

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.

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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](#) .

Video

Training was offered over the summer of 2026 for users of the SSP system – a video recording of the Superuser training [can be viewed here](#) to supplement this user guide.

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	Edit
AAM_AST_L80	SSP - Assessment users	Live	 Edit
AAM_AT_L00	SSP - Assistive Tech	Live	 Edit
AAM_DS_L90	SSP - Disability Services	Live	 Edit
AAM_EXA_L80	SSP - Exam users	Live	 Edit
AAM_EXT_L20	SSP - Additional teaching users	Live	 Edit
AAM_GTA_L20	SSP - GTA users	Live	 Edit
AAM_LIB_L00	SSP - Library	Live	 Edit
AAM_LT_L20	SSP - Lab technician users	Live	 Edit
AAM_SUP_L00	SSP - superusers (gives access to manage access only, not SSP data access)	Live	 Edit
AAM_TEA_L80	SSP - Teaching users (NOT for supervisors, GTAs or lab technicians)	Live	 Edit
AAM_TT_L00	SSP - Timetabling	Live	 Edit
DIS_SERVICES	Disability Services	Live	 Edit

Showing 1 to 12 of 12 entries

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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 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 access and expected start/end dates. Click **Save** to apply changes, or **Back** to cancel without saving.

Component Manager

Editing details for Alice Bennett in SSP - Library

USER DETAILS

Find user

Sequence number

Username

User type

Scope *

DATES

Expected start date

Current expected end date

Original expected end date

Status *

Back

Submit

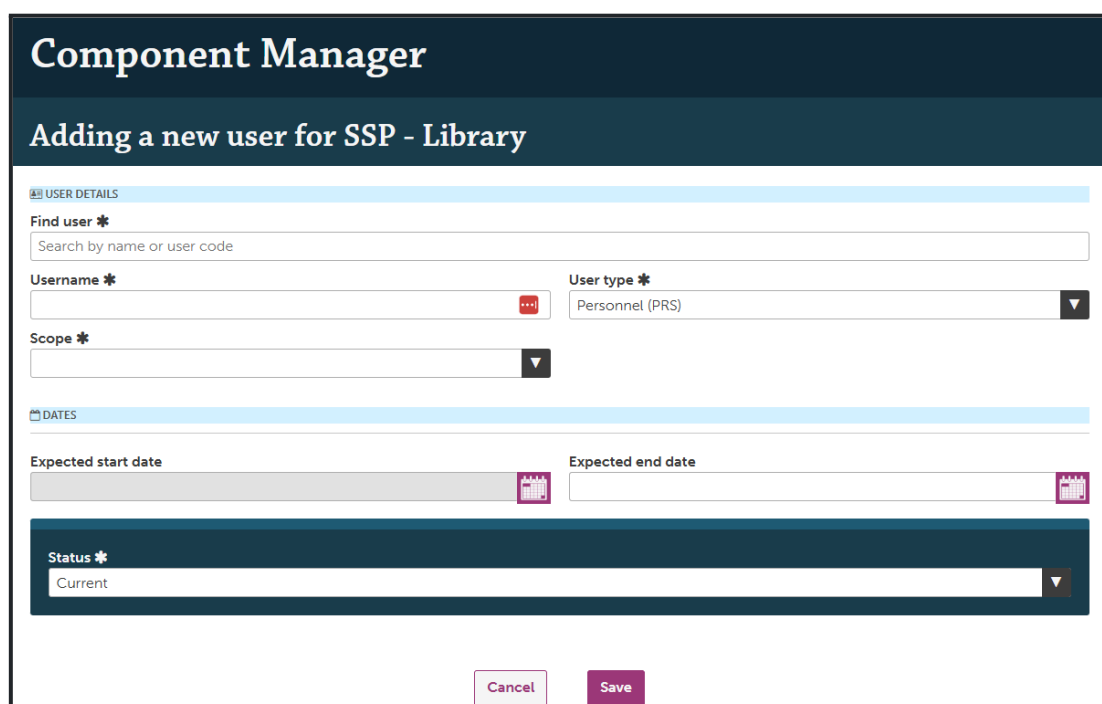
4. Adding a New User to a Group

- 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.

Note – if you are adding a GTA or Lab Tech, you should search by student number in the Find User field rather than username – this is because they are usually also students which has an impact on the way the system

finds them.

- Once the user is selected, populate the required organizational data, ensuring the **Department, School** or **Faculty** fields is 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 - Library

USER DETAILS

Find user *
Search by name or user code

Username *
[Redacted]

User type *
Personnel (PRS)

Scope *
[Redacted]

DATES

Expected start date
[Redacted]

Expected end date
[Redacted]

Status *
Current

Cancel Save

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.