



Knowledgebase > Accounts and Passwords > Brown Account > CAP Request Form Definitions

## CAP Request Form Definitions

Stephanie Obodda - 2018-12-20 - Comments (0) - Brown Account

Below is each CAP request listed with the requested information:

|                             |              |   |
|-----------------------------|--------------|---|
| Z5Live                      | ROLES:       | Administrator - Help Desk<br>Administrator - System<br>Archaeology - Schedulers<br>Athletics - Schedulers<br>Biomed - Schedulers<br>Campus Life - Schedulers<br>CIS - Schedulers<br>CIS - View Only<br>Creative Arts - Schedulers<br>Events - Experts<br>Events - Super Users<br>Facilities - View Only<br>Hillel - Schedulers<br>Media - View Only<br>Music Schedulers<br>Public Safety - View Only<br>RO - Expert<br>RO - Super Users<br>Students Activities - View Only<br>Theatre - View Only |
| Advance (Dev. Info. System) | USER ID      | Setup Like<br>Profile Group   |
| AppiWorx                    | JOB FUNCTION | Developer<br>DBA<br>Operations<br>Production Services<br>Systems<br>End User - ADM (Admissions)<br>End User - CAP<br>End User - CE (Continuing Ed)<br>End User - FIN (Financial Aid)  |
| Axiom                       | ROLES        | Continuing Education<br>Graduate School<br>Registrar<br>Undergrad Admissions<br>Developer<br>DBA<br>Other-Please Specify  |

Banner

DEPT/ROLES

Academic Department  
• Records & Registration - Admin

Athletics  
• Admissions Administrator  
• Admissions Coach  
• Records & Registration - Admin  
• Records & Registration - Staff

Banner General  
• Banner Form Help Maintenance

Bookstore  
• Financial Services - Admin  
• Financial Services - Staff

Bursar Office  
• Bursar Administrator  
• Office Assistant  
• Senior Account Representative  
• Student Account Representative

Cashier Office  
• Cashier Administrator  
• Cashier  
• FS Assistant  
• Staff Assistant

CIS  
• Administrator  
• Developer  
• Help Desk/CAP, Help Desk  
• Records & Registration - Admin  
• Table Maintenance

Continuing Education Office  
• no entries

Dean of the College  
• Greensheets Administrator  
• Records & Registration - Academic Standing Update  
• Records & Registration - Admin  
• Records & Registration - Data Management  
• Records & Registration - Staff

Development Office  
• Records & Registration - Staff

Disability Support Services  
• Records & Registration - Admin  
• Records & Registration - Staff

Financial Services  
• AR Administrator  
• Financial Services  
• FS Accountant

Graduate School Office  
• Admissions Administrator  
• Admissions Read Only  
• Admissions Staff  
• Financial Aid Administrator  
• Financial Aid Read Only  
• Financial Aid Staff  
• Records & Registration - Admin  
• Records & Registration - Staff

Health Services  
• Records & Registration - Admin  
• Records & Registration - Staff

Insurance & Risk  
• Records & Registration - Admin  
• Records & Registration - Staff

International Programs  
• Records & Registration - Admin  
• Records & Registration - Staff  
• Records & Registration - Summer Abroad Program

Loan Office  
• Administration  
• Collections  
• DL Loan Processor  
• Staff

Mail Services  
• Financial Services - Admin  
• Financial Services - Staff

Medical School Financial Aid Office  
• No Entries

Medical School Office  
• Admissions Administrator  
• Admissions Officer  
• Admissions Processing  
• Financial Aid Administrator  
• Financial Aid Basic View  
• Financial Aid Counselor  
• Financial Aid Student Worker  
• Grade Entry  
• Records & Registration - Admin  
• Records & Registration - Staff

Office of International Student and Scholar Services  
• Records & Registration - Admin  
• Records & Registration - Staff

OR  
• Records & Registration - Admin  
• Records & Registration - Staff

Other Administrative Departments  
• Financial Aid Information View  
• FS Auxiliary Posting Staff  
• Records & Registration - Admin

Police & Security  
• Records & Registration - Admin

Registrar  
• Administrator  
• Course Management Administrator  
• Course Management Staff  
• Data Coordinator  
• Records Administrator  
• Records Admit  
• Records BIO  
• Records Curriculum  
• Records Enrollment  
• Records Grades  
• Records Verify  
• Records View  
• Registration Administrator  
• Registration Staff  
• Registration Student Worker  
• Room Administrator  
• System Administrator

Residential Life  
• Records & Registration - Admin  
• Records & Registration - Staff

School of Professional Studies  
• Admissions Administrator  
• Admissions Staff  
• Customer Service - Temp  
• EMR Admin  
• EMR CE Enrollment  
• EMR CE Info  
• EMR CE InformationTeam  
• EMR Communications  
• EMR Profile Edit  
• EMR Profile Read Only  
• EMR Read-Only  
• EMR User Admin  
• FS Administrator  
• FS Staff  
• Records & Registration - Admin  
• Records & Registration - Course  
• Records & Registration - Dean  
• Records & Registration - Staff  
• Registration - Temp

Student Life  
• Records & Registration - Admin  
• Records & Registration - Staff

Undergraduate Admission Office  
• Administrator  
• Admission Officer  
• Alumni Relations  
• AO Assistant  
• Application Coordinators  
• CIS WF BusAnalyst  
• International Assistant  
• International Specialist  
• Reader  
• Student Worker

Undergraduate Financial Aid Office  
• Administrator  
• Counselor  
• Financial Aid Staff  
• Staff  
• Student Worker

|  |   |  |
|--|---|--|
| BOMS (Banner Doc Mgt)                              | BANNER ACCESS REQUIRED?<br>DEPT<br>GROUP  | Dept:<br>CIS<br>Dean Of The College<br>Medical School Financial Aid Office<br>Registrar<br>School Of Professional Studies<br>Undergraduate Admission Office<br><br>Group:<br>Administrator<br>Indexer<br>Reader<br>Power Indexer   |
| Brown Image Gallery                                | ROLES   | Dept. Manager<br>Dept. Administrator<br>Global Administrator   |
| Cashnet  | Version/Security Group  | Version:<br>CASHNet 5<br>CASHNet.com<br><br>Security Group<br>BURSAR-Bursar's Office<br>LEADBURSAR-Bursar Office Supervisor<br>CSHR-Cashiers<br>LEAD-Lead Cashiers<br>SUPV-Supervisors<br>LNS-Loans Office<br>LEADLNS-Loans Office Supervisor<br>REPORTS-view/create reports<br>VIEWONLY-View Data   |
| C-Cure   | Type Of Access  | Alarm Acknowledgement<br>Edit Capabilities   |
| CIS Billing Service (Pinnacle)                     | # Of Depts.   | Department Numbers   |
| Conflict of Interest                               |   |  |
| Database Access (CIS Only)                         | ROLE/DATABASE NAME  | DBA<br>Developer<br><br>Enter Database Name  |
| Department Identity Administrator                  | Dept. Head Email  | <a href="mailto:First_Last@brown.edu">First_Last@brown.edu</a>   |
| Dimensions   | ROLES/LIST  | Brown Administrator Group<br>Brown EAS Developer Group<br>Brown EAS Administrator Group<br>Brown Production Services Group<br>Brown CAP Group  |
| Faculty Information System (FIS)                   | ADMIN ACCESS NEEDED/USER NAME   | Administrator Access<br>User Name  |
| FileMaker Server                                   |   |  |
| Giftwrap   | ROLE/PERMISSIONS  | ROLE:<br>Biographical<br>Calculations<br>Custom<br>Death & Severance<br>Gifts<br>PIFS<br>Produce Payments and EFT files<br>Review Payments and EFT Info<br>Setup<br>Tax<br>Verify & Cleanup Database<br>Year End Update<br><br>Permissions:<br>Full<br>Read Only<br>No Access  |
| Google Group                                       | DEPT APPROVER'S EMAIL<br>NAME OF SHARED MAILBOX<br>SPECIAL INSTRUCTIONS                     |  |
| Google Shared Mailbox                              | DEPT APPROVER'S EMAIL<br>NAME OF SHARED MAILBOX<br>SPECIAL INSTRUCTIONS                     |  |
| Graphic Services MIS System                        | TYPE OF ACCESS  | Administrator<br>Designer<br>Manager<br>MCC User<br>Progress<br>Press<br>User  |
| Greensheets - Student Contact Management           | DEPT/ACCESS FOR CONTACTS  | Dean Of The College<br>View Only<br>Seen By Indicator<br>Office Of Student Life<br>View Only<br>Seen By Indicator<br><br>No Contact Access   |
| HealthQuest  | STAFF ACCESS  | Read<br>Update<br>Reporting<br>Sys Admin   |
| IMC (IMC)  |   |  |
| Movi   |   |  |
| Medicat  | JOB TITLE/PERMISSIONS   |  |
| Micros (MCR)                                       | Relevant Info in General Info field   |  |
| Name Change  | Name  | Former Name<br>New Name  |
| Odyssey HMS  | Relevant Info in General Info field   |  |
| Odyssey PCS/Declining Balance (PCS)                | Relevant Info in General Info field   |  |
| Odyssey PCS/Dining (PCS)                           | Relevant Info in General Info field   |  |
| OU Delegate  | Name of OU Delegate<br>Level Of Access Needed<br>Dept. Head Name<br>Dept. Head Email        | Level:<br>1. Create/Delete Computer Accounts<br>2. Create/Delete Computer Accounts<br>2. Create/Manage Group Policy Objects<br>2. Create/Delete/Manage Security Groups   |
| Red Hat Satellite                                  |   |  |
| SSL/VPN  |   |  |
| Student Information Archive Warehouse (Legacy SIS) |   |  |
| TouchNet eBill Payment Plan/Gateway                | DEPT APPROVER EMAIL/TYPE ACCESS   | Customer Service Rep<br>Administrator  |
| TouchNet MarketPlace/Gateway                       | uSTORE ACCOUNT/uPAY ACCOUNT<br>ACCESS INFO FOR FINANCIAL OPERATIONS AND ADMINISTRATORS ONLY | uStore Name<br>Payment Gateway Role<br>Accountant<br>Cashier<br>Market Place Role<br>Store Manager<br>Store Clerk<br>Store Contact<br>Fulfiller<br>Fulfiller w/ Refund/Cancel<br><br>uPay Site Name<br>Accountant<br>Cashier<br><br>ACCESS INFO FOR FINANCIAL OPERATIONS AND ADMINISTRATORS ONLY:<br><br>Payment Gateway Role<br>Administrator<br>Accountant<br>Bursar<br>Cashier<br><br>Market Place Role<br>Chief Administrator<br>Administrator<br>Accountant<br>Merchant Manager |
| UNIX/Linux (CIS Only)                              | Role/Server Name/Purpose Of Function  | System Administrator<br>DBA<br>Developer<br>Other-please specify   |

Windows FTP XFER

New Folder/Access Type

Path XFER\

Read Only  
Read/Write

Workday (HR and Controllers Office Only)

WORKDAY ROLES NEEDED

Absence Administrator  
Absence Calculations Administrator  
Alternate Approver  
Benefits Administrator  
Business Process Administrator  
Calculations Administrator  
Compensation Administrator  
Costing Administrator  
Finance Administrator  
HR Administrator  
HR Auditor  
Integration Developer  
Integration Viewer  
Job And Position Administrator  
Organization Administrator  
Payroll Administrator  
Payroll Auditor  
Payroll Calculations Administrator  
Report Writer  
Reporting Access  
TimeTracking Administrator  
Transfer Administrator  
Security Administrator  
Security Configurator  
Settlement Administrator  
Setup Administrator  
System Auditor  
UDS-Integration-Launch-Schedule-Monitor  
Union Administrator  
Worker Comp Administrator  
Worker's Compensation Leave Approver

X25 Space and Scheduling Analysis Tool

ROLES

Administrator  
Power User  
User