

SSP System: System Access Guide

A guide to understanding:

- 1) Different user types across the SSP System
- 2) Who can see what types of data
- 3) How different users are granted access to data

What does the SSP System do?

The SSP System allows the university to create, store and share information to support students with disabilities. It allows Student Support Plans to be created and shared via a series of central interfaces, accessed via [e:vision](#).

The system contains a range of types of information. These are:

- Disability Support applications and e.g. medical documents
- Disability Descriptors (high-level holistic descriptions of a student's disability and support needs)
- Individual Adjustments, such as lecture notes in advance, extra exam time or a separate room for exams. These are categorised as e.g. exam adjustment, library adjustment, teaching adjustment etc.

This information is shared with users on a need-to-know basis. Some can see only specific adjustment types, whereas others need to see the full SSP in order to support students.



How does the SSP System know what data to share?

Users of the SSP System are granted access by assigning them a specific **User Type**. Each user type has a specific set of SSP information they can see. This is divided up in two ways:

- 1) **Which students' SSP data they can access.** This might be their supervisees, or students in their academic department, or all students with a specific adjustment type.
- 2) **The type of information in a specific record** such as the individual adjustments or disability descriptor.

For example, the Supervisor Usertype can see all SSP data - as they need a holistic understanding of their Supervisees' support needs. But they can only see the SSPs of students they supervise.

An Assistive Tech Usertype - typically a member of professional support staff working across the university - can see only assistive tech adjustments, and only those students with an assistive technology-type adjustment in their SSP, such as a managed PC.



Who assigns user types and grants access?

There are 3 ways in which SSP System users are assigned a Usertype and granted access at a specific level:

- 1) **Automatic** - based off information in the SITS Student Records system, some users are assigned access based on their status in SITS. In this way, Students are granted access to their own data and Supervisors are granted access to their supervisees.
- 2) **By Disability Services** - Central teams and PSS Superusers (see below) are given access by the Disability Services Team.
- 3) **By PSS SuperUsers** - PSS Superusers are staff with special access to grant, edit and revoke the access of some other users in the system. These would typically be professional support staff in faculties or academic departments with responsibility for co-ordinating support. Disability Services grants individuals access as a Superuser. The Superuser then grants access to Teaching, Assessment and GTA/Lab staff usertypes.



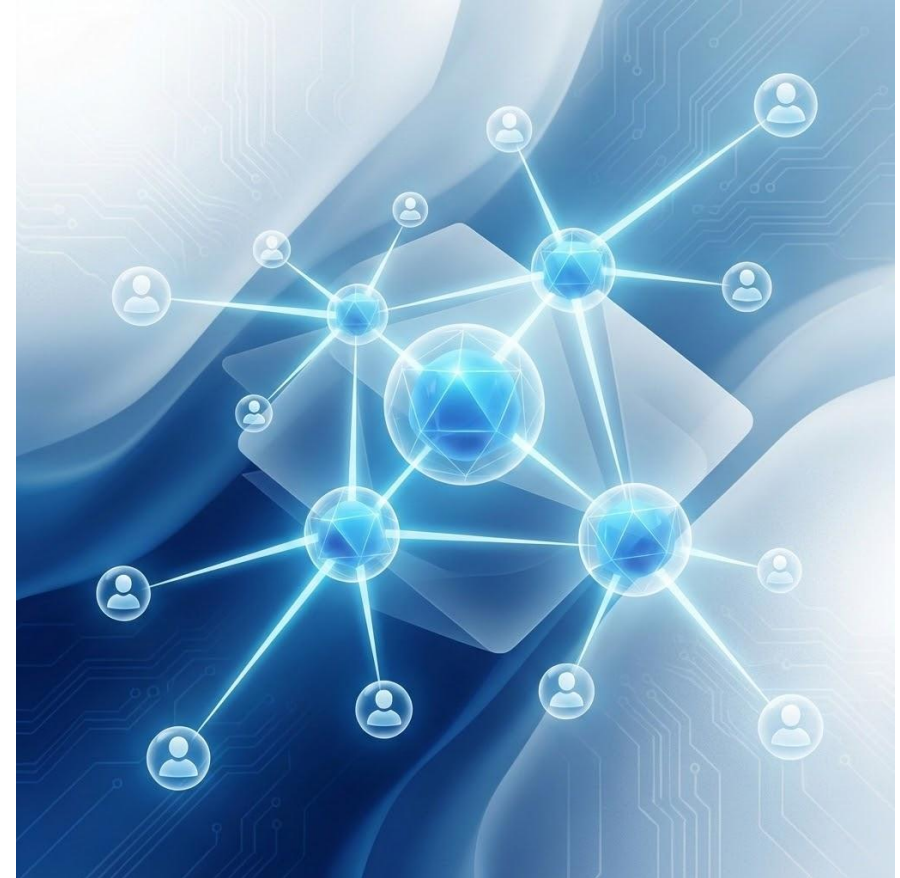
Why Superusers – why not automatic?

Managing faculty / department access requires local knowledge. Information on specific teaching and support staff is not routinely entered into SITS at the required level of detail, and therefore cannot be automated in the SSP System.

Superusers therefore manage the access of teaching and support staff who operate at the faculty or department level.

As a general principle, Superusers should grant access at the lowest practical level, i.e. if an individual works at department-level only, grant them department access, NOT Faculty-level access.

The following slides give detail on exactly what access Superusers can grant.



Key differences between user types granted by Superusers

Superusers can grant one of three types of user access, with specific differences in access level:

1) Teaching User

This usertype is for academic staff involved in teaching lectures, seminars or other forms of teaching delivery. These users have full SSP access - all adjustments and the disability descriptor, and access to the Teaching interface. This allows users to easily search by module, filtering by adjustment type. Access is set at the **department level**.

2) Assessment User

This usertype is for support staff who are involved in the administration or support for students, running assessments or otherwise supporting the teaching at the faculty or department level. These users also have full SSP Access. Access can be either department or faculty level. There are minor differences to the search/view functions around filtering by adjustment type

3) GTA / Lab Tech user

This is for GTAs / Lab Techs who support students in teaching, but who are granted only specific adjustment types, NOT the disability descriptor.

Any e.g. PGR students acting as GTA or Lab Tech should be granted this access level.

Teaching Users

This is a view of the Teaching User Search Interface - this has been optimised for teaching users following consultation with teaching staff.

Search criteria

Search by module code to display students with adjustments who have an active module record for the academic year(s) selected. Using the wildcard option in the module code field will display students adjustments repeated per module. You can only search for modules within your department (or faculty). If this is incorrect, please contact your department super user.

Student number or full name

Module code * Use '%' as a wildcard to retrieve by cohort e.g. BIO%C will retrieve all Level C Biology modules

Module Name

List

Teaching period

Adjustment type *

Assessments

Assistive technology

Legacy SSP

Exams

Subcategory

SSP created from

Academic year *

2024/2025

2025/2026

Display full recommendation

☒ Yes ☐ No

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Search

Assessment Users

This is a view of the Assessment User Search Interface - this has been optimised for teaching users following consultation with support staff.

Search criteria

Search by module code to display students with adjustments who have an active module record for the academic year(s) selected. Using the wildcard option in the module code field will display students adjustments repeated per module. You can only search for modules within your department (or faculty). If this is incorrect, please contact your department super user.

Student number or full name

Module code * Use '%' as a wildcard to retrieve by cohort e.g. BIO%C will retrieve all Level C Biology modules

Module Name *

List

Teaching period

Stage

Student type

SSP created from

SSP created to

Academic year *

2024/2025

2025/2026

Display Candidate number

☒ Yes ☐ No

Display full recommendation

☒ Yes ☐ No

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Search

Individual SSP Report – Assessment / Teaching User

Assessment and Teaching Users can also see individual SSPs in full, in the format shown here. GTA/Lab user types cannot see this view.

SSP ADJUSTMENT REPORT

Cohort details

Adjustment type: Teaching and Learning

Year: 2025/6

Please refer to the [guidance document \(TBC\)](#) for further information on adjustments and their implementation.

BackSearch by module

CopyExcelPDF

Search:

Surname	Chosen name	Student code	Email	Modules	Subcategory and adjustment name	Full recommendation	SSP created
				ARC00001C, ARC00002C, ARC00004C, ARC00005C, ARC00006C, ARC00011C	- Attendance: Allow flexibility with the attendance policy - Environment: Use Lecture Capture - Information: Reading material to be provided at least 24 hours in advance - Instructions: Be prepared to provide clarity around instructions/information delivered during teaching sessions - Instructions: Ensure key instructions are clearly written down - Seminars and Group Discussions: Be aware the student will have fluctuating participation in teaching sessions - Teaching materials: Provide lecture slides and materials in advance of teaching sessions	- Allow for the fact that the student's level of participation in discussions is likely to fluctuate at times. - Attendance and catching up - Please be aware that the student may at times need to take disability related absence. Please adapt any standard attendance procedures accordingly to allow greater flexibility. Should absences become extended or frequent the Department should call for a meeting with the student to discuss. - Ensure instructions are clear and leave any written instructions on the board to give the student sufficient time to copy them down or photograph them. - Lecture capture and personal recording - Advised use of Replay lecture capture.Allow the student to record lectures, particularly where no lecture capture facility is available in the timetabled room. In accordance with a preferred learning style, and to manage their time effectively, students may access lecture content online, as opposed to in-person. - Reading - Any reading material that is to be used in teaching sessions should be made available at least 24hrs in advance, if not available on VLE. Please do not ask students to read aloud without prior warning.Provide copies of the reading list at the earliest opportunity. - The student may need to seek clarity either during or after the session as to any instructions or information delivered to the group. - Where lecture notes and lecture materials are not available elsewhere, e.g. the VLE, these should be sent to the student 24 hours in advance.	04-MAR-26

Access Model

Students, Disability Services + Academic Department and Faculty

User Role	Which Students	What Data	Which View Screens	Access Granted by:
Student	Themselves only	Full SSP Access	Registration Form, Student SSP View	Automatic
Disability Services	All Students	Full SSP Access + Reg. form/medical evidence data	SSP Triage, SSP Creation, Full SSP View	Disability Services Manager
Academic Supervisor	Direct Supervisees only	Full SSP Access	Supervisor View (within Supervisor interface)	Automatic
PSS Superuser	Full for their Dept/Faculty	Full SSP Access	Access management for other users / reporting	Disability Services
Teaching User	All in their Department	Full SSP Access	Teaching Views	PSS Superuser
Assessment User	Department or Faculty	Full SSP Access	Assessment Views	PSS Superuser
Lab Technician, GTA	All in their Department	Relevant Adjustments, NOT Disability Descriptor	Teaching / Assessment Screens	PSS Superuser

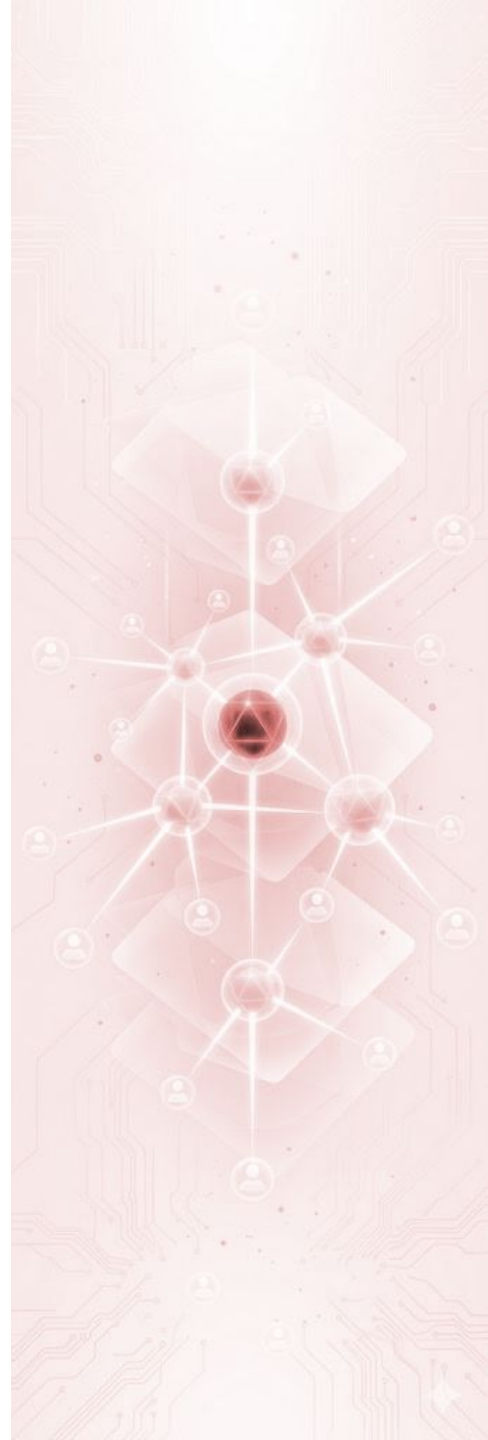
Other Usertypes

There are several other user types for central support teams which grant access only to relevant adjustments. These are:

- 1) **Library Staff**
- 2) **Timetabling Staff**
- 3) **Exams Staff**
- 4) **Assistive Tech support staff**

In each case, access is granted only to relevant adjustments. Assistive Tech staff can see only students with assistive-tech adjustments, whereas the other 3 usertypes could see all students with disabilities as they need to offer support across the university.

The next slide details the access types for these users



Access Model:

Central Support Staff

User Role	Which Students	What Data	Which View Screens	Access Granted by:
Library	All Students	Library Adjustments only	Library View	Disability Services
Timetabling	All students	Adjustments flagged as related to timetabling eg extra time	Timetabling data export	Disability Services
Exams	All Students	Exam Adjustments	Exam view screens	Disability Services
Assistive Tech Support	Only students who have assistive-tech-related adjustments	Assistive Tech Adjustments only	Assistive Tech Screen	Disability Services