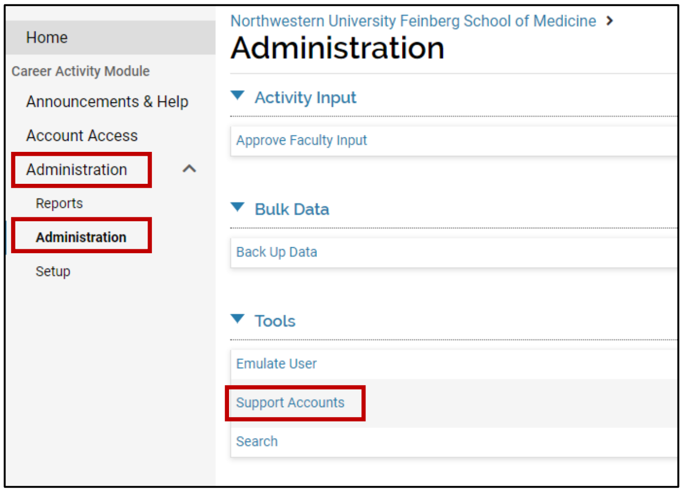
Create and Manage Support Accounts

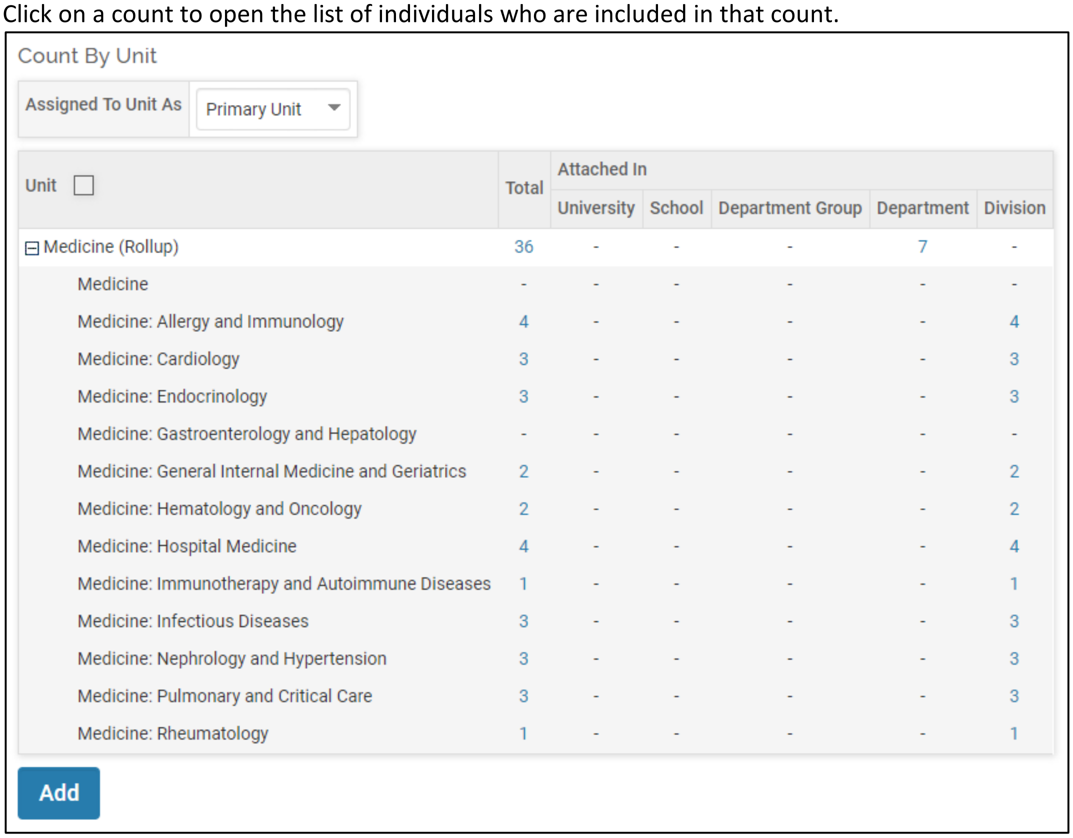
Last updated 7-23-2019

Users with Full Admin Rights can manage staff access to the career activity module for their unit by creating support accounts.

1. Begin in the left navigation menu, and click on Administration > Administration > Support Accounts.



2. On the table that opens, you will see counts of individuals who have support accounts in your unit.
    a. Users with support accounts can have access to more than one unit, but one unit must be designated as the primary. By default, the table counts those who have primary unit assignments in each unit. Use the **Assigned To Unit As** filter to count those with secondary unit assignments.
    b. If your unit has sub-units (e.g., a department with divisions), you will see a "Rollup" unit. Individuals assigned to the rollup have access to faculty in all the units underneath it.
    c. Click on a count to open the list of individuals who are included in that count.



Unit	Total	Attached In: University	School	Department Group	Department	Division
Medicine (Rollup)	36	-	-	-	7	-
Medicine	-	-	-	-	-	-
Medicine: Allergy and Immunology	4	-	-	-	-	4
Medicine: Cardiology	3	-	-	-	-	3
Medicine: Endocrinology	3	-	-	-	-	3
Medicine: Gastroenterology and Hepatology	-	-	-	-	-	-
Medicine: General Internal Medicine and Geriatrics	2	-	-	-	-	2
Medicine: Hematology and Oncology	2	-	-	-	-	2
Medicine: Hospital Medicine	4	-	-	-	-	4
Medicine: Immunotherapy and Autoimmune Diseases	1	-	-	-	-	1
Medicine: Infectious Diseases	3	-	-	-	-	3
Medicine: Nephrology and Hypertension	3	-	-	-	-	3
Medicine: Pulmonary and Critical Care	3	-	-	-	-	3
Medicine: Rheumatology	1	-	-	-	-	1

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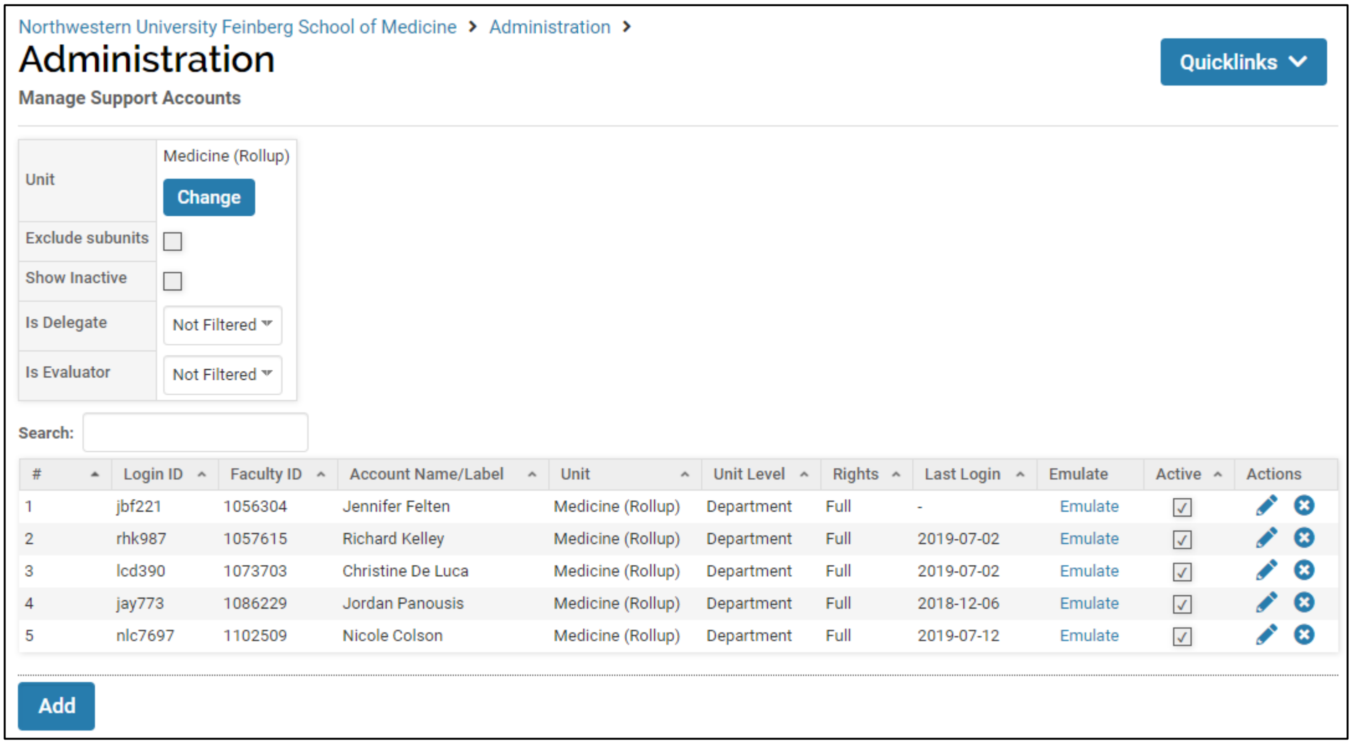

3. From the list of support accounts, you can:
    a. **Emulate**: click on the hyperlink to emulate the user and confirm what they can see.
    b. **Edit**: Click on the **pencil icon** to edit someone's access
    c. **Delete**: Click on the **x icon** to delete a user from the list
    d. **Add**: press the **add button** at the bottom of the page to add a user and set up a support account. Refer to the screen shot below for guidance.

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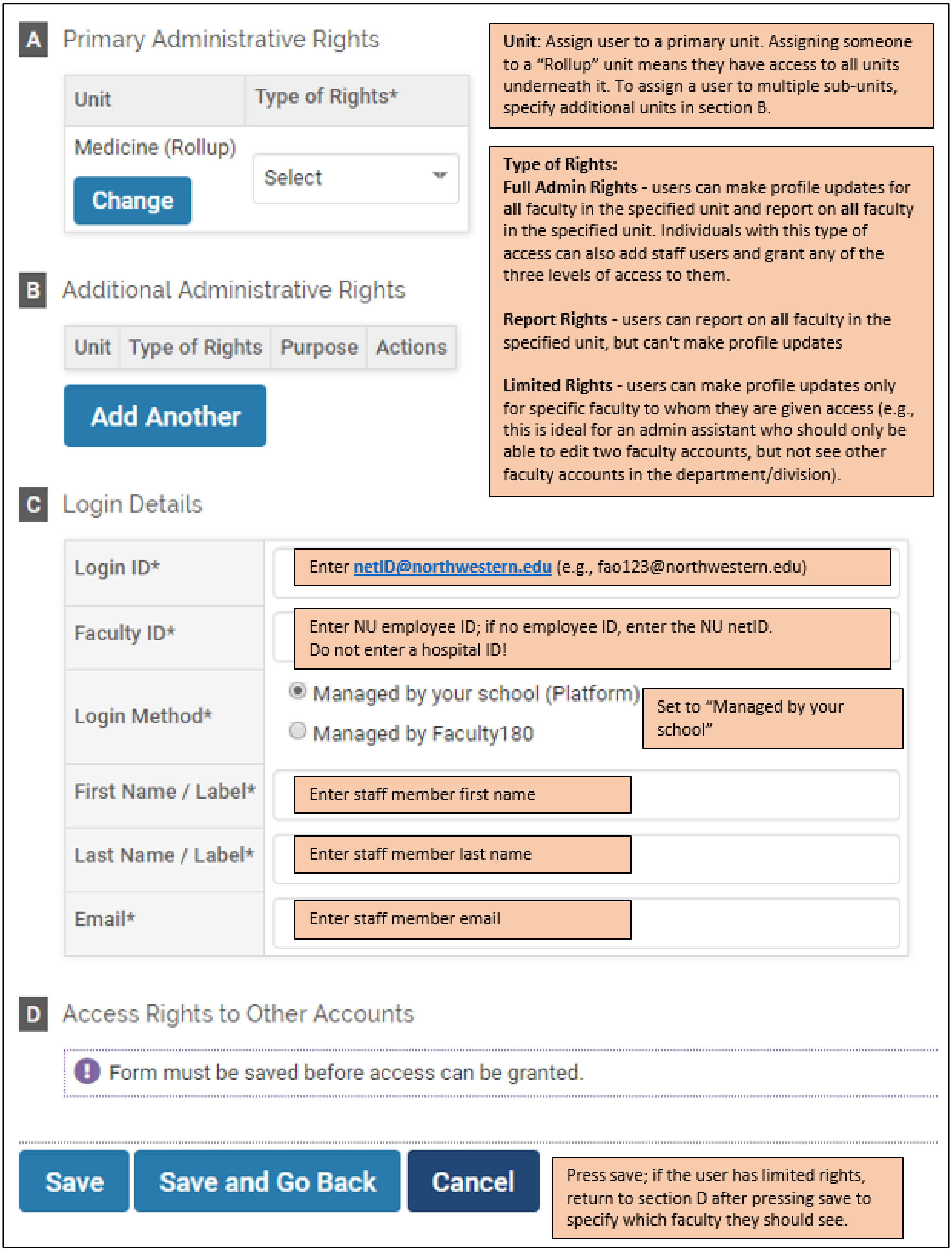

A Primary Administrative Rights

Unit	Type of Rights*
Medicine (Rollup) Change	Select

Unit: Assign user to a primary unit. Assigning someone to a "Rollup" unit means they have access to all units underneath it. To assign a user to multiple sub-units, specify additional units in section B.

Type of Rights:
Full Admin Rights - users can make profile updates for **all** faculty in the specified unit and report on **all** faculty in the specified unit. Individuals with this type of access can also add staff users and grant any of the three levels of access to them.

Report Rights - users can report on **all** faculty in the specified unit, but can't make profile updates

Limited Rights - users can make profile updates only for specific faculty to whom they are given access (e.g., this is ideal for an admin assistant who should only be able to edit two faculty accounts, but not see other faculty accounts in the department/division).

B Additional Administrative Rights

Unit	Type of Rights	Purpose	Actions

Add Another

C Login Details

Login ID*	Enter netID@northwestern.edu (e.g., fao123@northwestern.edu)
Faculty ID*	Enter NU employee ID; if no employee ID, enter the NU netID. Do not enter a hospital ID!
Login Method*	Managed by your school (Platform) Managed by Faculty180 Set to "Managed by your school"
First Name / Label*	Enter staff member first name
Last Name / Label*	Enter staff member last name
Email*	Enter staff member email

D Access Rights to Other Accounts

Form must be saved before access can be granted.

Save | Save and Go Back | Cancel

Press save; if the user has limited rights, return to section D after pressing save to specify which faculty they should see.

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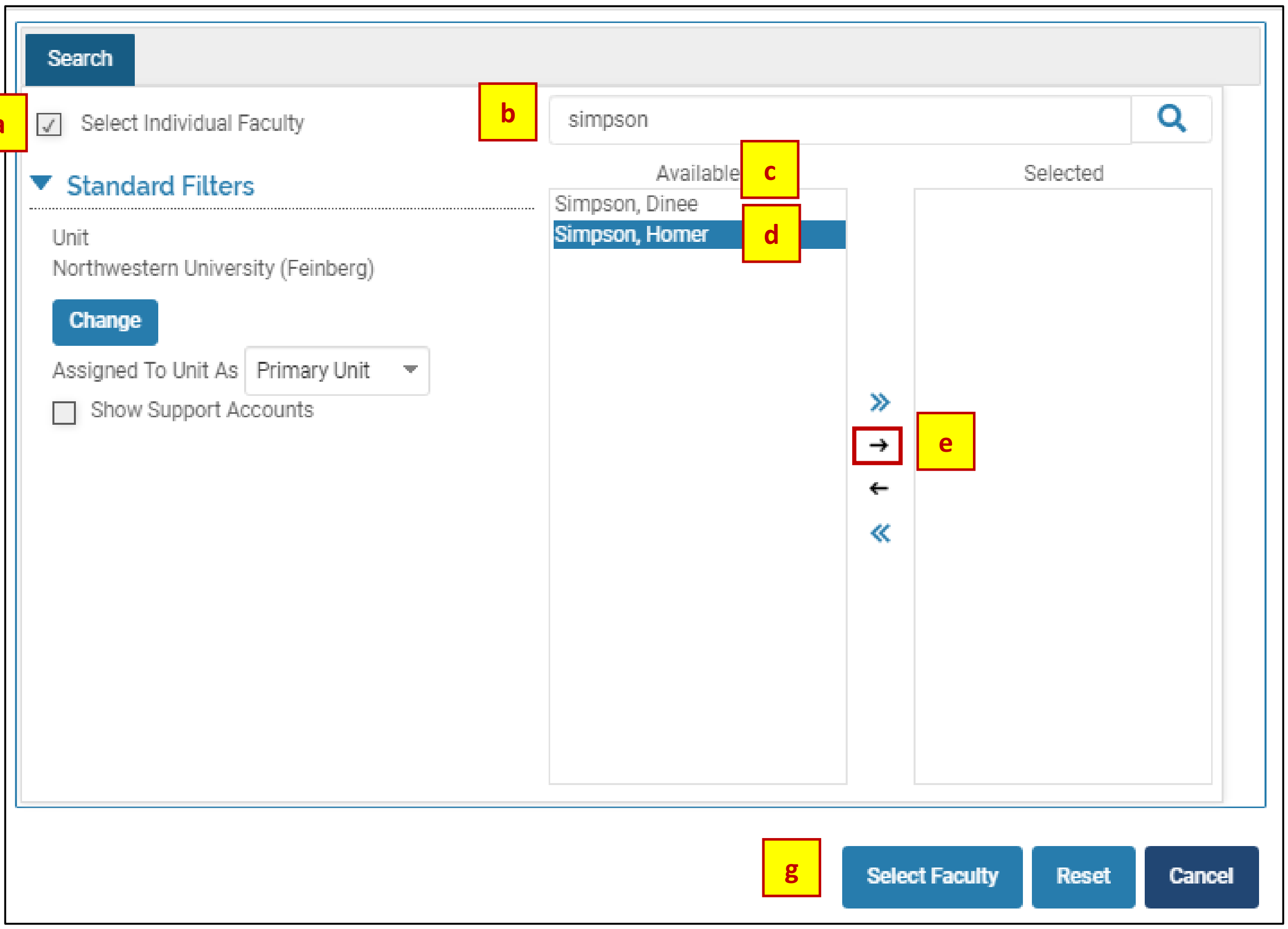
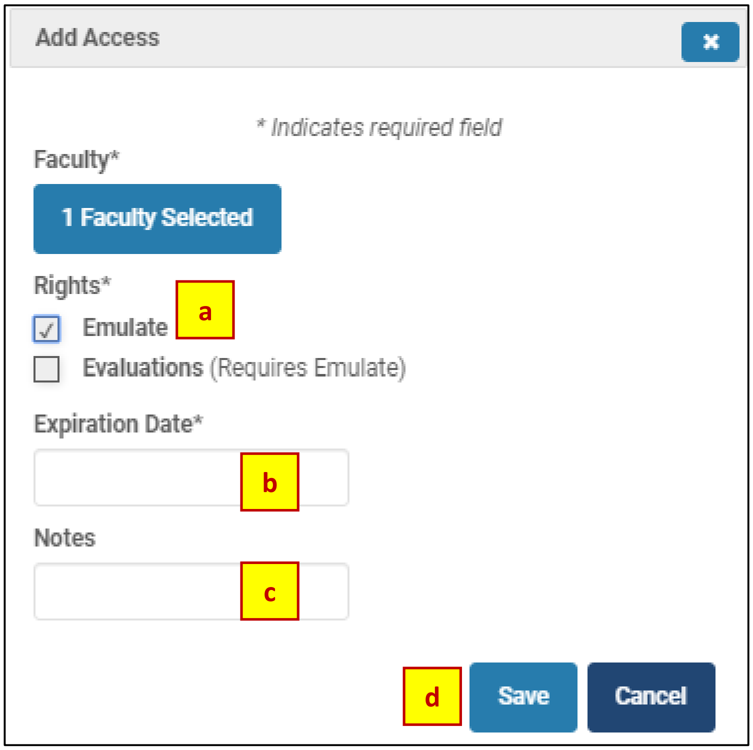
4. If the user has limited rights, return to section D and click the **Add** button.
5. A dialogue box opens. Press **Select Faculty**.
6. In the search box that opens:
    a. Make sure the box that says Select Individual Faculty is checked.
    b. Type the name you are searching for in the search box
    c. A list of matches to your search term will appear in the Available box
    d. Click on the name of the faculty member whose account you want to grant access to and it will be highlighted in blue
    e. Press the right-pointing arrow to move the name into the Selected box
    f. Repeat steps 6a-6e to add another faculty member if the individual needs access to more than one.
    g. Then press Select Faculty at the bottom of the screen.



7. The Add Access box reappears and shows a count of the number of faculty you just selected.
    a. Under the Rights section, check **Emulate** (the Evaluations option doesn't do anything; Feinberg's implementation doesn't include the feature to which it pertains).
    b. Enter an expiration date for the rights; if you don't intend the rights to expire, use an expiration date that is far in the future.
    c. You may type a note to describe the reason for access. The note will be visible to faculty.
    d. When finished, press Save.


Add Access
* Indicates required field
Faculty*
1 Faculty Selected
Rights*
a
Emulate
Evaluations (Requires Emulate)
Expiration Date*
b
Notes
c
d
Save
Cancel