# ACADEMIC PROFILE

## Security Role Descriptions

If you have questions or need assistance, please contact the Academic Profile project office at (517) 353-3121 x. 480 or AcadProf@msu.edu.

**DM** = Digital Measures  
**FAS** = Faculty & Academic Staff  
**Manage Data** = Ability to access all screens associated with a FAS member's profile in Digital Measures. This access can be read-only or update, depending on the role.

*Unless otherwise noted, these ARM forms are available in the IT Services ARM Index located at: [https://aissecuritycontact.ais.msu.edu/arm_index.html](https://aissecuritycontact.ais.msu.edu/arm_index.html).*

<table>
<thead>
<tr>
<th>ROLE</th>
<th>ACCESS GRANTED BY</th>
<th>ARM Form Required *</th>
<th>SCOPE of ACCESS</th>
<th>ROLE PERMISSIONS</th>
<th>SCREEN PERMISSIONS</th>
</tr>
</thead>
</table>
| College: Read Only          | MAU Code               | Academic Profile - Unit Administrative Roles | This role has access to all FAS accounts with the MAU code in the FAS' current (or highest) YEARLY screen data in Digital Measures (i.e., Primary Assignment, FAS Additional Assignments, and/or Salary Distribution Account owner). | + Manage data (view only)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Read only access to all data elements on all screens.                                               |
| College: Reports Only       | MAU Code               | Academic Profile - Unit Administrative Roles | This role has access to report on all FAS accounts with the MAU code in the FAS' current (or highest) YEARLY screen data in Digital Measures (i.e., Primary Assignment, FAS Additional Assignments, and/or Salary Distribution Account owner). | + Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Reports Only roles do not have access to any screens in Digital Measures.                          |
| College: Update             | MAU Code               | Academic Profile - Unit Administrative Roles | This role has access to all FAS accounts with the MAU code in the FAS' current (or highest) YEARLY screen data in Digital Measures (i.e., Primary Assignment, FAS Additional Assignments). | + Manage data (with ability to update)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Ability to update all data elements FAS have access to update. (Data loaded into Digital Measures from MSU Systems of Record cannot be revised.) |
| Department: Read Only       | Department/Unit Org Code | Academic Profile - Unit Administrative Roles | This role has access to all FAS accounts with the Department/Unit code in the FAS' current (or highest) YEARLY screen data in Digital Measures (i.e., Primary Assignment or FAS Additional Assignments). | + Manage data (view only)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Read only access to all data elements on all screens.                                               |
| Department: Reports Only    | Department/Unit Org Code | Academic Profile - Unit Administrative Roles | This role has access to all FAS accounts with the Department/Unit code in the FAS' current (or highest) YEARLY screen data in Digital Measures (i.e., Primary Assignment or FAS Additional Assignments). | + Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Reports Only roles do not have access to any screens in Digital Measures.                          |
| Department: Update          | Department/Unit Org Code | Academic Profile - Unit Administrative Roles | This role has access to all FAS accounts with the Department/Unit code in the FAS' current (or highest) YEARLY screen data in Digital Measures (i.e., Primary Assignment or FAS Additional Assignments). | + Manage data (with ability to update)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Ability to update all data elements FAS have access to update. (Data loaded into Digital Measures from MSU Systems of Record cannot be revised.) |
| Faculty Member               | Individual             | N/A - access is automatically granted based on HR appointment data. | This role has access to his/her own FAS account in Digital Measures. | + Manage Your Activities (with ability to update)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Ability to update all data elements available for updating in DM. (Data loaded into Digital Measures from MSU Systems of Record cannot be revised.) |
| Proxy (i.e., delegate access) | Name & MSU NetID of the FAS for whom this user will be proxy | Academic Profile - Proxy Access | This role has access to a specific FAS member's account in Digital Measures. | + Manage data (with ability to update)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Ability to update all data elements FAS have access to update. (Data loaded into Digital Measures from MSU Systems of Record cannot be revised.) |
| University: Read Only       | University-wide access | Academic Profile - Unit Administrative Roles | All FAS regardless of MAU or department/unit affiliations. | + Manage data (view only)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Read only access to all data elements on all screens.                                               |
| University: Reports Only    | University-wide access | Academic Profile - Unit Administrative Roles | All FAS regardless of MAU or department/unit affiliations. | + Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Reports Only roles do not have access to any screens in Digital Measures.                          |
| University: Update          | University-wide access | Please contact the AP project office at 353-3121 x. 480 or AcadProf@msu.edu. | All FAS regardless of MAU or department/unit affiliations. | + Manage data (with ability to update)  
+ Custom Reports in DM  
+ Ad Hoc Reports in DM  
+ Cognos Reports                                                                 | Ability to update all data elements FAS have access to update. (Data loaded into Digital Measures from MSU Systems of Record cannot be revised.) |