



Manage Roles

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Security Administration > Manage Roles

This page allows you to create roles with specific permissions to various components, pay frequencies, campuses, and warehouses within ASCENDER. Once roles have been established, you can assign the roles accordingly to each user.

After creating users and performing other functions, exit any applications to which you are logged on, and then log back on to refresh the updated security permissions.

For new LEAs, log on to Security Administration as an admin user. If you have access, use your assigned login information to log in to Security Administration.



To avoid any system issues related to roles, be sure to keep Business and Student roles separate and ensure that Business roles do not have campuses assigned.

You can generate the [Security Administration > Reports > List of Users by Permission](#) report to review user details such as the last login date and then modify as needed.

Manage a role:

A list of all roles for which permissions can be granted in ASCENDER is displayed.

Field	Description
Search Roles	Type the desired role name. As you begin typing, a list of roles matching what you have typed is displayed.

☐ Under **Select a Role**, select the role to which you want to make changes. You can select multiple roles.

- Click **Select All** to select all roles.
- Click **Unselect All** to clear all of the role selections.

The **Edit Role** and **Delete Role** buttons are only enabled if a role is selected.

If more than one role is selected, the **Edit Role** button is no longer displayed and the **Add Permissions** and **Remove Permissions** buttons are displayed.

Remove Permissions	Click to remove permissions from the selected roles. The selected roles are displayed at the top of the page. Select the permissions to be removed and click Save .
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Add Permissions

Click to add permissions to the selected roles.

Select the permissions to be added and click **Save**.

☐ Click **Edit Role** to change the permissions associated with the role. The [Edit Role](#) page is displayed.

☐ Click **Delete Role** to delete a role. A pop-up window prompts you to confirm that you want to delete the role.

- Click **Yes** to delete the role.
- Click **No** not to delete the role.

☐ Click **Create New Role** to create a new role with permissions. The [Create Role](#) page is displayed.