

Security Model – WebAdMIT – Configure Software Permission

Objective:

- Minimize overhead associated with developing and maintaining enrollment management tools
- Facilitate decentralized enrollment management tool creation for graduate and professional programs within WebAdMIT
- Ensure efficiency of use by utilizing naming convention and clear descriptions
- Ensure open approach does not result in the editing or inactivation of another user's enrollment management tool
- **Ensure open approach does not result in the editing or inactivation of crucial Custom Fields used in the data upload to SIS PeopleSoft – if this occurs the application process would be stalled for all campus applicants.**

Approach:

The proposed security approach could be described as “open but trusted” model, i.e., access would be granted to a specific set of “trusted” Campus level and Share Service Center users utilizing the following Work Groups: Director of Admissions, Graduate Office Staff, and International Affairs Staff. Specially, the majority of Management tools (see list below) residing in WebAdMIT are restricted under a Campus wide row level access parameter. Those in the above Work Groups can create, update, edit, and inactivate the enrollment management tools listed below to aid in their customization of WebAdMIT. This represents a paradigm shift from the historical approach of decentralized graduate enrollment management systems built and maintained at the school level.

Under this model the majority of Management tools would be accessible/viewable regardless of what graduate / professional programs the user is responsible for. Rather, there would be an expectation that users are only accessing, editing, and inactivating tools, which specifically pertain to the graduate/professional programs they are assigned to in WebAdMIT.

WebAdMIT Enrollment Management Tools:

- Local Status
- Custom Fields
- Requirements
- Scoring
- Assignments
- Interviewing
- Email Templates *it is recommended that you set “visibility” to “only myself”
- Email Addresses
- Applicant Header *must apply new headers to only your program assignments

Naming Convention Requirement:

If you process admissions in a central school office you should utilize your SIS Academic Group Code, if you process admissions at the department level you should use your SIS Program Code:

- Example Program Code for Local Status:
 - BIOC6 – Missing Transcripts, BIOC6– Pending Pre-reqs
- Example Academic Group Code for Email Templates:
 - SPEA – In Progress Outreach 1, SPEA – Application Status Update
- Do NOT edit any tools you did not create
- Do NOT click the trash icon and “in-activate” any tool you did not create

Add your code in front of the **name** of the following enrollment tool you create:

- Local Status
- Requirements
- Assignments
- Interviewing
- Email Templates *it is recommended that you set “visibility” to “only myself”

Add your code at the beginning of the **description** field of the following enrollment tool that you create:

- Custom Fields
- Scoring
- Email Addresses