

## LMS Roles Matrix

Roles and Access	Portal Administrator	Administrator	Instructor	Location Administrator	Location Manager	Student
Accreditations						
Accreditation (Search / View)	X	X				
Accreditations (Add / Edit)	X					
Announcements						
Send Announcements	X	Manager with subordinates have Announcement privileges scoped to learners in their purview, if Announcements is displayed on the menu.				
Approvals	A user with subordinates has approval privileges scoped to those learners in their purview.					
Approve Pending Enrollments	X	X		X	X	
Approve Interests	X	X		X	X	
Approve Admin-Verified Self- Study Completions	X	X				
Approve Manage-Verified Self- Study Completions	X	X		X	X	
Approve Pending Self-Registrations (New User Account Requests)	X					
Catalog						
Search Catalog	All Roles can use Search Catalog to find Courses, Learning Paths, and Resources that are included in the catalog if they are scoped to their business unit.					
Search Course	X	X	X	X		
Courses (Add / Edit)	X					
Search Offerings	X	X	X	X	X	
Offering (Add / Edit)	X	X	X			
Roster Processing	X	X	X – If courses are assigned to the Instructor			
Enroll Others - Self Directed Courses	X	X	X	X	X	
Enroll Others - Classroom Offerings	X	X	X	X	X	
Interests (Add / Delete)	X	X	X	X	X	
Review Interests Summary	X	X	X			
Learning Path (Search / Add / Edit)	X					
Resources (Search / Add / Edit)	X					
Topics (Add / Edit)	X					
Training Calendar	All Roles can view the Training Calendar.					
Training Schedule			X			
Goals	• Self assigned goals, team goals, and waive goals functionality is set at the portal level.					
	• A user with subordinates has add / edit goal privileges that are scoped only to those people in their purview.					
Goals (Add / Edit/Waive)	X	X - via My Team > Goals if enabled by portal administrator	X - Instructors can add goals for other users from Goals > +Goals but they can only get to that page if bookmarked (not on admin menu)	X - via My Team > Goals if enabled by portal administrator	X - via My Team > Goals if configured by portal administrator	X - Add Only via My Training Plan if Self-Assigned Goals is configured by portal administrator
My Training Plan (Add / Edit)	X	X	X	X	X	X

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Goal Rules						
<a href="#">Goal Rules (Add / Edit)</a>	X					
<a href="#">Schedule Goal Rule</a>	X					
Organizations	The organizations displayed are scoped to those in the user purview.					
<a href="#">Search Organizations</a>	X	X	X (Location Only)			
<a href="#">Organization (Add)</a>	X					
<a href="#">Organization (Edit)</a>	X	X				
Brands (Add / Edit)	X					
<a href="#">Facilities (Add / Edit)</a>	X	X				
<a href="#">Positions (Add / Edit)</a>	X					
Reports						
<a href="#">Create Reports</a>	X					
<a href="#">Run Reports</a>	X	All Roles can run Reports if reports are shared with their role. Report results are scoped to position and location.				
<a href="#">Schedule Reports</a>	X	All Roles can schedule Reports if reports are shared with their role. Report results are scoped to position and location.				
Users						
<a href="#">Training History - (View)</a>	X	X – view subordinates on My Team & User Search	X – view subordinates on My Team & User Search	X – view subordinates on My Team	X – view subordinates on My Team	X
<a href="#">Transcript (Add / Edit)</a>	X					
<a href="#">Search Users</a>	X	X	X			
<a href="#">Users (Add / Edit)</a>	X					
<a href="#">Manage Users (delegated user maintenance)</a>	X - Configure Manage Users	X - Use Manage Users		X - Use Manage Users		
<a href="#">Quick Profile Update</a>	X					
<a href="#">Audience (Add / Edit)</a>	X					
<a href="#">User Groups (Add)</a>	X					
<a href="#">User Group (Edit)</a>	X	X				
<a href="#">User Import</a>	X					
<a href="#">User Merge</a>	X					
<a href="#">Transcript Import</a>	X					
<a href="#">Instructors (Add)</a>	X					
<a href="#">Instructor (Edit)</a>	X	X	X			
<a href="#">Impersonate Users</a>	X					