



UTC Student Roles Overview

Role	Permissions	Designed For...
Student Employee	<ul style="list-style-type: none"> • Create Notes on Students • Allow User to Email Students • Allow User to Text Students • Search for All Students • Quick Search (User Can Search on All Users via Quick Search) • View the Appointment Queue Tab on the Home Page • Delete Check-Ins from Students via the Check-Ins Report • View Student Profiles • View Courses Tab on the Student Profile • View the Appointments Tab on the Student Profile • View Non-Student Profiles • View Student Profiles for All Students • Start the Kiosk • Start the Appointment Center • View Success Team 	<p>General student office employee. Students with the permission can complete most front desk duties through Navigate such as viewing advisor’s appointment schedule in appointment center, checking students in for appointments, starting the kiosk, messaging students, and quick searches for student profiles.</p>
Peer Mentor	<ul style="list-style-type: none"> • Create Notes on Students • Allow User to Email Students • Allow User to Text Students • Search for All Students • View the Search Page and Search for Students 	<p>Student employee can use quick search, messages, and create basic notes on student profiles.</p>

-
- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Quick Search (User Can Search on All Users via Quick Search)• View the Primary Student ID on the Overview• View the Appointment Queue Tab on the Home Page• Delete Check-Ins from Students via the Check-Ins Report• View Student Categories on the Overview• View Student Profiles• View the Overview Tab on the Student Profile• View the Calendar Tab on the Student Profile• View the Appointments Tab on the Student Profile• View the History Tab on the Student Profile• View Student Profiles for All Students• View Student's Campaign Involvement• Edit Notes Created by Self• Delete Notes Created by Self• Start the Kiosk• Start the Appointment Center• View Success Team• Create General Appointments for Self• Edit General Appointments for Self• Delete General Appointments for Self• Manage Target Hours for Self• Allow users to view Categories that are not | |
|--|---|--|
-

	assigned to a particular Care Unit	
Peer Academic Coach	<ul style="list-style-type: none"> • Create Notes on Students • Allow User to Email Students • Allow User to Text Students • Search for All Students • View the Search Page and Search for Students • Quick Search (User Can Search on All Users via Quick Search) • View the Appointment Queue Tab on the Home Page • Create Student Lists • View Student Categories on the Overview • View Student Profiles • View the Overview Tab on the Student Profile • View Courses Tab on the Student Profile • View the Appointments Tab on the Student Profile • View the Conversations Tab on the Student Profile • View the History Tab on the Student Profile • View Non-Student Profiles • View Student Profiles for All Students • View Student's Campaign Involvement • Start the Kiosk • Start the Appointment Center • View Success Team • Manage Target Hours for Self 	Academic Support - Peer Academic Coaches are housed within the Center for Academic Support and Advisement. PACs have general student employee permissions, in addition to access to My Availability and other appointment-based functions such as Target Hours, View Courses, View Alerts, and the ability to create student lists.

	<ul style="list-style-type: none"> • Manage Target Hours for Others • View Alert • Allow users to view Categories that are not assigned to a particular Care Unit 	
Peer Financial Coach	<ul style="list-style-type: none"> • Allow User to Email Students • View Help Center & Support Resources • Quick Search (User Can Search on All Users via Quick Search) • Allow User to Text Staff Users • Allow User to Sync Calendar with Exchange • Allow User to View Exchange Calendar Sync Options • View Success Team • Manage Target Hours for Self 	Financial Wellness employee - Student employee can use quick search, messages, and view success teams.
Peer Tutor/SI Leader	<ul style="list-style-type: none"> • Create Notes on Students • Allow User to Email Students • Allow User to Text Students • Search for All Students • View Help Center & Support Resources • View the Search Page and Search for Students • Quick Search (User Can Search on All Users via Quick Search) • View the Appointment Queue Tab on the Home Page • View Only Assigned Students' Profiles • View the Custom Links Sidebar on the Student Profile 	Academic Support - Peer Tutors/SI Leaders are housed within the Center for Academic Support and Advisement and CECS. The role has general student employee permissions, in addition to access to My Availability and other appointment based functions such as Target Hours, View Courses, View Alerts, and the ability to create appointments.

	<ul style="list-style-type: none"> • Add Attachments to Notes • View Student Profiles • View the Appointments Tab on the Student Profile • View Reports / Notes Tab on the Student Profile • View Cases on the Reports/Notes Tab • View Student Profiles for All Students • View Alert on the Student Profile • Edit Notes Created by Self • Start the Kiosk • View Success Team • Create General Appointments for Self • Edit General Appointments for Self • Delete General Appointments for Self • Manage Target Hours for Self • View Alert 	
SIA	<ul style="list-style-type: none"> • SI Leader permissions + • View Check-ins Report 	