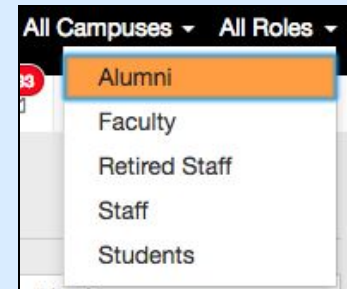


## Quick Start Guide - Roles

Roles represent various users or groups such as faculty, students, or staff.

Before you begin, think about the groups or types of users that access services at your campus. By defining Roles, users can easily filter down to services that apply to them.

For example, if you have programs or services that only pertain to students, they can select “Student” from the drop down menu and view only those applicable tasks.



### Add a Role

- 1 Click the **Filter Settings** menu, then click **Roles**.
- 2 Click on **+ New Role** and enter a **Name** and a **Unique Key** [Required]
  - Unique Keys may only contain lowercase letters, numbers, or dashes (no spaces) and must be unique system wide.
- 3 Click **Save** and repeat as needed to build out all of your institution's Roles.

To edit a Role, repeat step 1 and click **Edit** to update or **Delete** to remove a role.

**Note:** Please refer to the “Understanding Default Role Filters within OneCampus” guide for information on how to pass the role attribute from your authentication source in order to default the role filter/dropdown in OneCampus when a user logs in.