Staff User Role Access Management Process

Granting and Removing Access for Users

Requesting, Granting, and Receiving Access

Users whose primary relationship to the university is as a professional staff member will be granted the *Advisor-Standard* role upon completion and approval of the [Banner Student Account Request Form (Web)](.).

Additional Navigate Roles may be requested by professional staff members by completing the [Navigate Account Request Form](.).

Users whose primary relationship to the university is as a full- or part-time student will be granted the *Student* role upon issuance of an E Number and ETSU email address.

Additional Navigate roles may be requested by undergraduate and graduate student staff members by completing the [Navigate Account Request Form](.).

Maintaining and Removing Access

Users whose primary relationship to the university is as a professional staff member who separate from the university will have their *Advisor-Standard* role and login capabilities removed by ITS at the time of separation. On a yearly basis, the Navigate Content Admin and/or Coordinator will review professional staff members additional Navigate roles and remove additional roles from staff who have separated from the university.

Users whose primary relationship to the university is as a full- or part-time student and who have been granted additional student staff roles in Navigate will be audited and/or have their staff access removed under the following conditions or timeline:

1. The supervisor of the student staff should notify the Navigate Content Admin and/or Coordinator immediately upon the separation of the student staff member from the unit of employment. Upon notification, the staff role will be removed from the former student staff member.
2. At the conclusion of Fall terms and prior to Spring terms, the Navigate Content Admin and/or Coordinator will audit users' role access and provide a list of all users within a unit which carry Professional Staff, Graduate Student Staff, or Undergraduate Student Staff roles requesting confirmation that all current staff users should continue to maintain their access during the upcoming Spring term.
3. At the conclusion of Spring terms, the Navigate Content Admin and/or Coordinator will audit users' role access and:
   a. Remove staff access from any user in any unit who carries a Graduate Student Staff, or Undergraduate Student Staff role, and notify the unit of employment. Graduate Student Staff and Undergraduate students staff who have employment contracts continuing into the Summer or Fall terms may complete the [Navigate Account Request Form](.) to have the user role access continued or reinstated.
   b. Audit users' role access and provide a list of all users within a unit which carry Professional Staff role requesting confirmation that all current professional staff users should continue to maintain their Care Unit-specific access during the upcoming terms.