

# Product Security Role Report

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Tool Search: Product Security Role Report

The Product Security Role Report lists all users who have been granted specific Product Security Roles. Users can group reported data by person or product security role and include disabled user accounts in report results.

For more information about Product Security Roles and how they function within Campus, please see the following articles:

- [Product Security Roles in a Single-Product Environment](#)
- [Product Security Roles in a Multi-Product or Premium Product Environment](#)

Montana Edition Users: A Montana Edition Product Security Role is available for assignment. [See this article](#) for more information.

## Product Security Role Report ☆

User Management > Reports > Product Security Role Report

### Product Security Role Report

This report displays a list of users who have been granted Product Security Roles

**Product Security Role Descriptions:**

**Student Information System**  
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.

**Student Information System - Group Assignment**  
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.

**Student Information System - Login As User**  
This role indicates whether or not the user may log in as another user from the User Account tab.

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**Product Security Roles**

Student Information System

Student Information System - Group Assignment

Student Information System - Login As User

(CTRL-click or SHIFT-click to select multiple)

Include Disabled Accounts

Group By: Person ▼

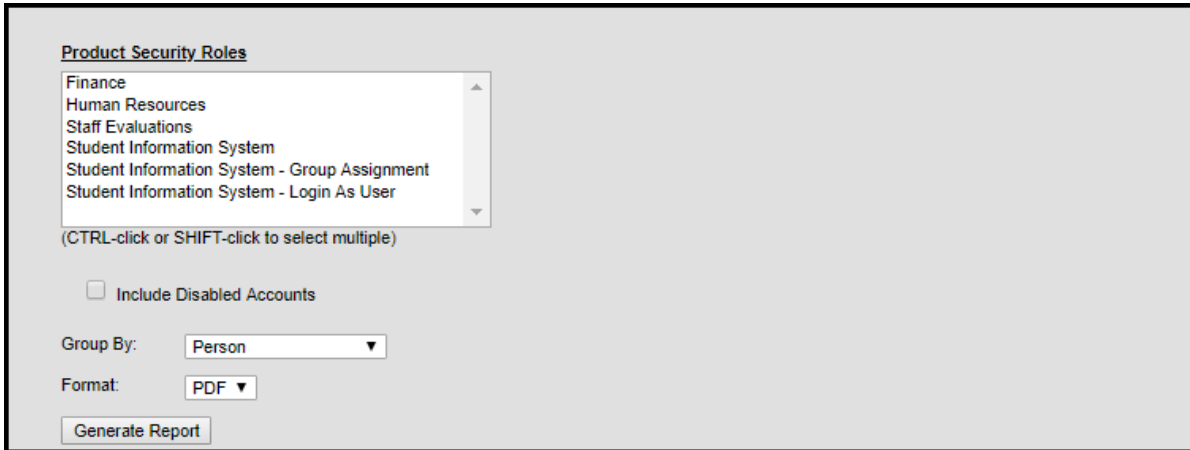
Format: PDF ▼

Generate Report

Image 1: Product Security Role Report

In order to access the Product Security Role Report, you must be granted the Student Information System [Product Security Role](#).

## Generating the Report



**Product Security Roles**

- Finance
- Human Resources
- Staff Evaluations
- Student Information System
- Student Information System - Group Assignment
- Student Information System - Login As User

(CTRL-click or SHIFT-click to select multiple)

Include Disabled Accounts

Group By: **Person**

Format: **PDF**

**Generate Report**

Image 3: Generate the Report

### To Generate the Report

1. Select which **Product Security Roles** will be included in the report.
2. Mark the **Include Disabled Accounts** checkbox If you would like the list of reported users to include disabled users who were granted rights to one of the selected Product Security Roles.
3. Select how reported data will be grouped:
  1. **Person**: The report will group data by person, listing all product security roles assigned per person.
  2. **Product Security Role**: The report will group data by product security role, listing all people assigned per role.
4. Select the report **Format**.
5. Click the **Generate Report** button. The report will generate in a separate window in the specified format.

## Understanding the Report

The report displays two different ways based on the **Group By** option selected. See the sections below for more information about each option.

- [Group by Person](#)
- [Group by Product Security Role](#)

### Group by Person

The Group by Person version of the report lists all Product Security Roles assigned per person. If the Include Disabled Accounts checkbox is marked, this list will include disabled user accounts.

| 757 County District                             |          | Product Security Role Report                                                      |  |
|-------------------------------------------------|----------|-----------------------------------------------------------------------------------|--|
| Generated on 04/08/2019 09:00:05 AM Page 1 of 1 |          | Report generated by Administrator, System<br>(Total People 11, Total Accounts 13) |  |
| Name                                            | Username | Product Security Role(s)                                                          |  |
| Amy                                             | lon      | Finance<br>Human Resources                                                        |  |
| Angie                                           | tleya    | Finance                                                                           |  |
| Ashley                                          | pxa      | Finance<br>Human Resources                                                        |  |
| Darla                                           | war      | Finance<br>Human Resources<br>Human Resources                                     |  |
| Deadra                                          | broo     | Finance<br>Human Resources                                                        |  |

Image 4: Product Security Role Report Grouped by Person

## Group by Product Security Role

The Group by Product Security Role version of the report will list all people (and their associated Campus usernames) assigned to each Product Security Role. If the Include Disabled Accounts checkbox is marked, each role will include disabled user accounts.

| 757 County District                             |  | Product Security Role Report                                                      |  |
|-------------------------------------------------|--|-----------------------------------------------------------------------------------|--|
| Generated on 04/08/2019 09:06:19 AM Page 1 of 1 |  | Report generated by Administrator, System<br>(Total People 11, Total Accounts 13) |  |
| <b>Finance</b> (People 10, Accounts 12)         |  |                                                                                   |  |
| Name                                            |  | Username                                                                          |  |
| Amy                                             |  | lon                                                                               |  |
| Angie                                           |  | bent                                                                              |  |
| Ashley                                          |  | co                                                                                |  |
| campus                                          |  | Star                                                                              |  |
| campus                                          |  | sup                                                                               |  |
| Darla                                           |  | wan                                                                               |  |
| Deadra                                          |  | bro                                                                               |  |
| Elizabeth                                       |  | boh                                                                               |  |
| Elizabeth                                       |  | smi                                                                               |  |
| Phyllis                                         |  | swind                                                                             |  |
| System                                          |  | admin                                                                             |  |
| System                                          |  | k12sup                                                                            |  |
| <b>Human Resources</b> (People 8, Accounts 9)   |  |                                                                                   |  |
| Name                                            |  | Username                                                                          |  |
| Amy                                             |  | lon                                                                               |  |
| Ashley                                          |  | co                                                                                |  |
| campus                                          |  | sup                                                                               |  |
| Darla                                           |  | wan                                                                               |  |
| Deadra                                          |  | bro                                                                               |  |
| Elizabeth                                       |  | boh                                                                               |  |
| Rosemary                                        |  | cadd                                                                              |  |
| System                                          |  | adm                                                                               |  |
| System                                          |  | k12sup                                                                            |  |

Image 5: Product Security Role Report Grouped by Role