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| **CX (CARS) – Choose One:** Academic Affairs Role (acadaffr) Admissions Role (admissions) Admissions Student Worker Role (adstudent) Bookstore Role (fiscal/cashier)  Business Affairs Role (fiscal) Division Head Role (divhead) Division Secretary Role (facadmin) Grants & Assessment Role (facadmin) Faculty & Student Affairs(facstuaff) Financial Aid Role (student/finaid)  Library Role (library) Registrar Role (registrar) Student Records Role (registrar) Student Affairs Role (stuaffs) Student Affairs/Financial Aid Role (stuaff) Transfer Counselor Role (vtrans)**myLSUE (WEB) – Choose one** Adjunct Instructor Role (A) Advisor Role (Y) View Only Advisor Role (Y) Business Affairs Role (B) Coordinator Role (C)\_\_\_\_\_\_ Campus Faculty (Y) Division Head Role (D) Information Technology Role (M) Pathways Advisor Role (P) Pathways Director Role (X) Registrar’s Office Role (R) Division Secretary Role (S) | **Special Permissions** Cognos Upfront Access Override Class Capacity Override Requisites Override Section Requirements**myLSUE (Tools)** Access Campus Security Info (SECURITY) Access FA Mobile Stat (FINAIDAD) Access Orientation Reg(ORIENTAT)  Access PWAY Clearance (PWAYCLR) Add Pathways Excl (PWAYEXCL) Batch Submit Orientation Att (ATTORIEN) Clear & Register LSUA Concurrent (ACONRCLR) Clear & Register LSUE Academy (LCONRCLR) Clear Immunization (ONESTOP) Conf Pathways Excl (PWAYEXCD) Create NSC Degree (NSCDEGRE) Front Line Assistance (ENRLMGMT) Maintain Accuplacer NG Exam Scores (ACPNEXAM) Maintain ACT Exam Scores (ACTEXAM) Maintain Pre-ACT Exam Scores (PACTEXAM) Maintain LEAP Exam Scores (LEAPEXAM) Mark Meal Plan Payments (MEALFEES) Mark Orientation Fees (ORNTFEES) Pathways Reg Clear (PWAYRCLR) Print GoldSheet by Date (GOLDSHDT) Print GoldSheet by ID (GOLDSHID) Sub Orientation Att (ATORIENT) Sub DE Orientation Att (DEORIENT) Vehicle Management (VEH\_MGMT) |

Please obtain signatures from the following Offices:

 Signature of Supervisor Date

 Registrar Date

 Director of Financial Aid Date

 Vice Chancellor for Business Affairs Date

 Vice Chancellor for Academic Affairs Date

Remove permissions:

 Information Technology Date