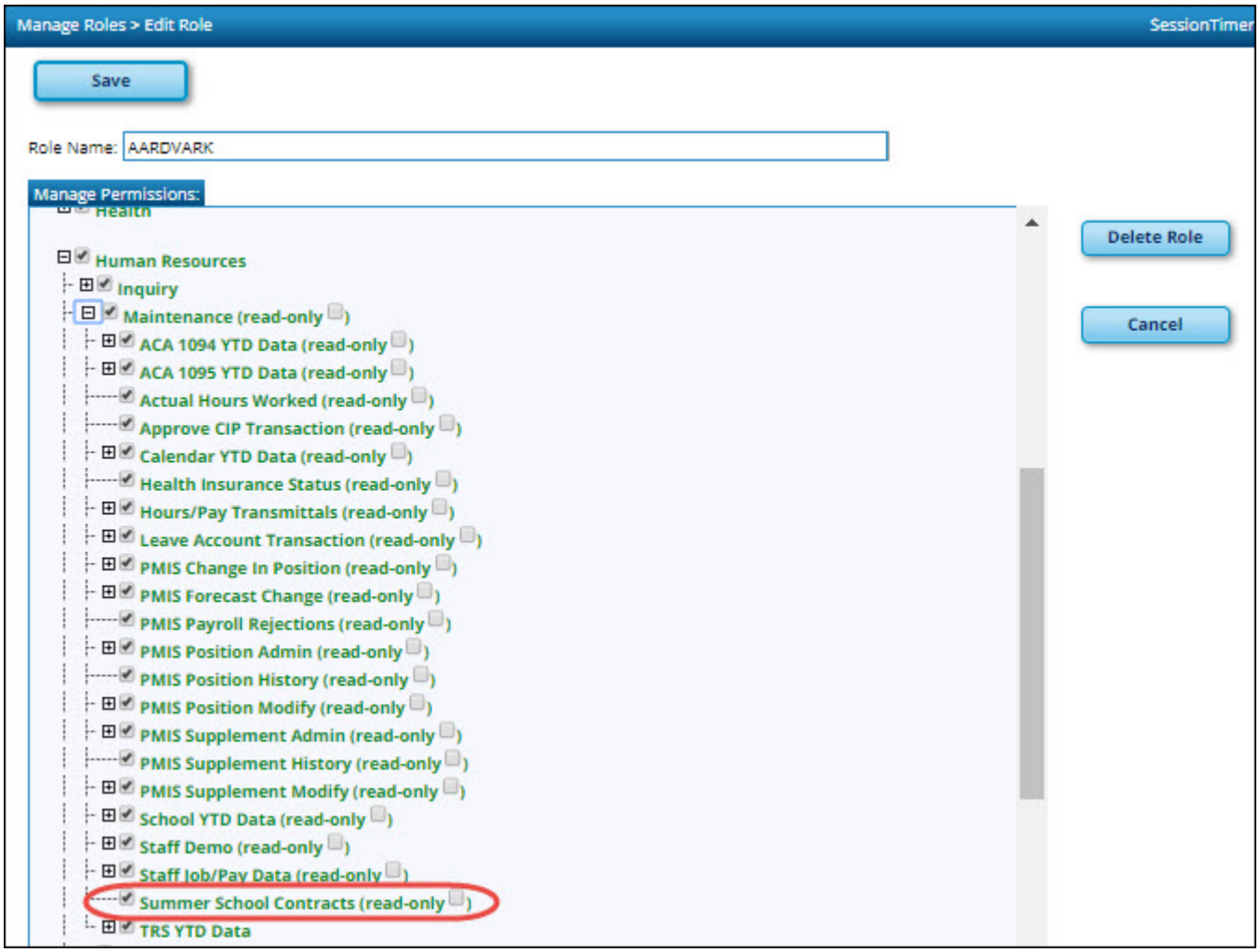
Security Administration > Create/Edit Roles

❑ From the Manage Roles page, type your assigned role name in the **Search Roles** field. As you type a role name, the existing roles that match what you have typed are displayed under **Select a Role**. Select the role that you want to edit and click **Edit Role**.

You will see that the Summer School Contracts page is not selected, which is the reason that it is disabled in Human Resources.




❑ Select the check box for the Summer School Contracts page.




❑ Click **Save**. Log out of Security Administration and log back into TxEIS Human Resources, and the Summer School Contracts page should be enabled.

