Using the Role Description Reports

The Role Descriptions reports have been updated to more clearly correspond to the terms used in the UAccess Access Provisioning Tool (APT). Use the reports to find the following types of information:

- Description for a given Technical Role Name
- Functional Role Name for a given Technical Role Name
- APT selections for requesting access to a given Technical Role Name
- Training Requirements and contact information, including Prerequisites and Business Training

See also Understanding Prerequisites, Training Requirements, and When to Request Access, an available document on the EAST Access Provisioning documentation site.

There are separate reports for each UAccess system, with titles matching the Systems listed in the APT on the first System selection page. The reports are sorted alphabetically by Subject, then Functional Role Name.

Finding a Role

To find a Role in the report, use Cntl-F to open a Find window, and search by whatever portion of the Role Name is known such as the Technical or Functional Role Name as listed in UAccess Analytics Dashboards > Security > Security > All Roles.

Identifying the APT Selections for a Role

Use the Request Access Provisioning Tool Path information to identify the System, Subject, and Role Name for a Role. To request access for this Role, follow these precise selections in the APT.

When there is no Request Access Provisioning Tool Path and the On APT flag is not checked, the Role is not listed in the APT. Contact EAST (UIITS-EASecurityTeam@email.arizona.edu) to request access to this Role.

Training

All Training Requirements given for a Role must be completed prior to provisioning. The Training Information listed here is provided so that Users and their APLs may make arrangements for training in advance of submitting requests for access. Note many roles have multiple training requirements.
<table>
<thead>
<tr>
<th>Role Description</th>
<th>Technical Name</th>
<th>Functional Name</th>
<th>Functional Desc.</th>
<th>Elevated Privilege</th>
<th>Training Provided by</th>
<th>Training URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA ELM Admin View Only</td>
<td>UA_LMLELM_ADMIN_VIEW</td>
<td>UA ELM Admin View Only</td>
<td>Grants access to technical users to view administrative pages.</td>
<td>On APT: ☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UA Instructor</td>
<td>UA_LMLELM_Instructor</td>
<td>UA Instructor</td>
<td>Grants access to online activities related to leading training sessions, such as viewing the schedule or marking grades and attendance. This role is only appropriate if your department has a Learning Environment established in UAccess Learning.</td>
<td>On APT: ☑️</td>
<td>UAccess Learning Online Training</td>
<td><a href="https://learning.uaccess.arizona.edu/psp/uazelprd/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_LEARNING_ITEMS.GBL?LM_CI_ID=1091&amp;LM_ACT_ID=0">https://learning.uaccess.arizona.edu/psp/uazelprd/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_LEARNING_ITEMS.GBL?LM_CI_ID=1091&amp;LM_ACT_ID=0</a></td>
</tr>
</tbody>
</table>
### UA Training Coordinator

**Technical Name:** UA_LMLELM_BUSMGR

**Functional Name:** UA Training Coordinator

**Functional Desc.:** Grants access to business office department user to manage and monitor training for their department. This includes enrolling learners in classes, adding learning to their learning plans, and looking up completed learning.

**Elevated Privilege:**

- **On APT:** ✔️

**Request Access Provisioning Tool Path:**

UAccess Learning > Learning > UA Training Coordinator

**Training Class Name:** UAccess Learning: Training Coordination

**Training Provided by:** UAccess Learning Online Training

**Training URL:**