

TITLE: Permissions Protocol

NUMBER: 08-003

EFFECTIVE DATE: June 1, 2008

VERSION: 2.0

APPROVED: E-LMS Advisory Council

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PURPOSE: Permissions are the mechanism used to control user access to specific content and functions in iLearnOregon. The purpose of this protocol is to safeguard the integrity of iLearnOregon by identifying the system user levels and what system role each level will be granted.

APPLICABILITY: All agencies that have an agency domain within iLearnOregon.

FORMS:

REFERENCES:

- Meridian Global Permissions Guide
- Enterprise Curriculum Guide

DEFINITIONS: ***Domain:*** A domain is a section(s) of the server which allows each agency to define access privileges to a customized version of iLearnOregon.

Permissions: Giving a user, organization, or role the authority to view, launch or manage an item in the system.

Role: A name for groups of users that have a specific set of permissions. Based on a user's role, additional features and options are available in the system. A user may be added to one or more roles. Manage Roles is where you add and remove users from roles.

System Roles: System roles have fixed permissions. Users assigned to system roles have access to additional features and options in the system. Only users who have the Administrator role can add or remove users from a system role. A user may be added to one or more system role by an Administrator.

GUIDELINES:

- I. The Domain Administrator role will have the highest level of access to an agency's domain. Each agency will need to assign 1 Domain Administrator and a back-up. The Domain Administrator will have access to everything within their domain.

DAS – HRSD is the only authorized entity who can assign the Domain Administrator role for each agency. Before a person is assigned the Domain Administrator role, they will need to receive training on the system which will be provided by DAS – HRSD.

- II. All Agency Domain Administrator's will be added to the *iLearnDAdmin* electronic list. This list will be used to communicate all technical and application related issues as outlined in the Technical Support Protocol (08-002).

When an Agency Domain Administrator is no longer going to be performing that role, the agency must submit a notification to DAS – HRSD at least 15 days prior to them vacating the role. If a replacement is not found before the role is vacated, then the person who the agency identified as the back-up Domain Administrator will become the primary until a suitable replacement is found and completes the required training.

- III. The General Administrator role will have the second highest level of access to the agency domain. The Domain Administrator will assign a limited group of users (1 to 3 people – depending on the size of the agency) to the General Administrator role. This role won't have access to the functions that configure the site, but will have access to all other functions and content within the site. Before a person is assigned a system role they will be required to complete the appropriate training as outlined in the Enterprise Curriculum Guide.

- IV. The Agency Domain or General Administrator(s) will assign system roles that are appropriate to a person's position, organizational responsibilities, and training and experience. Before a person is assigned a system role they will be required to complete the appropriate training as outlined in the Enterprise Curriculum Guide.

The following system roles may be assigned to system users by the Domain or General Administrator(s):

- **Access Approver:** Users in this role may access the Approval Console to approve/deny user access.
- **Content Manager:** Users in this role can add, edit, and delete blogs and reference center content such as surveys and documents.
- **Course Manager:** Users in this role can add, edit, and delete classroom courses, online courses, curriculums, and tests.
- **HR Administrator:** Can manage all talent management functions such as the IDP.
- **Report Manager:** Users in this role can manage all reports (standard and custom) in the Reports Console, as well as create new custom reports.

PROCESS FOR REQUESTING A DOMAIN ADMINISTRATOR ASSIGNMENT:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Agency	Determines a need for a new person to assume the primary role as the Domain Administrator.
2.	Agency	Submits a request to DAS – HRSD via email ilearnoregon@state.or.us . The request must contain the following information: <ul style="list-style-type: none">• Name of the person vacating the role.• Date the person will be vacating the role.• Name of the new person who will be assigned the role.• Is the new person a current state employee? If no:<ul style="list-style-type: none">○ When is their official start date?• Anticipated date of the new person beginning the duties of the role.
3.	DAS – HRSD	Reviews request and works with agency to coordinate a date for the required training.
4.	DAS – HRSD	Conducts required training and documents completion.
5.	DAS – HRSD	Assigns role to the new Agency Domain Administrator.