Administrator Topic

Security Role - Create - Step 1 - General

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

Managing Security Roles	Additional Information	Training and Troubleshooting Resources
• All Security Permissions • Security Role Administration • Create a Security Role	• Add or Remove Users in a Security Role • Use Groups to Assign Security Roles • Permission Constraint Calculation Use Cases	• Cornerstone Core System Essentials - In this curriculum, you'll find essential information for administrating the Core system. • Knowledge Base - Review security role quick help and troubleshooting articles.

On the General page, administrators define the general characteristics about the role.

To create a security role, go to **Admin > Tools > Core Functions > Security Role Administration**. Then, click the **Create New Role** link.

🔒 Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Security Administration - Manage	Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission.	Core Administration

Edit Role - Learning Administrator [Show Me] ❓

General	Permissions	Constraints

Enter the name, description and parent for this role. The parent will inherit any permissions added to this role that do not already exist in the parent.

🔲 - Select from pop-up

Role Details

Name: Learning Administrator
ID: 10062
Category: Learning ▾
Parent: System Administrator 🔲 ❓
Description: Learning Rights and Permissions Roles ❓

Active: ☑

[Cancel] [Next »]

Enter the following fields:

- **Name** - The name of your role. This is required.
- **ID** - Enter a unique security role ID. The field accepts alphanumeric characters and the character limit is 100. This is required. If an ID is not provided, the system automatically generates a value. *Note: Because this value must be unique, when a role is copied, the system generates a new, unique value for this field.*
- **Category** - From the drop-down list, select a category for the role. Categories must be defined prior to creating a security role. *See Add Security Role Categories.*