

Guide For staff setting access levels using the SSP Process in e:vision

This document is intended for use by University of York staff only and is not intended for open distribution.

Overview

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Overview

This document explains the technical operation of the SSP System Superuser system. For detailed information about how the access model works, what different usertypes can see and how to understand which usertype to assign, please see the System Access Guide: [📄 SSP System: Guide to Granting Access](#) .

1. How to navigate to the service

- Open the [e:vision Portal](#) and log in with your credentials.
- From the **Main menu** on the left-hand navigation pane, select **Access Manager**.
- Under the Access Manager dropdown, select **Component Manager**.
- You will be directed to the "**Manageable access**" page, which displays a comprehensive list of all modular user access groups you have permission to govern.

Component Manager

Manageable access

Show entries Search:

MAT code	Name	Status	Active users	Edit
AAM_SSP_L20	SSP access - Library SSP	Live	10	Edit
AAM_SSP_SUP	SSP departmental super users	Live	0	Edit
CBOS	Chair of Board of Studies	Live	50	Edit
DIS_SERVICES	Disability Services	Live	8	Edit
DISAB_SERV	Disability Services	Live	7	Edit

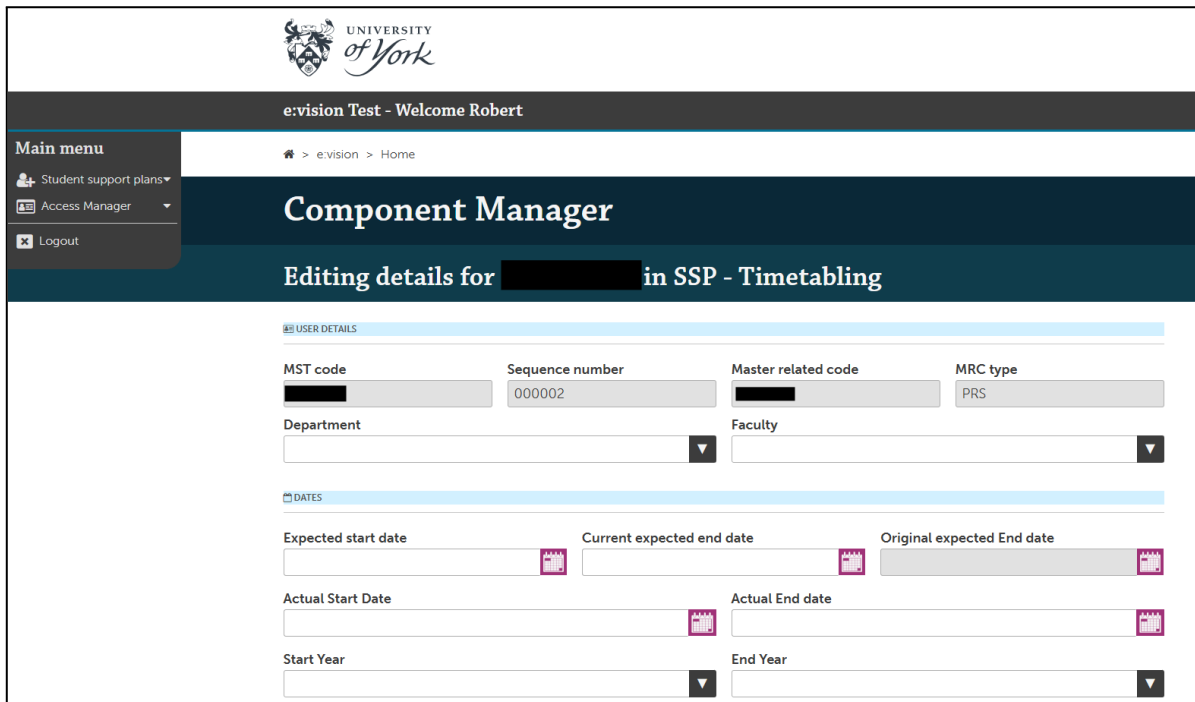
Showing 1 to 5 of 5 entries [Previous](#) [1](#) [Next](#)

2. Viewing and Accessing a Group

- Locate the specific access group you wish to manage from the "Manageable access" list.
- Click the **Edit** button next to the group name.
- This opens the "**User list**" for that specific group, detailing all assigned users, their staff codes, departments, start/end dates, and their current access status.

3. Reviewing and Editing Individual User Profiles

- **Viewing a Profile (Read-Only):** Click the **View** button (magnifying glass icon) next to a user's name. A read-only modal window will open, displaying their specific system sequence, MRE type, and active dates.
- **Editing a Profile:** Click the **Edit** button next to a user to open the "Editing details" page. Here, you can update expected start/end dates, modify email notification preferences, and add administrative notes. Click **Save** to apply changes, or **Back** to cancel without saving.



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e:vision Test - Welcome Robert

Main menu
 Student support plans
 Access Manager
 Logout

> e:vision > Home

Component Manager

Editing details for [redacted] in SSP - Timetabling

USER DETAILS

MST code [redacted] Sequence number 000002 Master related code [redacted] MRC type PRS

Department [redacted] Faculty [redacted]

DATES

Expected start date [redacted] Current expected end date [redacted] Original expected End date [redacted]

Actual Start Date [redacted] Actual End date [redacted]

Start Year [redacted] End Year [redacted]

4. Adding a New User to a Group

- Locate the specific access group you wish to manage from the "Manageable access" list.
- Click the **Edit** button next to the group name.
- From the "User list" screen, click the **Add user** button located at the top right.
- On the "Adding a new user" page, use the **Find user** search bar to locate the staff member by their staff code or name.
- Once the user is selected, populate the required organizational data, ensuring the **Department** and **Faculty** fields are accurately assigned.
- Set the **Expected start date** and define the **Status** (e.g., "Future" or "Current").
- Click **Save** to confirm the new access assignment.

Component Manager

Adding a new user for SSP departmental super users

USER DETAILS

Find user *

Master related code
MRC type

Department
Faculty

DATES

Expected start date
Expected end date

Start Year
End Year

Start Period
End Period

MISCELLANEOUS

Send Email Notifications
TLC contact email address
TLC Mode

Status *

Notes

Error Handling (Duplicate Entry): If you attempt to add a user who already holds an active permission profile within that group, the system will prevent the duplication. A validation error banner will appear stating: *"This user already has active access. Please modify their record or archive their access before creating a new entry."* If this occurs, click **Cancel** and locate their existing record on the User List.

5. Archiving an Existing User (Revoking Access)

- To remove a staff member's active viewing permissions, locate them on the "User list".
- Click the red **Archive** button next to their profile.

- This action will instantaneously change the user's status from "Current" to "Historic," securely revoking their access to the group's SSP data without deleting their historical audit trail.

Points of contact

For complex access queries or system errors that cannot be resolved via the Component Manager, please contact Disability Services at disabilityservices@york.ac.uk

Frequently asked questions

Can I permanently delete a user from an access group? No. To maintain a secure audit trail of who has accessed sensitive SSP data historically, users are not deleted. They must be **Archived**, which safely changes their status to "Historic" and immediately revokes their system permissions.