

**University Enterprise Roles Guide**  
 Last Review and Effective Date: November 15, 2016  
 Next Review Date: May 2017  
 Issuing Authority: Chief Information Security Officer

Resources	Student					Employee				Alumni		Member									APP Owner	
	Active	Inactive Temple Student (not on LOA) <sup>5</sup>	Inactive Students (owe money) <sup>6</sup>	Official Leave of Absence	90-Day Grace Period <sup>1</sup>	Active Faculty / Adjunct Faculty	Active Staff	90-Day Grace Period <sup>2</sup>	Inactive Adjunct Faculty	First Year	Returning	Emeritus	Retiree	TU Guest	Temple Volunteer / Visiting Faculty	TUH	TU Japan and Rome Faculty and Employees	CE Full Privilege (CEF); Senior Scholars; and CE Non Credit Instructor	CE Online Learner (CFO)	CE Comp. Access w / Internet (CEDI)		CE No Access (CEX)
CE System	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓	✗	Nicole Westrick
TUportal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	Anthony Lower
Blackboard	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗	✗	✓	✗	✓	✓	✗	✓	✓	✓	✗	✗	Matt Palladinetti
TUmail	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Requires Approval/BUH auth.	✓	Requires TUHS security approval	✓	✓	✓	✗	✗	Google: Anthony Lower Exchange: Ray Lauff
Computer Lab Access	✓	✗	✗	Library work-stations Only	✓	✓	✓	✓	✓	✓	✗ <sup>4</sup>	✓	✗	✗	✓	✗	✓	✓	✗	✓	✗	Gene Mayro
Google Apps	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✗	Matt Palladinetti
Office365 Download	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✗	✓	✗	✓	✗	✗	✗	✗	Matt Palladinetti

1. **Student 90-day grace period:** The user loses the "Student" role in LDAP and only retains the "Member" role.  
 2. **Employee 90-day grace period:** The user loses the "Employee" role in LDAP; retains the "Member" role and gains membership in the portal group of "SSB\_TERMINATION" which allows SSB access for 90-days.  
 3. **REQUIRES APPROVAL:** SSB / INB access exceptions have been made contractors, consultants, etc (who are neither employees nor students). This is accomplished by adding the user to the security class named "SSB\_ACCESS-EXCEPTIONS" which populated the portal group named Banner\_Std\_Exceptions.  
 4. **LIMITED:** Alumni access to computer labs may be available by schools and colleges.  
 5. **Inactive Temple Student (not on LOA):** They have a 90-day grace period. After 90 days, the student loses all access.  
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OwlBox	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✗	✓	✗	✓	✓	✓	✗	✗	Ray Lauff
Cherry and White	✓	✗	✗	✓	✗	✓	✓	✗	✓	✗	✗	✓	✗	✗	✓	✗	✓	✗	✗	✗	✗	Jorj Bauer
Astro	✓	✗	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✗	✓	✗	✓	✗	✗	✗	✗	Ray Lauff
Help Desk Support	✓	✓	✗	✓	System Access Support	✓	✓	System Access Support	✓	System Access Support	System Access Support	System Access Support	System Access Support	System Access Support	System Access Support	System Access Support	System Access Support	✓	✓	System Access Support	System Access Support	Jim Papacostas
Library Database Access	✓	✗	✗	✓	✗	✓	✓	✗	✓	On campus only	On campus only	✓	✗	On campus only	✓	On campus only	On campus only	✓	✓	✗	✗	Jim Bongiovanni
Library Access E-reserves	✓	✗	✗	✓	✗	✓	✓	✗	✓	On campus only	On campus only	✓	✗	On campus only	✓	On campus only	On campus only	✓	✓	✗	✗	Jim Bongiovanni
Library Borrowing	✓	✗	✗	✓	✗	✓	✓	✗	✗	Limited	Limited	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	Justin Hill

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Software Downloads	✓	✗	✗	✓	✗	✓	✓	✗	✓	✗	✗	✓	✗	✗	✓	✗	Limited	✗	✗	✗	✗	Jim Papacostas
Diamond Dollars	✓	✓	✗	✓	✓	✓	✓	✓	✓	By Request	By Request	By Request	By Request	By Request	By Request	By Request	By Request evaluate	✓	✓	✓	✗	Scott Brannon
Wireless Access	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	Adam Ferrero
Guest Wireless Access	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Adam Ferrero
Citrix VPN (TUapps)	Requires Approval	Requires Approval	✗	✗	Requires Approval	✓	✓	✗	Limited	✗	✗	✓	✗	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Requires Approval	Ray Lauff
Annual Report of Faculty Activity	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Anthony Lower
Access Profile	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Anthony Lower
TUmarketP	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Larry DeZutter
Banner SSB	✓	✓	✗	✓	✗	✓	✓	✗	✓	✗	✗	✓	✗	✓	✓	✗	✓	✗	✗	✗	✗	Anthony Lower

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Banner INB	X	X	X	X	X	Requires Approval	Requires Approval	X	X	X	X	Requires Approval <sup>3</sup>	X	X	X	X	✓	X	X	X	X	Charlie Shao
Cognos	X	X	X	X	X	Requires Approval	Requires Approval	Requires Approval	X	X	X	X	X	X	Requires Approval	X	Requires Approval	X	X	X	X	Bernadette Mulvey
Department /University Web Sites	Requires Approval	X	X	X	Requires Approval	Requires Approval	Requires Approval	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Viral Mehta
Guest Request	X	X	X	X	X	✓	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Jorj Bauer
Gartner	✓	X	X	✓	X	✓	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Anthony Lower
Department Account Request	Requires Approval	X	X	X	X	✓	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Jorj Bauer
Performance Development System	X	X	X	X	X	✓	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Mike Riordan
MyHousing	✓	X	X	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Lezley Galloway
Lynda.com	✓	X	X	✓	X	✓	✓	X	X	X	X	✓	X	X	X	X	X	X	X	X	X	Matt Palladinetti
CATE Reports	X	X	X	X	X	Requires Approval	Requires Approval	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Anthony Lower

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StudentJobs @Temple	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Mike Riordan
Telecom Self-Service	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Mike Taylor
Effort Reporting System	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Joe Smallberger
Kronos (user)	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Ken Thornton
Organizational Chart	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Mike Riordan
Xtender (Imaging)	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Bernadette Mulvey
Workflow	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Bernadette Mulvey
Appworx	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Kamran Nizami
Knowledge Base	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	Jim Papacostas
Portal Tab PSP	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	Anthony Lower

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Portal Tab - MyPortal	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	✗	✗	✗	✗	Anthony Lower
Portal Tab - Student Tools	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	Student Collaboration Center
Portal Tab - Staff Tools	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	HR Collaboration Center
Portal Tab - Faculty Tools	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	Student Collaboration Center
Portal Tab - Banner - INB	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	All Collaboration Centers
Portal Tab - MyTab	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	✗	✗	✗	✗	Anthony Lower
Portal Tab - Research	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	TBD	✗	Requires Approval	✗	✗	✗	✗	✗	✗	Anthony Lower
SSB Tab - Personal Information	✓	✗	✗	✓	✗	✓	✓	✓	✓	✓	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	All Comp Centers

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SSB Tab – Advancement Officer	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	✗	TBD	Requires Approval	✗	Requires Approval	✗	✗	✗	✗	✗	Advancement Collaboration Center
SSB Tab - Student	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	Student Collaboration Center
TUpay	✓	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	Avail through DestinyOne	Avail through DestinyOne	Avail through DestinyOne	Avail through DestinyOne	✗	Student Collaboration Center
SSB Tab - Employee	✗	✗	✗	✗	✗	✓	✓	✓	✓	✗	✓	TBD	✗	✗	✗	✗	✗	✗	✗	✗	✗	HR Collaboration Center
SSB Tab - Finance	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	✗	Finance Collaboration Center
SSB Tab – Labor Certification	✗	✗	✗	✗	✗	Requires Approval	Requires Approval	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	✗	Finance Collaboration Center
SSB Tab – Financial Aid	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	TBD	✗	✗	✗	✗	✗	✗	✗	✗	✗	Student Collaboration Center

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 2. **Employee 90-day grace period:** The user loses the “Employee” role in LDAP; retains the “Member” role and gains membership in the portal group of “SSB\_TERMINATION” which allows SSB access for 90-days.  
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 4. **LIMITED:** Alumni access to computer labs may be available by schools and colleges.  
 5. **Inactive Temple Student (not on LOA):** They have a 90-day grace period. After 90 days, the student loses all access.  
 6. **Inactive Temple TUpay Student (ITTS):** They have one year access to the portal for the TUpay application.