



Security Roles Administration

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
<ul style="list-style-type: none">All Security PermissionsSecurity Role AdministrationCreate a Security Role	<ul style="list-style-type: none">Add or Remove Users in a Security RoleUse Groups to Assign Security RolesPermission Constraint Calculation Use Cases	<ul style="list-style-type: none">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.

An example of using security roles is an organization that wants managers to view nearly all data about their direct reports; however, managers should not be allowed to see all data for all employees in the organization. An HR manager may need to see personal or compliance data that is restricted to only HR professionals.

To allow for better control of an administrator's access within the system, individual user's rights are controlled in Security Role Administration.

In addition to controlling access to data, security roles enable an organization to restrict access to functionality, such as administrator settings and the appearance of the Welcome Page.

A security role can be created for different functional roles within an organization, and each role may have different sets of permissions.

To access Security Role Administration, go to [Admin > Tools > Core Functions > Security Role Administration](#).

Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Security Administration - General Constraints	Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission.	Core Administration
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

Security Role Administration

Show Me


Use this tool to create and edit security roles. Click on the Users icon to view which users have this role and to apply individual constraints to the users.


Search:


Security Role Name


Role ID


☒ Include Inactive Roles


 Search


 Create New Role

 Manage Categories

 - Read-Only Details

 - Copy


 - Edit

 - Delete

Main : Cornerstone Administrator : ServiceTechAdmin

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Roles

ROLE ?	ID	DESCRIPTION	CATEGORY	USERS ?	OPTION ?
 System Administrator	10052	System Administrator	System Administration	