

Security Matrix Role Descriptions

1. USR_FA_POWER_USERS_G– Consists of the Assistant Director of Compliance and Associate Director, Financial Aid Tech Analyst Sr. This grants access to make changes in the system limited to the select group such as purge processes, enrollment and algorithmic rules.
2. USR_FA_DIRECTOR_SUPER_G– Consists of Directors and supervisors. Grants access to budget and award aid, update loans in RLADLOR, run disbursement and complete verification
3. USR_FA_PROFESSIONAL_G– grants access to the counseling staff, verification staff, state programs, work study, scholarships and accounting. This allows them to run and update SAP, budgets, run EFC simulations, run data-loads, update and run ISIR's, run correction process, create loan records, perform R2T4 calculations and run reports and processes for their areas.
4. USR_FA_CLERKS_G – Grants access for BDMS staff, phone team and Student Money Management staff. Allows access to insert comments, update tracking, with most remaining access as query access.
5. USR_FA_STUDENT_AIDES_G– Grants access for student workers, Visitor's Center, Admissions and The Woodlands Center. Limits access to updating tracking and placing notes on a student's account. Remaining access to assist student is in query mode. This **does not include** VR student worker access.
6. USR_FA_FAISJOBS_USE_ONLY_G – Grants access to all FA_RULES link to all jobs/processes being run.
7. USR_FA_ATHLETICS_G– Grants access to athletic department employees. This allows them to view students file for NCAA regulations. Allows them to view SAP requirements and holds.
8. USR_FA_BURSARS_G– Grants access to those in Bursar's. Access allows for Scholarship information, award information, query access to RLADLOR and R2T4 view.
9. USR_FA_CASHIERS_G – Grants access to those in Cashier's and Bearkat One. Access allows for Scholarship information, resources and awards (view only).
10. USR_FA_EXTERNAL_G– Grants access to SHSU employees outside of the Financial Aid office (COBA, IE, REG, TRIO, scholarship administrators in academic areas), to be able to maintain scholarship awards.
11. USR_FA_VETERAN_G– Grants access to ROANYUD, tracking, and SAP query view. This access includes access for the VR student workers.
12. USR_FA_CONTROLLER_G– grants access for the FISAP report, ID look up report, student employment forms with external access as well

13. USR_FA_SCHOLARSHIP_G – Grants access to maintenance access for the Scholarship Specialist to be able to update RFRMGMT, ROAINST, RZAFUND and RTVTREQ. Used in combination with the USR_FA_PROFESSIONAL_G role

[\\files\finaid](#) - this path is used for people to have access to files downloaded from our SAIG mailbox and outputs from Automic

[\\files\finaiddev](#) - this path is used for people to have access to run for test instances of Banmonth, Banweek, Bannight, Bandevl or Bancom

[\\files\phpwebfaowww](#) - this path is used for people who are creating new forms, mnemonics, and terms and conditions for scholarships