

## Privilege Management Quick Start for Non-Administrators

Resources and training available at <http://www.vanderbilt.edu/fis/Apps/pm.htm>.

### Terms:

**Privilege** - a combination of a person, a resource, and a role or responsibility (e.g., eDog Viewer).

**Resource** - a center, home department, or a group of related centers or home departments (e.g., sumto centers, sumto home departments; Medical Center only: MODs, PCCs, Departments, Divisions). A resource is NOT an application such as eDog or Waldo.

Login: [www.vanderbilt.edu/ebiz](http://www.vanderbilt.edu/ebiz) or [www.mc.vanderbilt.edu/ebiz](http://www.mc.vanderbilt.edu/ebiz)

### To View Your Privileges

- 1 The My Privileges page appears once you log into Privilege Management.
- 2 To see what resources for which you have a particular privilege, click the plus sign next to a privilege category (Financial, Human Resources or Procurement and Disbursements).
- 3 Click the plus sign next to the name of the privilege for which you want to view assignment information. (Some privileges have dollar limits, so you might have to expand a dollar amount too, if one or more are listed below your privilege.)
- 4 The resource(s) for which you possess the privilege appear below the privilege.
- 5 To view privilege information organized by resource, click the *by resource* link near the top of the page. From there, expand the resource for which you want to view privileges.

### Color Codes for Privileges:

Black - privilege is **active** and usable.

Blue - privilege is **pending** higher approval before it becomes active and usable.

Gray - privilege has been **suspended** and is not usable until an administrator reinstates it.

Red - privilege was pending but was **rejected** during the approval process and is not usable.

### To Look Up Someone Else's Privileges

- 1 Click the Person tab.
- 2 Type the name or VUNet ID of the person you're looking up, and click the name when it appears in the results list.
- 3 The initial results are displayed by resource. Click the plus sign next to a resource to see all the privileges--grouped by privilege category--the person possesses for that resource (or click Expand All).
- 4 To view privilege information organized by privilege, click the *by privilege* link and click Expand All.

### To See "Who Can Do What" ("Who can sign my form or approve this transaction?")

- 1 Click the Resource tab.
- 2 Type the name or number for the center, home department, center group or home department group for which you want to view privilege information. Click the resource when it appears in the results list.
- 3 The initial results are displayed by person. Click the *by Privilege* link.
- 4 Click the plus sign next to the privilege category containing the privilege in which you're interested.
- 5 Click the plus sign next to the privilege in which you're interested.
- 6 If the *Direct* sub-heading appears under the privilege, click the plus sign next to it. Any of the person(s) listed possess that privilege. \*
- 7 If the *Direct* sub-heading does not appear under the privilege, click the plus sign next to *Inherited* . Any of the person(s) listed possess that privilege.

\*Contact people listed under the *Direct* heading before contacting anyone under the *Inherited* heading when seeking someone with SigAuth or some other approval-authority. For privileges with dollar limits, use the limit closest to and inclusive of the amount on your transaction.