



Managing Security Roles	Additional Information	Training and Troubleshooting Resources
<ul style="list-style-type: none">• All Security Permissions• Security Role Administration• Create a Security Role	<ul style="list-style-type: none">• Add or Remove Users in a Security Role• Use Groups to Assign Security Roles• Permission Constraint Calculation Use Cases	<ul style="list-style-type: none">• Cornerstone Core System Essentials - In this curriculum, you'll find essential information for administering the Core system.• Knowledge Base - Review security role quick help and troubleshooting articles.

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

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General	Permissions	Constraints
Add the appropriate permissions for this role. If a permission exists in one or more child role, it cannot be removed from the parent role directly.		
Add Permissions ➤ Copy Permissions from Another Role		
Role Permissions		
CORE ADMINISTRATION		CHECK ALL/CLEAR ALL
<input checked="" type="checkbox"/> Define Fiscal Year <input checked="" type="checkbox"/> Users - Edit Middle Name <input checked="" type="checkbox"/> Users - Edit Signature <input checked="" type="checkbox"/> Users - View <input checked="" type="checkbox"/> Users - View Criteria Search	<input checked="" type="checkbox"/> Email - Edit From Address <input checked="" type="checkbox"/> Users - Edit Prefix <input checked="" type="checkbox"/> Users - Edit Suffix <input checked="" type="checkbox"/> Users - View Approver Search <input checked="" type="checkbox"/> Users - View Manager Search	
ECOMMERCE - ADMINISTRATION		CHECK ALL/CLEAR ALL
<input checked="" type="checkbox"/> User Payment Preferences - Manage		
LEARNING		CHECK ALL/CLEAR ALL
<input checked="" type="checkbox"/> Approve Training by Approver <input checked="" type="checkbox"/> Assign Training <input checked="" type="checkbox"/> Search	<input checked="" type="checkbox"/> Approve Training by Cost Center Approver <input checked="" type="checkbox"/> Display all Training Custom Fields <input checked="" type="checkbox"/> Session Details - View Student Roster	
LEARNING - ADMINISTRATION		CHECK ALL/CLEAR ALL
<input checked="" type="checkbox"/> Assignment Tool - Dynamic Removal <input checked="" type="checkbox"/> Assignment Tool - Email Settings - View <input checked="" type="checkbox"/> Assignment Tool - Standard <input checked="" type="checkbox"/> Assignment Tool - Standard and Dynamic - Recurrence	<input checked="" type="checkbox"/> Assignment Tool - Email Settings - Manage <input checked="" type="checkbox"/> Assignment Tool - Restrict to Users' LO Availability <input checked="" type="checkbox"/> Assignment Tool - Standard and Dynamic <input checked="" type="checkbox"/> Browse for Training Preferences - Manage	