

Security Roles & Permissions March 2024

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Security Roles and Permissions Overview

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

Security Role Constraints Overview

Permission Constraint Calculation Use Cases

The following use cases demonstrate how permission constraints are calculated when a user's permission constraints are merged between multiple roles or permissions.

Update user's constraint during role assignment

Example 1

* Role A has "Manage Org Unit" permission with OU constraint to Division "Tech."
* Role B has "Manage Org Unit" permission with no constraint.

Case 1: User is assigned to Role A first. Then, user is assigned to Role B with constraint merge type: "Append."

* User has OU constraint to Division "Tech."

Case 2: User is assigned to Role A first. Then, user is assigned to Role B with constraint merge type: "Replace."

* User has no constraint.

Case 3: User is assigned to Role A first. Then, user is assigned to Role B with constraint merge type: "Do not modify."

* User has OU constraint to Division "Tech."

Case 4: User is assigned to Role B first. Then, user is assigned to Role A with any constraint merge type.

* User has no constraint.

Example 2

* Role A has "Manage Org Unit" permission with OU constraint to Division "Tech."
* Role B has "Manage Org Unit" permission with OU constraint to Location "Santa Monica."

Case 1: User is assigned to Role A first. Then, user is assigned to Role B with constraint merge type: "Append."

* User has OU constraint to Division "Tech" or Location "Santa Monica."

Case 2: User is assigned to Role A first. Then, user is assigned to Role B with constraint merge type: "Replace."

* User has OU constraint to Location "Santa Monica."

Case 3: User is assigned to Role A first. Then, user is assigned to Role B with constraint merge type: "Do not modify."

* User has OU constraint to Division "Tech."

Case 4: User is assigned to Role B first. Then, user is assigned to Role A with constraint merge type: "Append."

* User has OU constraint to Division "Tech" or Location "Santa Monica."

Case 5: User is assigned to Role B first. Then, user is assigned to Role A with constraint merge type: "Replace."

* User has OU constraint to Division "Tech."

Case 6: User is assigned to Role B first. Then, user is assigned to Role A with constraint merge type: "Do not modify."

* User has OU constraint to Location "Santa Monica."

Constraint calculation for a given user and permission

Example 1

User has "Global Search - People" permission from assignable role with no constraint.

User has "Global Search - People" permission from "Manager" role with constraint to subordinates.

Result: User has no constraint.

Example 2

User has "Global Search - People" permission from assignable role with OU constraint to Division "Tech."

User has "Global Search - People" permission from "Approver" role with no constraint.

Result: User has OU constraint to Division "Tech."

Example 3

User has "Global Search - People" permission from assignable role with User constraint to subordinates.

User has "Global Search - People" permission from "Approver" role with OU constraint to Division "Tech."

Result: User has User constraint to subordinates or OU constraint to Division "Tech."

Example 4

User has "Global Search - People" permission from assignable role with OU constraint to Division "Tech."

User has "Global Search - People" permission from "Manager" role with constraint to subordinates.

Result: User has OU constraint to Division "Tech" or user's subordinates.

Manager Role Constraints

All permissions within the system-defined Manager security role are automatically constrained to either "Restrict to User Self And Subordinates" or "Restrict to Subordinates." These constraints are invisible in the security role, but they will override any similar constraints which may be visible within the security role.

Some manager permissions are automatically constrained to Self and Subordinates while others are automatically constrained to Subordinates. Applying the Direct Subordinates constraint to a permission in this role that is automatically constrained to subordinates DOES NOT result in the manager being constrained to direct subordinates only.

If you need to provide specific managers with greater access:

1. Edit the Manager role in Security Role Administration and remove the necessary permission.
2. Create a new security role.
3. Add the desired permissions to the new role (i.e., the permissions that were removed from the Manager security role).
4. Set the appropriate constraints.
5. Add the managers to the new security role with the 'Replace Constraints' option selected. Note: Adding more access to managers who have additional administrative access will require the Append option in order to retain their additional permissions and constraints.

Security Permissions

Benchmark Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Benchmark Total Access | This permission provides total access to the Benchmark metrics and functionality. | Benchmark - Administration |

Compensation Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Compensation Adjustment Guidelines - Manage | Grants ability to define and maintain compensation recommendations and guidelines for both salary and hourly employees. This permission can be constrained by User. This is an administrator permission. | Compensation - Administration |

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| Compensation Approved Plan - Edit | Grants ability to edit an approved compensation plan and bypass the approval workflow. This permission does not extend to plans that are in a status of Not Started or In Progress. This permission works in conjunction with the Compensation Task Administration or Compensation Task Administration - Manage permission. This permission can be constrained by OU, User's OU, and User's Subordinates. This is an administrator permission. | Compensation - Administration |

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| Compensation Base Types | Grants ability to create, modify, deactivate, and delete compensation base types. This is an administrator permission. | Compensation - Administration |

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| Compensation Bonus Types - Manage | Grants ability to create and manage additional bonus components within the compensation module. This is an administrator permission. | Compensation - Administration |

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| Compensation Currency Rates | Grants ability to define currency conversion rates and decimals of precision. This is an administrator permission. | Compensation - Administration |

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| Compensation Custom Fields - Manage | Grants ability to define custom fields for the employee compensation statement. This is an administrator permission. | Compensation - Administration |

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| Compensation Custom Statements | Grants ability to create templates for compensation statements to add to compensation planning tasks. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Deferral Guidelines | Grants ability to manage the deferral guidelines that are applied to specific compensation components during compensation planning. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Individual Targets | Grants ability to set bonus and equity targets for individual users. With individual targets, adjustment guidelines that have a bonus or equity type component have the option of setting target values to individual targets. This is an administrator permission. | Compensation - Administration |

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| Compensation Individual Targets - View | Grants ability to view bonus and equity targets for individual users. The administrator can view the Individual Target history and Modification History for the user. However, the administrator is not able to create, edit, or delete a target. With individual targets, adjustment guidelines that have a bonus or equity type component have the option of setting target values to individual targets. This permission can be constrained by OU, User's OU, or User. This is an administrator permission. | Compensation - Administration |

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| Compensation Non-Monetary Types - Manage | Grants ability to define non-monetary types for an organization for compensation plans. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Plan Approvals | Grants the ability to access Compensation Plan Approval page, where they can approve/deny any plans pending their approval. This is an end user permission but should only be assigned to users reasonably expected to serve as an approver for one or more compensation plans. | Compensation |

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| Compensation Plan Templates | Grants ability to create and manage compensation plan templates for base, bonus, and equity compensation. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Salary Structure by Currency | Grants ability to define the salary ranges for the organization by currency. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Share Price | Grants ability to enter the current stock price for purposes of equity compensation. This is an administrator permission. | Compensation - Administration |

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| Compensation Tag Management | Manage Tags for Compensation fields for use in Custom Formulas and Compensation Statements - Manage. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Task Administration | Grants ability to configure and assign compensation planning and modeling tasks to managers in the organization. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Task Administration - Manage | Grants access to the Compensation Task Administration page, and grants ability to view and manage compensation planning and modeling tasks from the Compensation Task Administration page. Administrators can only view a compensation task if they have this permission and are also included in the Visibility settings for the compensation task. Note: Administrators with the Compensation Task Administration permission can view and manage all compensation tasks and do not require this permission. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Type - Edit | Grants access to the Compensation Types page to create, edit, inactivate, and delete Compensation Types. This permission is only granted to administrators who have Employee Salary Management – Edit permission. This is an administrator permission. | Compensation - Administration |

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| Compensation Type - View | Grants view-only access to the Compensation Types page. This permission is only granted to administrators who also have Employee Salary Management permission. This is an administrator permission. | Compensation - Administration |

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| Compensation Wage Types - View | Grants ability to view compensation wage types. Administrators with this permission cannot create or edit wage types. Wage types can only be created or activated by contacting Global Customer Support. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Employee Compensation Management - Audit | Grants permission to view the Employee Compensation Modification History page. This is an administrator permission. | Compensation - Administration |

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| Employee Salary Management | Grants access to the Employee Salary Management page to edit, add, and view users' salaries or rates. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Compensation - Administration |

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| Employee Salary Management - View | Grants access to the Employee Salary Management page to view users' salaries or rates. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Compensation - Administration |

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| User Compensation Statement | Grants ability to view and print a user's own current and previous compensation statements. This is an end user permission. | Compensation |

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| Users - View Compensation Currency | Allows view of employees' currency code on the user record. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This is an administrator permission. | Compensation - Administration |

Connect Permissions (Old Connect)

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Connect - View | Enables users to access Connect live feed and profile screens. This is an end user permission.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect Administration | Grants access to create, edit and delete Connect topics, including designating topic moderators, topic availability and posting types allowed within topics. This is an administrator permission.  Note: This permission applies to the legacy version of Connect. | Connect - Administration |

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| Connect Community Management | Enables users to manage Connect communities for which they are designated leaders. This permission should be included in the Connect Community Leader security role, which is dynamically assigned to users who are designated as leaders to one or more Connect communities.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect Preferences - Manage | Enables users to configure Connect preferences. This is an administrator permission.  Note: This permission applies to the legacy version of Connect. | Connect - Administration |

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| Connect Topic Expert | Enables users to answer questions in Connect topics for which they are a designated expert. This permission should be included in the Connect Topic Expert security role, which is dynamically assigned to users who are designated as "experts" for one or more Connect topics.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect Topic Management | Enables users to manage Connect topics which they are designated moderators. This permission should be included in the Connect Topic Moderator security role, which is dynamically assigned to users who are designated as "moderators" for one or more Connect topics.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect User Search | Use of this permission enables you to constrain the people search results within Connect. Without adding a constraint, this permission has no impact to the user. If constrained however, the people found in a Connect search will be limited accordingly.  Note: This permission applies to the legacy version of Connect. | Connect |

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| MyTeam Connect Profile - Manage | Allows manager to view limited Connect data for their direct and indirect reports (or others depending on constraints) via the MyTeam screen. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Connect link is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.Note: This permission applies to the legacy version of Connect. | Connect |

Core Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access FTP Account - View | Grants access to the FTP account landing page where the available accounts are displayed. Currently, this permission cannot be constrained. | Core Administration |

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| Access Partner Authorization - Manage | Grants ability to manage partner authorized access to portal via Partner Access Administration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Announcements - Post | Grants ability to view, create and update/edit announcements that will appear to populations of users via the Welcome Page Inbox widget or Announcements page. This is an administrator permission. | Core |

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| Announcements - View | Grants ability to view announcements created by others, via the Welcome Page Inbox widget or the Announcements page. This is an end user permission. | Core |

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| Authentication Preferences - Manage | Grants ability to configure which credentials are used for authentication/re-authentication purposes throughout the system. This permission works in conjunction with the preferences that are set within each workflow that uses authentication/re-authentication. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Available Languages - Modify | Grants access to choose what languages to which learning objects may be associated when users search for training. This is an administrator permission. | Core Administration |

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| Badge & Point Preferences - Manage | Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration. |

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| Batch Edit Users | Grants ability to modify user records in bulk. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Bypass IP Security Controls | Grants ability to bypass defined IP Security restrictions, allowing user to log in to the portal from IP addresses that are not authorized via the IP Whitelist screen. This is an administrator permission recommended only for system administrators. | Core Administration |

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| Bypass Required Group Preview | When the Group Preview functionality is enabled and the Require Preview Before Saving Edits toggle is enabled in Group Preferences, administrators with this permission can save edits to a Group or publish a draft without generating a preview. Administrators with this permission still have the option to generate a preview.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Edit | Grants ability to access the Capability Models Library and create and edit Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Manage | Grants ability to access the Capability Models Library and create, edit, and deactivate Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Library Builder | Grants ability to import relevant Cornerstone Skills Graph skills based on user profile data and generate skill suggestions via the Skills Library Builder page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Profile - View | Grants the ability to view an employee Skills Profile. Users with this permission may view the Skills Profile for anyone in the organization. However, individual ratings have privacy settings that control visibility within the Skills Profile. This permission cannot be constrained. This is an end user permission. | Core Administration |

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| Capabilities - Skills Quick Start Wizard - Manage | Grants access to the Skills Quick Start Wizard administrator experience, which helps administrators configure and deploy skills within their organization. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Categories | Grants access to the Capability Categories functionality, where administrators can create and manage capability categories. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Edit | Grants the ability to create, edit, and copy capabilities via the Capability Library. Administrators with this permission cannot delete capabilities or change the status of a capability. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Manage | Grants the ability to create, edit, copy, delete, import, and approve capabilities via the Capability Library. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Preferences - Manage | Grants the ability to create and edit expertise levels and rating scales for capabilities via Capabilities Preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Care ? Community | Grants access to the Success Center link in Navigation Tabs and Links. This page enables administrators to use Single Sign On (SSO) to access the Success Center directly from their portal. This is an administrator permission. | Core Administration |

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| Change User Passwords - Administrator | Grants ability to change the portal password of another user. This permission works in conjunction with the Users - View permission. This permission can be constrained by User's Corporation, OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Connect FTP Folders - Manage | Grants ability to connect to an FTP folder from the FTP Account Access page. This permission can be constrained by FTP Account. When constraining this permission, administrators can select any FTP account that has been associated with the portal. The constraints on this permission determine to which FTP accounts the administrator can connect. This is an administrator permission. | Core |

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| Copy Down - Cancel | Allows administrator to access the Copy Down tool, view and cancel copy downs, and subscribe or unsubscribe to email notifications. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Core Features Activation | Grants ability to manage Core Feature Activation Preferences in which administrators can enable and disable certain features. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Corporate Logo List - View | Grants access to select header logo from the corporate list of images. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Corporate Preferences - Manage | Grants the ability to manage Corporate Preferences, which includes several portal-wide settings. This is an administrator permission. | Core Administration |

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| Corporate Preferences: Lockout Preferences - Manage | Grants ability to configure the Lockout Preferences on the Corporate Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Login Page - Manage | Grants the ability to create and edit custom login pages for the portal. Administrators with this permission can also enable or disable a custom login page and identify the default login page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Pages - Manage | Grants access to create and edit custom pages for the portal. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: View Modules | Allows administrator to view the deep links URLs. This is an administrator permission. | Core Administration |

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| Define Fiscal Year | Grants ability to set the fiscal year for aggregating annual training hours completed by users for display on the transcript page. This is an administrator permission. | Core Administration |

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| Display Preferences - Manage | Grants ability to configure Display Preferences, including Navigation Tab theme and settings and header logo displayed to end users. This is an administrator permission. | Core Administration |

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| Display Preferences - Upload Logo | Grants access to upload an image on the Display Preference Page. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Duplicate User Management Preferences - Manage | Grants ability to access and configure management of duplicate records, including parameters used to prevent duplicates. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Email - Edit From Address | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the Allow user to change email address option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |

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| Email Preferences - Manage | Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission. | Core Administration |

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| Employee Recognition Preferences - Manage | Grants ability to create and edit employee recognition awards for use by end users. This is an administrator permission. | Core Administration |

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| Form Completion - View and Edit OU and Employee Relation Fields | Allow users to view and modify organizational unit (OU) and employee relation fields when completing a form that contains the fields. The constraints on this permission determine which fields the user can view and edit when completing a form. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User Subordinates. This is an end user permission. | Core |

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| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Email Administration - View | Grants view only access to email templates/triggers and email logs at the global level for the portal. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Search - People | Grants ability to search for people via Global Search. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting.  Note: In Universal Profile > Bio > Career Preferences, this permission is required for users to search for jobs. | Core |

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| Global Search Preferences - Manage | Grants ability to configure Global Search Preferences. This is an administrator permission. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. By default, this permission is constrained to the organization. | Core Administration |

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| Grades - View | Grants ability to view the Grade Organizational Unit throughout the system, such as in availability drop down selectors, when editing users, etc. Those without this permission do not see the Grade OU on any screen. This is primarily an administrator permission, although organizational policy should determine whether the Grade OU should be visible to end users on reporting screens, etc. | Core Administration |

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| Grant Employee Recognition | Enables users to grant recognition awards to others, using a predefined list of awards created by administrators. This is an end user permission. | Core |

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| Group Preferences - Manage | Grants the ability to access and modify the Group Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Help Link - Manager | Provides access to view the User and Manager topics in online help. This is a manager permission. | Core |

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| Help Link - System Administrator | Provides access to view the User, Manager and System Administrator topics in online help. This is an administrator permission. | Core |

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| Help Link - User | Provides access to view the End User topics in online help. This is an end user permission. | Core |

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| Insights Dashboard | Allows user to access Insights Dashboard. This permission cannot be constrained. | Core |

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| Language Preferences - Manage | Grants ability to set default language for portal/OU and set whether end users may adjust their own portal display language. This is an administrator permission. | Core Administration |

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| Log In Message - Manage | Grants access to create a message that appears upon portal login to all users or a selected group/subset of users. This is an administrator permission. This permission can be constrained by OU and User's OU. | Core Administration |

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| Marketing Email Templates - Manage | Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission. | Core Administration |

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| Marketing Emails - Manage | Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - Manage | Grants the ability to manage the user device information for Multi-factor Authentication. This permission works with the MFA - Admin - User Device - View permission. Administrators can delete devices for user records within their constraints. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - View | Grants the ability to view the user device information for Multi-factor Authentication. Administrators can view the page for user records within their Users - View permission constraints, and additional constraints can be added to this permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Administration - Manage | Grants the ability to view and configure Multi-factor Authentication (MFA). This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| MFA - Administration - View | Grants the ability to view the Multi-factor Authentication (MFA) configuration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| My Account - Manage | Allow users to view and modify their preferences on the My Account screen. The user must have this permission to access My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Devices - Manage | Manage device registrations from My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Preferences - Manage | Grants access to the My Account Preferences page, which allows selection of which custom fields display in My Account by OU. Define whether custom fields appear as read only or are editable, and whether entry is required. Also provides ability to customize the names of the tabs that appear in My Account. This is an administrator permission. | Core Administration |

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| My Account Social - Manage | Grants ability to view and manage third party profile connections on the Social page in My Account. This is an end user permission. | Core |

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| MyTeam - Print | Grants ability to configure and print out a My Team profile. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| MyTeam Comments - Manage | Grants ability for manager (or others depending on constraints) to view Comments previously entered about their direct and indirect reports and also create new comments as well as attach files to comments. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Comments tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Core |

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| MyTeam Search by OU | Grants ability to allow users to search by division and position when viewing MyTeam. The constraints upon this permission determine the OUs that are available within the search. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| My Team/Talent Profile Preferences | Grants ability to set display preferences for the My Team and Talent Profile screens. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Navigation Tabs and Links - Manage | Grants ability to manage Navigation Tabs and Links for the portal. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Organizational Unit Custom Fields - Manage | Grant Access to create and edit custom fields for Org Units. This is an administrator permission. | Core Administration |

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| Org Chart - Preferences | Grants access to the Org Chart Preferences page. This permission cannot be constrained. | Core |

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| Org Chart - View | Grants access to the new Org Chart page for organizations with Cornerstone HR, Succession, or View. This permission can be constrained by OU, User’s OU, Users, User’s Self, User Self and Subordinates, User’s Manager, User’s Superiors, Employee Relationship, User’s Direct Subordinates, User's Subordinates. | Core |

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| Org Chart by Organization - View | Grants access to the Organization tab on the new Org Chart page. This permission cannot be constrained. This permission works in conjunction with the Org Chart - View permission. For users who do not have this permission, the Organization tab will not be available.  Note: This permission pertains to the new Org Chart functionality that is released with the February '17 release. The new Org Chart functionality is only available for organizations with Cornerstone HR, Succession, or View. | Core |

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| OU Group - Manage | Grants the ability to create, copy, and edit custom groups of users without allowing the ability to manage organizational units (OUs). This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - Update | Grants access to edit existing custom groups of users. This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - View | Grants access to view existing custom groups. This permission can be constrained by OU. This is an administrator permission. | Core Administration |

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| OU Hierarchy - Manage | Grants ability to create and update/edit organizational units. This permission grants access to all OU types, both standard and custom. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Password Preferences - Manage | Grants ability to manage Password Preferences, which includes specifying the settings for users to change their own password, or for the system to generate an anonymous password, set the specific password requirements and allowing users to reset password by answering security questions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| People Matrix | Grants access to the People Matrix functionality. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine which users are available in the People Matrix. This is a manager permission. | Core Administration |

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| People Matrix - Manage Preferences | This grants the ability to manage the People Matrix Settings. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Prevent Duplicate Users - Reconcile | Grants ability to view user accounts that have been identified as potential duplicates. Administrators can only view pending user records that were created by administrators who are within the constraints on this permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |

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| Report Delivery Preferences | Provides access to report delivery preferences, which enables administrators to set the preferences related to custom report delivery. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Reset Password and Public Keys - Manage | Grants ability to manage FTP account login password and public keys when applicable. Currently, this permission cannot be constrained. | Core Administration |

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| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Security Health Check - Edit Security Issues | Grants ability to edit security issue settings in the Security Health Check tool and set them to Cornerstone's recommended value. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Security Health Check - View | Grants ability to view the Security Health Check tool. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Self Registration Groups - Manage | Grants ability to create and update/edit self-registration groups, which are configured to make a self-registration page available to people who are not added to the portal via user feed. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Self Registration Groups - View | Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Self-Registration and User Record Custom Fields - Manage | Grants access to manage custom fields for user Self Registration and the user record in Custom Field Administration. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Share Manager/Approver Permissions | Enables managers and approvers to delegate certain types of approvals and MyTeam viewing permissions to others. This permission is only relevant to managers and approvers. | Core |

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| Single Sign On - CSOD Certificate | Grants ability to view, manage, and upgrade SSO certificates and configurations. This is an administrator permission. This permission cannot be constrained. | Core Administration |

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| Skills Profile - Critical Skills - View | Grants the ability to view the Critical Skills table for any user. This permission cannot be constrained. This is an administrator permission.  Administrators must also have permission to access the user's Skills Profile. | Core Administration |

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| SSO Link to Cornerstone Success Center | Grants access to an in-portal link to the Cornerstone Success Center sign in page. This is an administrator permission that should be limited to authorized client users of the Cornerstone Success Center. | Core Administration |

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| Support Information - Manage | Grants ability to manage Support Information, which includes specifying an email address and phone number for end users to contact for portal support. This permission works in conjunction with the Corporate Preferences permission. This is an administrator permission. | Core Administration |

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| Task - View | Grants ability to view assigned tasks via Scheduled Tasks screen and Welcome Page My Tasks widget. This is an end user permission. | Core |

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| Time Zone Preferences - Manage | Grants ability to set default time zone for portal/OU and set whether end users may adjust their own portal time zone. This is an administrator permission. | Core Administration |

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| Training Data Merge - Manage | Grants ability to merge the training records of multiple existing accounts and deactivate one of the accounts, if necessary. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. The applied constraints limit the users that are available to be merged and that are displayed in the History section. This is an administrator permission. | Core Administration |

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| Training Data Merge - View | Grants ability to view past training record merges. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. Which records are displayed in the History section is dependent on creator constraints. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Create Users | Grants ability to access the User Record Administration page and to create new users in the system. When creating a new user, this permission grants the ability to add general information, which includes first name, last name, username, assigned OUs, and custom relationships. The administrator must have additional permissions to add any additional fields. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Edit Users | Grants ability to edit user records in the system. The administrator must have additional permissions to edit specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. Note: This permission DOES NOT grant the ability to view user records in the system. Administrators must have the Universal Profile - User Record - View Users permission in order to view user records. | Core Administration |

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| Universal Profile - User Record - View Users | Grants ability to view user records in the system. Administrators can view the Modification History page for user records within their constraints. The administrator must have additional permissions to view specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| User - Edit Absent Status on My Account Page | Allows user to change absent status on My Account page. This is an end user permission. | Core |

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| User Permission and Constraint Details - View | Grants ability to access the Permissions Constraints Details page for a user. This permission also grants ability to see the Permissions Constraints Details link on the Permissions page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| User Preferences - Core Information: View | Grants ability to view the User Preferences administrator page. This permission does not allow administrators to modify the preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Leave Types: Manage | Grants ability to manage Leave Types on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Reasons for Change: Manage | Grants ability to define and configure Reasons for Change on the User Preferences administrator page, which may be used when modifying the user record. The administrator must also have the User Preferences - Core Information: View permission to access the User Preferences page.  This permission is also required to view and set the Reason for Change field when editing a user record.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Termination Reasons: Manage | Grants ability to manage Termination Reasons on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Statuses: Manage | Grants ability to manage User Statuses on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Types and Subtypes: Manage | Grants ability to manage User Types and Subtypes on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Rating Scales - Manage | Grants ability to manage rating scales for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Rating Templates - Manage | Grants ability to manage feedback templates for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Ratings - Feedback Assignment | Grants ability to assign a feedback request to a specific user. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, User's Self, and User's Direct Subordinates. The constraints on this permission determine which users can be selected in the feedback assignment. | Core Administration |

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| User Ratings - Feedback on specific person | Grants ability to request 360 feedback about a specific user. This permission is intended for administrators, managers, or other leadership roles. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates.  It is recommended to constrain this permission. Managers should be constrained to "User's Direct Reports." Administrators can constrain themselves or others to a diverse pool of potential raters. | Core Administration |

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| User Ratings - Request Others to Provide Feedback on Themselves | Grants ability to request that someone rate themself. This permission is intended for administrators, managers, or other leadership roles. This permission cannot be constrained. | Core Administration |

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| User Ratings - View All Shared Ratings | Grants the ability to view all ratings shared with others in addition to the rater. This permission applies anywhere the ratings are displayed, such as the People Matrix and Skills Profile. This permission is intended for indirect managers or non-managers to view rating data for users over whom they have no oversight. This permission grants access to all OU types, both standard and custom. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine whose shared ratings the person can view. This is a manager permission. | Core Administration |

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| User Ratings - View Ratings and Feedback about Other User | Grants ability to view ratings history and rating details about other people regardless of the visibility settings on the ratings. Grants ability to view the My Feedback Requests page. Administrators with this permission can view all ratings and feedback about all other users, regardless of the visibility settings of the ratings. This permission cannot be constrained.  This permission does not bypass visibility ratings about yourself, which means users cannot use this permission to view ratings provided about themselves that are otherwise not visible to them.  This permission is intended for an administrator or talent partner who needs broad access to all ratings occurring within the portal. | Core Administration |

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| User Ratings | For end users, this permission grants the ability to perform ratings and view ratings. For administrators, this permission is required, along with the specific user rating administration permissions to edit rating scales or templates. This permission cannot be constrained. | Core Administration |

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| User Record Custom Field Configurable Validations - Manage | Grants ability to manage the configurable validations for user record custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. This permission is only available to organizations that are using Cornerstone HR. | Core Administration |

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| User Upload Photo | Enables users to upload their photo to their user record, via the My Account screen. This is an end user permission. | Core |

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| Users - Edit Bypass User Purging | Grants ability to set individual users to bypass user purging on the Edit Users page. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. The availability of this permission is controlled by a backend setting. To enable this functionality, contact Global Customer Support. | Core Administration |

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| Users - Edit Core Information | Grants ability to add users and edit core information on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View and Users - View Core and Edit Custom Fields permissions. This permission cannot be constrained. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Create Users * Users - Edit General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users – Edit Custom Field Information | Grants ability to view and edit the custom fields on a user record. Administrators are only able to edit a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – Edit General Information | Grants ability to edit the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - Edit Local System ID | Enables administrator to modify the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Edit Middle Name | Grants ability to modify the middle name for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Mobile Phone | Grants ability to modify the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Personal Email Address | Enables administrator to edit the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - Edit Prefix | Grants ability to modify the prefix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Secure User Custom Fields - Unmasked | Grants the ability to edit secure user custom field info unmasked. This permission can be constrained by OU, Restrict to User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Applicability | Grants access to manage OU-based Applicability for user record custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Manage Secure User Custom Fields | Grants the ability to manage the setting secure user custom fields. This permission can be restrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Secure User Custom Fields - Masked | Grants the ability to view secure user custom field info masked. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Sensitive Information: Unmasked | Grants ability to view and edit unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view and edit the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Signature | Grants ability to modify the signature font for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Suffix | Grants ability to modify the suffix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit User ID | Enables administrator to modify the User ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Absent Status | Enables administrator to modify the Absent status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Active Status | Enables administrator to modify the Active status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Address | Enables administrator to modify the address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Approver | Enables administrator to modify the specified Approver for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Email | Enables administrator to modify the Email Address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Fax | Enables administrator to modify the Fax number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Language | Enables administrator to modify the portal display language for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Last Hire Date | Enables administrator to modify the Last Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Manager | Enables administrator to modify the assigned Manager for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Original Hire Date | Enables administrator to modify the Original Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Phone | Enables administrator to modify the Phone number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Photo | Enables administrator to upload a photo for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Reconciliation | Enables administrator to modify the Reconciliation status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Required Approvals | Enables administrator to modify the number of required training approvals for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Time Zone | Enables administrator to modify the portal time zone for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Type and Status | Enables administrator to view and modify the type and status information for a user via the User Record. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users – Effective Dating: Manage | Enables administrator to make effective dated changes to the user record. This permission only works when used in conjunction with the Users - Edit General Information permission. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Regex | Grants access to manage OU-based Regex patterns for user custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Unlock Accounts | Grants ability to unlock user accounts that are currently locked. This permission can be constrained by OU, User's OU, User's Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Approver Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned approver. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Core and Edit Custom Fields | Grants ability to view core information on a user record, including first name, last name, username, assigned OUs, custom relationships, and custom fields. This permission also includes the ability to edit any custom fields that are visible to the administrator. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Edit Users * Universal Profile - User Record - View Users * Users - Edit Custom Field Information * Users - View Custom Field Information * Users - View General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users - View Criteria Search | Enables those who can search for and view users via the Admin/User screen to search by OU and Group criteria. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users – View Custom Field Information | Grants ability to view the custom fields on a user record. Administrators are only able to view a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – View General Information | Grants ability to view the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Universal Profile - User Record - View Users permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Local System ID | Enables administrator to view the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - View Manager Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned manager. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Middle Name | Grants ability to view the middle name for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Mobile Phone | Grants ability to view the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - View Modification Details | Grants ability to view the Modification Details on the User Record and view User Audits fields when creating a Reporting 2.0 report. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - View Personal Email Address | Enables administrator to view the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - View Prefix | Grants ability to view the prefix for a user's name via the Admin/User screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Masked | Grants ability to view masked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission cannot view the actual data. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Unmasked | Grants ability to view unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Signature | Grants ability to view the signature font for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. This is an administrator permission. | Core Administration |

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| Users - View Suffix | Grants ability to view the suffix for a user's name via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View User ID | Enables administrator to view the User ID for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Absent Status | Enables administrator to view the Absent status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Active Status | Enables administrator to view the Active status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Address | Enables administrator to view the address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Approver | Enables administrator to view the specified Approver for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Email | Enables administrator to view the Email Address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Fax | Enables administrator to view the Fax number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Language | Enables administrator to view the portal display language for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Last Hire Date | Enables administrator to view the Last Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Manager | Enables administrator to view the assigned Manager for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Original Hire Date | Enables administrator to view the Original Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Phone | Enables administrator to view the Phone number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Photo | Enables administrator to view a photo for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Reconciliation | Enables administrator to view the Reconciliation status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Required Approvals | Enables administrator to view the number of required training approvals for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Time Zone | Enables administrator to view the portal time zone for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Type and Status | Grants ability to view user type and status information on the User Record. This permission cannot be constrained. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |

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| Welcome Page - View | Grants access to view Welcome Page. This permission cannot be constrained. This is an end user permission. | Core |

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| Welcome Page Preferences - Manage | Grants ability to configure the look and feel of the Welcome Page that users see upon logging in to the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Work Force Planning - Administrator | Grants access to the Headcount Planning page. Users with this permission can also create new headcount plans for any part of the organization, as well as create subplans that have been assigned to them. Administrators can only view plans that they have created or to which they were assigned as a Co-Planner or Primary Planner. This is an administrator permission. | Core Administration |

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| Work Force Planning - Cost Model Manager | Allows user to upload and manage costing files and exchange rates for Planning. | Core Administration |

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| Work Force Planning - Owner | Grants owner-level access to plans. Users with this permission can view their assigned plans and can create plans. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Reporting Analyst | Grants reporting analyst-level access to plans. Users with this permission cannot create plans or edit plan metadata. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Subplanner | Grants the ability to complete subplans that have been assigned to the user as a Primary Planner or a Co-Planner. Users with this permission cannot create new headcount plans or view all plans. Within the plans assigned to them, users can assign subplans to their direct reports. | Core Administration |

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| Writing Tools - Manage | Grants ability to activate or deactivate spell checker and inappropriate language filter by module, and create/manage categories for Comment Assistant used in performance tasks. This is an administrator permission. | Core Administration |

Data Load Wizard Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| --- | --- | --- |
| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

eCommerce Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Billing Entity - Manage | Grants ability to add and edit the Billing Entity value for any learning object. This permission can be constrained by OU and User's OU. | eCommerce |

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| Billing Information Preferences | Grants ability to manage which payment options are available to users. Administrators can determine which payment options are available and how the options appear during the configuration process and purchasing process. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| Client Account OU - Manage | Allows administrations to view, create, and edit Client Account organizational units (OU) and manage the Manage Client Accounts page. This is an administrator permission. | eCommerce - Administration |

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| Client Account OU - View | Allows administrations to view Client Account organizational units. This permission can be constrained by OU. This is an administrator permission. | eCommerce - Administration |

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| Coupon Admin - Manage | Provides manage access to Coupon Administration screen, enabling admins to view, add, delete and edit coupons. This permission can be constrained by Provider, ILT Provider, OU, User's OU, and User's LO Availability. This is an administrator permission. | eCommerce - Administration |

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| --- | --- | --- |
| Coupon Admin - View | Provides view only access to Coupon Administration screen, enabling user to view details of existing coupons, but not add, edit or delete coupons. This permission can be constrained by Provider, ILT Provider, OU, User's OU, and User's LO Availability. This is an administrator permission. | eCommerce - Administration |

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| Coupon Preferences - Manage | Grants ability to access and manage Coupon Preferences, where administrators can create and edit pre-defined discount amounts. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| Course Reviews and Ratings - Manage | Grants ability to delete other users' reviews/ratings. This is an administrator permission. | eCommerce - Administration |

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| Course Reviews and Ratings Preference - Manage | Grants ability to configure course reviews and ratings functionality by division. This is an administrator permission. | eCommerce - Administration |

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| Inventory - Manage | Grants ability to purchase multiple learning object licenses with the intent to assign that training to other users at a later time. This permission can be constrained by OU and User's OU. | eCommerce |

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| Inventory - Update | Allows the user to adjust inventory purchases to reduce the total amount of purchased inventory. This is an administrator permission and cannot be constrained. | eCommerce |

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| Inventory - View All | Allows the user to view all inventory purchases for the entire organization on the Inventory Management page, regardless of who purchased the inventory . | eCommerce |

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| Invoice Preferences - Admin | Grants access to Invoice Preferences. This page enables administrators to customize the invoices that users receive. Administrators can create invoices for users in order to meet certain requirements, such as the requirements of a different country. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| My Account Orders - View | Grants ability to view the Orders page in My Account. This permission cannot be constrained. This is an end user permission. | eCommerce |

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| Order History Details - Edit | Grants ability to edit the Order History Details page of My Account, which displays all of the details for orders, including transaction date, transaction ID, payment method, reference number, order status, secondary address, and the details of each item purchased. Users with this permission can edit their own transaction information. This permission can be constrained by User's OU. This is an end user permission. | eCommerce |

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| --- | --- | --- |
| Order History Details - View | Grants access to Order History Details page of My Account, which displays all of the details for orders, including transaction date, transaction ID, payment method, reference number, order status, and the details of each item purchased. This permission cannot be constrained. This is an end user permission. | eCommerce |

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| Payment Account - Modify | Grants ability to create payment profiles to determine the routing of users' payments. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| Price Adjust - Manage | Grants ability to define a custom price for a user in purchase by proxy. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Proxy Checkout | Grants ability to purchase learning objects on behalf of other users. This permission can be constrained by OU and User's OU. The permission constraints determine the users for which the administrator can purchase learning objects. This is an administrator permission. | eCommerce - Administration |

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| Refund Training | Grants ability to issue a refund for a training item while removing it from the user's transcript. This is an administrator permission. | eCommerce - Administration |

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| Shopping Cart Preferences - Manage | Grants ability to configure shopping cart preferences, which allows the administrator configure aspects of the shopping cart page to be viewed by users making shopping cart purchases. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Subscription - Manage | Allows administrations to view, create, and edit Subscriptions and manage the Manage Subscriptions page. This is an administrator permission. | eCommerce - Administration |

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| Subscription OU - View | Allows administrations to view Subscription organizational units. This permission can be constrained by OU. This is an administrator permission. | eCommerce - Administration |

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| Tax Exemption - Manage | Grants ability to manage Tax Exemption and Exemption Certificate on a user record. | eCommerce |

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| Tax Exemption - User Edit | Grants ability to edit Tax Exemption and Exemption Certificate for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| Tax Exemption - View | Grants ability to view Tax Exemption and Exemption Certificate for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| Tax Override - Manage | Grants ability to add and edit the Override value for users in the E-Commerce Information section of the User Record page. This permission cannot be constrained. This is an administrator permission. This permission only works when used in conjunction with the Users - View permission. | eCommerce |

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| Tax Override - View | Grants ability to view the Override value for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| Training Unit Assignment - View | Grants ability to view assignments of training units without being able to add or edit assignments. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Training Unit Assignment | Grants ability to assign a block of training units to an org unit or group and to edit training units once they have been created. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Training Unit Distribution | Dynamically assigned permission which a user receives when designated as a “distributor” of one or more training unit assignments. With this permission the distributor is able to allocate training units to specific users within the target population of the training unit assignment. | eCommerce |

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| Training Unit Preferences | Grants ability to configure certain aspects or behaviors of training units at the organizational or division level. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Training Unit Revocation - Manage | Grants ability to revoke a user's training units granted, via the user administration page. This is an administrator permission. | eCommerce - Administration |

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| Transaction Manager - Manage | Grants ability to access the Manage Transaction page and also create and edit transactions. On the Order History Details page, the administrator can edit the order status, adjust prices, issue refunds, or enter comments. This permission can be constrained by User's OU. This is an administrator permission. | eCommerce - Administration |

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| Transaction Manager - View | Grants ability to view the Manage Transaction page where the administrator can review the transactions that meet their permission constraints. This permission can be constrained by User's OU. This is an administrator permission. | eCommerce - Administration |

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| User Payment Preferences - Manage | Grants ability to manage user payment preferences, which includes determining the payment methods allowed and percentage of overall price that users must pay when purchasing learning content. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| VAT Number - Manage | Grants ability to add and edit the VAT number for users in the E-Commerce Information section of the User Record page. This permission cannot be constrained. This is an administrator permission. This permission only works when used in conjunction with the Users - View permission. | eCommerce - Administration |

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| VAT Number - User Edit | Grants ability to add and edit the VAT number for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| --- | --- | --- |
| VAT Number - View | Grants ability to view the VAT number for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Employee Onboarding Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Employee Onboarding: Manage | Grants ability to manage user onboarding in the Onboarding Dashboard and the Onboarding tab on the Universal Profile. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Employee Onboarding |

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| Employee Onboarding: Manage Onboarding Tasks | Grants the ability to cancel an onboarding task or mark the task as complete. This permission also grants the ability to cancel onboarding workflows after the hire date. |  |

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| Employee Onboarding: View | Grants ability to view the Onboarding Dashboard and the Onboarding tab on the Universal Profile. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Employee Onboarding |

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| Onboarding Integrations - Manage | Grants administrator ability to manage Recruiting and Onboarding Integrations. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Onboarding Navigation Tab - Manage | Grants ability to access and manage Navigation Tabs and Links Extensions in Onboarding. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Onboarding Workflows - Manage | Grants ability to access and manage Onboarding Workflows. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Start Onboarding | Allows user to start the onboarding process from applicant to employee and view onboarding progress from the Applicant Profile. This permission can be constrained by OU and User's OU.  When using the Start Onboarding option on the Applicant Profile page, recruiters must have the Start Onboarding permission and must be able to access the applicant's profile based on their permission constraints for the associated job requisition. | Employee Onboarding |

Engage Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Engage Respondent | Allows a user to receive and participate in Engage campaigns. This permission cannot be constrained. This is an end user permission. This permission cannot be constrained. | Engage |

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| Engage - Administration | Grants access to both the reporting and campaign dashboards in Engage. This permission also grants access to the Engage Library where administrators can create the components of an Engage campaign. This is an administrator permission. This permission cannot be constrained. | Engage - Administration |

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| Engage - Create Campaign | Grants access to the Manage Campaigns page. Users with this permission can create new campaigns. Administrators with this permission can only act on (i.e., edit, copy, recall) campaigns that they have created. The constraints on this permission control who the administrator can select for a campaign in the Availability field. This permission can be constrained by OU or User's OU. | Engage - Administration |

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| Engage - View | Grants access to the Campaign Dashboard. The constraints on this permission control what data is visible to the user on the Campaign Dashboard. This permission can be constrained by OU, User’s OU, User Self And Subordinates, User's Corporation, Group. The data that is visible on the dashboard is controlled by the constraints set on the permission. | Engage - Administration |

Forms Management and Administration Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Form Proxy Completion - Manage | Allows administrator to configure the Proxy Availability settings for a form. These settings determine which users can complete the form on behalf of other users and for which users they can complete the form. This permission can be constrained by OU, User's OU, User, and Employee Relationship. This is an administrator permission. | Forms Administration |

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| Form Self-Service - Manage | Grants access to manage Form Self Service and Self-Service Submissions within Manage Forms. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Administration |

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| Form Task Snapshot - Manage | Grants access to the Form Task Snapshot functionality within Form Task Administration. This permission cannot be constrained. This is an administrator permission. | Forms Administration |

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| Form Task Administration - Manage | Grants access to the Form Task Administration functionality. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Administration |

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| Manage Forms - Manage | Grants access to the Manage Forms functionality. This permission can be constrained by OU and User's OU. This is an administrator permission.  Note: This permission enables access to the Form Management functionality that is part of Cornerstone HR functionality and the Onboarding module. This permission does not grant access to the Training Forms Management functionality. | Forms Management Administration |

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| Question Bank - Manage | Grants access to the Question Bank functionality. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Management Administration |

Learning Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Activate Exempt Reason Preferences | Grants ability to choose which exempt training reasons will be available to choose when requesting exemption from training or when administrator marks a user exempt from completing a learning object. This is an administrator permission. | Learning - Administration |

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| Activate Required Training Requirements Preferences | Grants ability to activate Required Training Requirements by organizational unit. This permission can be constrained by OU and User. When activated, these reasons are available to administrators when assigning training from Learning Assignment Tool (LAT). | Learning - Administration |

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| Activate Session Cancellation Reasons Preferences | Grants ability to activate Session Cancellation Reasons by organizational unit. When activated, these reasons are available to administrators when canceling a session. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Activate Session Withdrawal Reasons Preferences | Grants ability to activate Session Withdrawal Reasons by organizational unit. When activated, these reasons are available to users when withdrawing from a session and to administrators when withdrawing a user from a session. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Activate Training Removal Reasons Preferences | Grants ability to activate Training Removal Reasons by organizational unit. When activated, these reasons are available to administrators when removing training from a transcript. | Learning - Administration |

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| Admin Compliance Dashboard - View | Grants ability to view the new Admin Compliance Dashboard. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Admin Search Preferences - Manage | Grants ability to configure preferences for Global Search and Course Catalog within Search Preferences. The constraints of this permission are inherited from the Global Search Preferences - Manage permission. This is an administrator permission. | Learning - Administration |

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| Approval Template Administration - Manage | Grants ability to manage approval templates that can be applied to learning objects. Defaults must be overridden at the learning object level by those who create and manage them. This permission can be constrained by OU, User's OU, and Training Type. This is an administrator permission. | Learning - Administration |

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| Approval Template Administration - View | Grants ability to view approval templates that can be applied to learning objects. Defaults must be overridden at the learning object level by those who create and manage them. This permission can be constrained by OU, User's OU, and Training Type. This is an administrator permission. | Learning - Administration |

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| Approve Exemption Request | Grants ability to view and respond to pending training exemption requests via the Welcome Page Inbox widget. This is an administrator permission. | Learning - Administration |

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| Approve Training by Approver | Grants ability to approve training requests of those for whom the user is the designated approver. | Learning |

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| Approve Training by Cost Center Approver | Grants ability to approve training requests of those for whom the user is the designated cost center approver. | Learning |

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| Approve Training by Manager | Grants ability to approve training requests of those for whom the user is the designated manager.  Note: Delegating this permission only applies when "Manager" is designated in the Approval Workflow. If the Approval Workflow contains a custom employee relationship - even if the Manager happens to fill that role - the approval will not flow to the delegate. | Learning |

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| Asset Administrator | Grants access to the Asset Administrator, which enables uploading and updating of all image, video and audio files for use in online courses. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| Assign Training | Grants ability to assign learning objects to the transcripts of those for whom the user is the assigned manager, approver or cost center approver. This is a manager/approver permission. | Learning |

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| Assign Training with Constraints | This permission grants any Role, User, or Organizational Unit (standard and custom, including groups) the ability to assign training to other users. This permission, along with its constraints, seamlessly integrates with the existing Assign Training permission. Users with either the new permission or both will be redirected to a new interface and will use the constraints associated with the Assign Training with Constraints permission. This permission can be constrained by the following:   * User's direct subordinates * User's subordinates * Organizational Units (including Groups) - Standard and Custom * Provider * Training Type * Training Item (specific training)   Multiple constraints on the permission between User/OU and LO are treated as AND constraints, whereas constraints between User/OU are treated as OR constraints. | Learning - Administration |

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| Assignment Tool - Bypass User Payment | Grants ability to bypass user payment when creating a Learning Assignment. When user payment is bypassed, users are automatically registered into the training regardless of whether or not payment is required. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Delete Draft | Grants ability to delete any draft learning assignment. This includes drafts that were submitted for override, drafts created by self, or any other unneeded drafts created by other administrators. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission.  Administrators can only delete drafts that were created by administrators who are within the constraints on this permission. | Learning - Administration |

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| Assignment Tool - Dynamic Reassignment | Grants ability to enable/disable Dynamic Re-assignment for an assignment after submission. When Dynamic Re-assignment is enabled, users that meet the User Criteria again (after previously being dynamically removed) are re-assigned. This permission is dependent on the Assignment - Standard, Dynamic - Standard and Dynamic, and Dynamic Assignment - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Dynamic Removal | Grants ability to enable/disable Dynamic Removal from within the Learning Assignment create workflow and/or the Assignment Summary page. When Dynamic Removal is enabled, users that no longer meet the User Criteria are removed from the Learning Assignment. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Edit Assignment Due Date | This permission grants the administrator the ability to edit the due date of dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by the following:   * OUs​ * User’s OUs​ | Learning - Administration |

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| Assignment Tool - Edit Assignment Title | This permission grants the administrator the ability to edit the title of both standard and dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by the following:   * OUs​ * User’s OUs​ | Learning - Administration |

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| Assignment Tool - Edit Required Training TAG and reason | Grants the administrator the ability to edit the Required Training reason and TAG of dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by OU and User's OU. | Learning - Administration |

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| Assignment Tool - Email Settings - Manage | Grants ability to manage email settings when creating a Learning Assignment. This includes the ability to select all four email settings, set up Custom Emails (create new emails and set existing emails as active/inactive), set up Ad-Hoc Emails, and enable/disable Assign Training and Register Training email triggers when Training Specific Emails is selected. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. If this permission is constrained, then only users within the constraints will receive the emails. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Email Settings - View | Grants ability to view and select email settings when creating a Learning Assignment. This includes the ability to select Training Specific Emails, Custom Emails, or No Emails but does not grant ability to manage the actual Email Settings (cannot configure Custom Emails or Ad-Hoc Email and cannot enable/disable Assign Training and Register Training email triggers when Training Specific Emails is selected). This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. If this permission is constrained, then only users within the constraints will receive the emails. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Force Removal | Grants ability to force the removal of training assigned by a standard or dynamic learning assignment on the Assignment Summary page. This is an administrator permission. This permission can be constrained by OU and Users, and the user can be limited to only being able to use this functionality for assignments they created. | Learning - Administration |

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| Assignment Tool - Restrict to Users' LO Availability | This permission does not grant ability to any specific functionality and can only be constrained by Users' LO Availability. If this permission is constrained, then the user creating the Learning Assignment can only select and assign training that is within the users own availability. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Standard | Grants ability to create Standard (one-time) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to and view assignments created by users within the constraints. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Standard and Dynamic | Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to and view assignments created by users within the constraints. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Standard and Dynamic - Recurrence | Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. Also grants ability to enable/disable Recurrence when creating a Dynamic Learning Assignment. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to and view assignments created by users within the constraints. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Submit Draft | Grants ability to create and submit a learning assignment that exceeds the High User Count threshold even if the Restrict Submission toggle is enabled in Assignment Tool Preferences. Administrators with this permission can also resume and submit a draft learning assignment that was created by another administrator that exceeded the High User Count threshold. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission.  Administrators can only submit learning assignments that were created by administrators who are within the constraints on this permission. | Learning - Administration |

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| Assignment Tool - Training Start Date | Grants ability to configure a Training Start Date when creating a Standard Learning Assignment. The Training Start Date is the date that users will be able to start the training. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - View all Drafts | Grants ability to view any learning assignment draft. This includes both drafts that need an override and drafts created by other administrators.​ This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission.  Administrators can only view drafts that were created by administrators who are within the constraints on this permission. | Learning - Administration |

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| Assignment Tool Preferences | Grants access to Assignment Tool Preferences where an administrator can activate the new Assignment Tool and configure the processing options and settings to create Learning Assignments. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Attachments in Transcript - Manage | Grants ability to upload new attachments and delete existing attachments for LOs on a user's transcript. Users with this permission are automatically granted permission to view attachments. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's self, User's ILT Provider, ILT Provider, and Instructor. | Learning Administration |

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| Attachments in Transcript - View | Grants ability to view attachments that have been uploaded for LOs on a user's transcript. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's self, User's ILT Provider, ILT Provider, and Instructor. | Learning |

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| Browse for Training Preferences - Manage | Grants ability to configure the Browse for Training features, including which subjects appear in the Browse for Training widget. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Browse For Training | Grants access to the Browse For Training Page. This is an end user permission. | Learning |

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| Bulk Training Removal - Manage | Grants ability to bulk remove training from users’ transcripts. This permission can be constrained by OU and User's OU. Creator constraints also apply. This is an administrator permission. | Learning - Administration |

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| Certification - Bulk Approval - Manage | Grants the ability to bulk approve certification approval requests. If the administrator or certification owner does not have this permission, the Approve button for bulk approval will not display on the Manage Pending Requests page. This permission can be constrained by OU and User’s OU. This is an administrator permission. | Learning - Administration |

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| Certification - Categories Admin | Grants administrators ability to manage certification categories. This is an administrator permission. | Learning - Administration |

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| Certification - Enroll Certified | Grants administrator ability to enroll certified users into a certification. This is an administrator permission. | Learning - Administration |

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| Certification - Family Admin | Grants administrators ability to manage certification families. This is an administrator permission. | Learning - Administration |

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| Certification - Manage | Grants administrators ability to manage certifications. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Certification - Owner | Grants user ability to act as the certification owner, which enables them to view and approve requests for the certification, manage users in the certification, and edit the due date/expiration date for users in the certification. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Certification - Update Credit | Grants administrator ability to update the number of acquired credits on a user's certification progress report page. This also enables administrators or users to "certify" users by adjusting the number of credits received. This is an administrator permission. | Learning - Administration |

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| Certification - User View | Grants users ability to view their certifications via the transcript screen and also alters the look and feel of the transcript screen, displaying user photo and navigation bar to toggle between learning transcript and certifications. This permission can be constrained by OU and User's OU. This is an end user permission. | Learning |

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| Citrix Portal Preferences - GotoMeeting - Manage | Grants ability to manage GotoMeeting Preferences within Citrix Portal Preferences. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Cohort Roster - Email Registered Users | Grants ability to send a custom email message to all students listed on the roster for a cohort. An additional link appears on the Cohort Roster page for sending such messages. This is an administrator permission. | Learning - Administration |

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| Cohort Roster - Manage | Grants ability to manage cohort rosters. A variety of other features are available depending upon additional roster permissions. This permission works in conjunction with Cohorts - Manage or Cohorts - Edit permissions and the Cohort Roster - View permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Cohort Roster - View | Grants view-only access to cohort rosters. This permission works in conjunction with the Cohorts - Manage or Cohorts - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Configure External Training | Grants ability to configure external training preferences at global/OU level. This is an administrator permission. | Learning - Administration |

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| Content Launching Preference - Manage | Grants ability to configure Content Launching Preferences which defines how online course content launches on users' desktops. These preferences allow administrators to delineate the data encryption associated with the course launch and how the system is to react to plug-ins (e.g., Shockwave). This permission can be constrained by OU, User's OU, or User's Corporation. This is an administrator permission. | Learning - Administration |

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| Content Licenses - Manage | Grants ability to assign or remove available LCMS licenses to/from users. When a content license is assigned, the user is able to create and/or publish online courses (if they also have appropriate LCMS permissions assigned). This is an administrator permission. | Learning - Administration |

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| Content Request Preferences - Manage | Grants ability to set learning Content Requesting Preferences, which enables administrators to configure whether a manager or approver can assign a training item to their subordinates even if their subordinates are not within the training item's availability. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Course Catalog - Manage Screen Resolution | Grants ability to manage screen resolution for courses at the learning object level, via the course catalog. This permission works in conjunction with the Course Catalog - Update permission. This is an administrator permission. | Learning - Administration |

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| Course Catalog - Update | Grants ability to manage and edit training items listed in the Course Catalog and also grants access to the Course Console, where training can also be managed and edited. This permission also grants access to the Popular Requests and Highest Rated widgets on the Learning Admin Console (in conjunction with the Learning Admin Console - View permission). This permission also allows administrators to reversion online courses via the Course Console page. This permission also allows administrators to access an Edit Training option for training items included as objectives in Development plans.  This permission can be constrained by OU, User's OU, Training Type, Training Item, Provider, ILT Provider, User's ILT Provider, User, User Self and Subordinates, and User's LO Availability. This is an administrator permission.  Note: Adding an OU constraint and a provider constraint to this permission results in an "AND" statement. | Learning - Administration |

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| Course Catalog - View | Grants access to view the learning objects in the course catalog and enables administrators to view the Course Console and the Popular Requests and Highest Rated widgets on the Learning Admin Console (in conjunction with the Learning Admin Console - View permission). This permission can be constrained by OU, User's OU, Training Type, Training Item, Provider, ILT Provider, User's ILT Provider, and User's LO Availability. This is an administrator permission.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement. | Learning - Administration |

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| Course Code -Edit | Grants ability to edit Training Course Codes. This is an administrator permission. | Learning - Administration |

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| Course Code - Manage | Grants ability to access and manage the Course Code Preferences. This is an administrator permission. | Learning - Administration |

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| Course Code - View | Grants ability to view Training Course Codes. This is an administrator permission. | Learning - Administration |

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| Course Publisher | Grants access to LCMS Course Publisher, which enables upload and publishing of SCORM and AICC compliant online courses, created either in the LCMS Course Builder, or from a third party course building tool. Administrators must also be granted a content license from the Manage Licenses page. This is an administrator permission.  After Content Publisher is activated in the system, users with this permission are automatically granted the permissions to upload and publish online classes via the Content Publisher, and also the permission to view the Upload History page. | Learning - Administration |

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| Course Publisher Update | Grants ability to update existing online training courses previously published via the course publisher. Administrators must also be granted a content license from the Manage Licenses page. This is an administrator permission.  With the Oct '17 release, after the Content Publisher is activated in the system, users with this permission are automatically granted the permission to modify online classes. | Learning - Administration |

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| Create Tool Admin | Grants the administrators access to Create Tool. Administrators must also have the Create Tool permission. Administrators can manage content created by anyone in the organization. This permission cannot be constrained. | Learning |

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| CSV Bulk Certification Removal - Manage​ | Grants administrators access to the Certification Removal Tool. The Certification Removal tool can be used to remove users from a certification in bulk.  This permission can be constrained by the following: Restrict to User’s Organization Units,​ Restrict to Custom Organizational Units​, Restrict to Organizational Units​, Restrict to Groups.  Any constraints on this permission are applied to the jobs displayed on the Certification Removal Tool job page. The constraints do not apply to the users included in the CSV file.  Constraints Example: Admin A is part of Division A and has this permission constrained to Division: Division B. Admin A would see any certification removal jobs that they created AND any certification removal jobs that were created by administrators that are in Division B. | Learning - Administration |

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| Currency Conversion Rate Preferences | Grant Access to Conversion Rate Preferences, which enables setting currency conversion rates for all currencies supported in the portal. The combination of each column places settings that will be applied to the system where pricing and transactions are involved. This is an administrator permission. | Learning - Administration |

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| Currency Preferences - Manage | Grants access to Currency Preferences screen and Currency Conversion Rates screen for purposes of billing for learning objects. This permission works in conjunction with the User Payment Preferences permission. This is an administrator permission. | Learning - Administration |

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| Curricula Admin - Manage | Grants ability to create new and edit/update existing curricula. This permission can be constrained by OU, User's OU, Provider, and User's LO Availability. This is an administrator permission.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement.  Tip: Do not constrain this permission to your entire corporation; it can cause long page load times and timeout errors. Applying this constraint is functionally the same as leaving the permission unconstrained, but omitting this constraint does not cause the system to do the unnecessary constraint checks as in the former scenario. | Learning - Administration |

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| Curricula Preferences | Grants ability to configure Curricula Preferences, which grants the ability to allow or disallow the same learning object (LO) from being added to multiple recurring curricula. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Curricula Version - Manage | The constraints on this permission determine for which users the administrator can assign a new version of a curriculum when reversioning the curriculum. This permission works in conjunction with the Curricula Admin - Manage permission. The constraints on this permission determine for which users the administrator can assign a new version of a curriculum when reversioning a material that is contained within a curriculum. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Learning - Administration |

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| Curriculum Admin - View | Grants view only access to curriculum details via Curriculum Administration screen. Does not include ability to view details of users enrolled in curricula. This permission can be constrained by Provider, OU, User's OU, and User's LO Availability.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement.  Tip: Do not constrain this permission to your entire corporation; it can cause long page load times and timeout errors. Applying this constraint is functionally the same as leaving the permission unconstrained, but omitting this constraint does not cause the system to do the unnecessary constraint checks as in the former scenario. | Learning - Administration |

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| Curriculum Owner | Grants ability for those designated as owner of one or more existing curricula to make edits/updates to those curricula. This is an administrator permission. | Learning - Administration |

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| Curriculum Player Options | Grants ability to enable Curriculum Player feature via the General step when creating or editing a curriculum. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Curriculum Worksheet Manager | Grants ability to manage curriculum worksheets and modify users' curriculum requirements. This is an administrator permission. | Learning - Administration |

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| Custom Certificate Management | Grants ability to create custom certificates of completion for training. This permission can be constrained by OU and user's OU. This is an administrator permission. | Learning - Administration |

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| Default Approval Requirements by Training Type | Grants ability to set Default Approval Requirements by Training Type that apply when users request training. Defaults may be overridden at learning object level by those who create and manage the learning objects. This is an administrator permission. | Learning - Administration |

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| Default Training Completion Signature Preferences | Grants ability to manage Default Training Completion Signature preferences at the portal level. This enables the administrator to set the default setting for whether an electronic training completion signature is required. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Default Training Image Preferences | Grants access to Default Training Image Preferences page where an administrator can configure custom default images for training by type. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Display all Training Custom Fields | Enables display of all training custom field values including blank fields when viewing details of training on transcript. Without this permission, the custom field will only appear if it is populated with a value. This is an end user permission. | Learning |

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| Edit Online Course Providers | Grants ability to edit the Provider field for an online course via the Course Catalog and Course Console. User must also have permission to view the Course Catalog. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Edit Transcript Items | Grants ability to modify training due dates, statuses, and scores on other user's transcripts (training records) when viewing training details for particular learning objects on the transcript. User must also have permission to add external training in order to add or edit another user's external training. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Self.  Note: Users with this permission also will also see the Add SF-128 link on the transcript. | Learning - Administration |

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| Emails by Learning Object - Manage | Grants access to create, edit and delete custom email templates/triggers at the learning object level. When viewing Course Console, this permission also grants ability to view and manage email triggers at the LO level. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| Emails by Learning Object - View | Grants access to view custom email triggers at the learning object level. When viewing Course Console, this permission also grants ability to view email triggers at the LO level. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| Enable Curricula Auto-Launch Option | Grants ability to enable the curricula auto-launch feature via the Structure step when creating or editing a curriculum. This is an administrator permission. | Learning - Administration |

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| Equipment Requests - Manage | Grants ability to approve or deny requests for use of Resources for instructor led training sessions. User must also be designated as resource owner to approve the request. | Learning - Administration |

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| Evaluation Defaults - Modify | Allows admin to define the default level 1, level 2 and level 3 evaluations. | Learning - Administration |

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| Evaluation Preferences - Manage | Grants ability to manage Evaluation Preferences, which includes configuring options for each evaluation level and defining the default Likert scale used for evaluation questions. This is an administrator permission. | Learning - Administration |

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| Events - Create | Grants ability to create new instructor led training events. This permission works in conjunction with Events - View permission. This permission can be constrained by OU, User's OU, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Events - Edit | Grants ability to edit/update existing instructor led training events. This permission works in conjunction with Events - View permission. This permission can be constrained by OU, User's OU, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Events - View | Grants view-only access to instructor led training events, enabling the user to view all details/options that were selected when the event was created. This permission can be constrained by OU, User's OU, User's ILT Provider, and ILT Provider. This is an administrator permission. | Learning - Administration |

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| Events Calendar | Grants access to view Events Calendar page. This permission also makes the Event Calendar button on the Learning Search page visible. This is an end user permission. | Learning |

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| Exceptions - Manage | Grants ability to approve or deny Instructor Led Training Exception requests (e.g. availability exceptions, pre-requisite exceptions). This permission works in conjunction with the Event - View and Exceptions - View permissions. This is an administrator permission. | Learning - Administration |

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| Exceptions - View | Grants view-only access to instructor led training exception requests, via the ILT Events and Session screen. This permission works in conjunction with the Events - View permission. This is an administrator permission. | Learning - Administration |

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| Exempt Reason Preferences | Grants ability to create and edit/update bank of Training Exempt Reasons that can be used across the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Express Class - Create Material | This permission controls whether a user can create a material training item via Express Class. This permission cannot be constrained. Materials created via Express Class will be visible within Material Administration and Course Catalog, but by default, end users cannot search for them. To make materials created via Express Class searchable, the administrator can set availability for the material within the Course Catalog after the new material has been created. | Learning - Administration |

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| Express Class - CSV Upload | This permission grants the ability to upload CSV files for attendees included in an Express Class. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. This is an end user permission. | Learning - Administration |

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| Express Class - Manage | Grants the ability to create and add users to an Express Class for a facilitated training session. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. This is an end user permission. | Learning - Administration |

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| Express Class Preferences | Grants ability access the Express Class Preferences page, which allows administrators to set a default provider for material training items created through Express Class. | Learning - Administration |

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| Express Class - View Training | Grants ability to select training via Express Class. This permission can be constrained by any of the following criteria, but keep in mind that adding an OU constraint and a training-related constraint to this permission results in an "AND" statement:   * User's ILT Provider * User's Self * User's LO Availability * User's Subordinates * User's Corporation * User's Division * User's Position * User's Grade * User's Cost Center * User's Location * User's Group * User's Self Registration Group * Provider * Training Type * ILT Provider * User * Training Item * Division * Position * Grade * Cost Center * Location * Group * Self Registration Group | Learning - Administration |

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| External Training - Add | Grants a user the ability to add or edit their own external training. When viewing another user's transcript, the user must also have permission to edit transcript items in order to add or edit the user's external training. This permission cannot be constrained. This is an end user permission. | Learning |

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| Facilities - Create | Grants ability to create new facilities (locations) via ILT/Facilities and Resources. This is an administrator permission. | Learning - Administration |

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| Facilities - Update | Grants ability to edit/modify existing facilities (locations) via ILT/Facilities and Resources. This is an administrator permission. | Learning - Administration |

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| Facilities - View | Grants view-only access to existing facilities (locations) and their details, from the ILT Facilities and Resources screen. This is an administrator permission. | Learning - Administration |

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| Facility Requests - Manage | Grants ability to approve or deny Facility Requests for instructor led training sessions. ILT sessions remain in a "pending" status until the facility (location) owner approves use of the facility for the session, when approval is required. User must also be designated "owner" of the facility (location). This permission works in conjunction with Facilities - View permission. This is an administrator permission. | Learning - Administration |

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| Facility Requests - Update | Grants ability to approve or deny requests of Facilities for instructor led training sessions. User must also be designated as facility owner to approve the request. | Learning - Administration |

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| Facility Requests - View | Grants view-only access to instructor led training session Facility Requests. This is an administrator permission. | Learning - Administration |

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| Global Search – Certifications | Grants ability to search for certifications via Global Search. This permission cannot be constrained. This is an end user permission. The availability of this permission is controlled by a backend setting. | Learning |

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| Global Search - Training | Grants ability to search for training via Global Search. This permission also grants users the ability to view Subjects in Learner Home. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting. | Learning |

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| ILT Evaluations - Print | Grants ability to print evaluations at the session level for any session within the permission constraints. This permission can be constrained by Instructor, ILT Provider, User's ILT Provider, and User as Instructor. This is an administrator permission. | Learning - Administration |

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| ILT Evaluations - Update | Grants ability to configure training evaluation settings at instructor led training event or session level, including choosing which evaluation template to use, and indicating whether an evaluation is active and required for the event or session. This is an administrator permission. | Learning - Administration |

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| ILT Evaluations - View | Grants ability to view evaluation questions and user responses to those questions for evaluations associated with instructor led training events and sessions. This permission works in conjunction with Events - View permission. This is an administrator permission. | Learning - Administration |

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| ILT Preferences - Manage | Grants ability to configure a variety of default settings that apply to new instructor led training events and sessions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| ILT Schedule Part Occurrence | Allows the admin to create more than one ILT session schedule part at the same time using a part occurrence schedule wizard. This is an administrator permission. | Learning - Administration |

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| ILT Vendors - Create | Grants ability to create new training Vendors (Providers). This permission works in conjunction with the Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| ILT Vendors - Update | Grants ability to edit/update existing training Vendors (Providers). This permission works in conjunction with the Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| ILT Vendors - View | Grants view only access to instructor led training vendors (providers), via the ILT Vendors and Instructors screen. This is an administrator permission. | Learning - Administration |

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| ILT - Batch Create Sessions | Allows the admin to create more than one ILT session at the same time using a session schedule wizard. This is an administrator permission. | Learning - Administration |

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| Import Assets | Grants ability to Import Assets, which enables uploading updating of image, video and audio files for use in online courses. Can view and update assets imported by others if those assets are designated as editable by anyone. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| Instructor Requests - Manage | Grants ability to approve or deny instructor requests for ILT sessions. This permission works in conjunction with the Vendors - View, and Instructor Requests - View permissions. This is an administrator permission. | Learning - Administration |

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| Instructor Requests - View | Grants view-only access to instructor led training session Instructor Requests, via the ILT Vendors and Instructors screen. This permission works in conjunction with the Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| Instructors - Create | Grants the ability to add new instructors for Instructor Led Training Vendors. This permission works in conjunction with the Vendors - View, and Instructors - View permissions. This is an administrator permission. | Learning - Administration |

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| Instructors - Update | Grants ability to edit/update existing instructors for Instructor Led Training Vendors. This permission works in conjunction with the Vendors - View, and Instructors - View permissions. This is an administrator permission. | Learning - Administration |

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| Instructors - View VILT Details | Allows user to see host ID and password for VILT site. This is an administrator permission. | Learning - Administration |

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| Instructors - View | Grants view-only access to ILT instructors via the ILT Vendors and Instructors screen. This permission works in conjunction with Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| Interest Tracking - Manage | Grants ability to manage Interest Lists for instructor led training events, including adding and removing users from interest lists. This permission works in conjunction with Events - View, and Interest Tracking - View permissions. This is an administrator permission. | Learning - Administration |

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| Interest Tracking - View | Grants view-only access to instructor led training Interest Lists, via the ILT Events and Sessions screen, enabling the user to view the Interest Lists for various ILT events. This permission works in conjunction with the Events - View permission. This is an administrator permission. | Learning - Administration |

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| Knowledge Bank - View | Grants access to view Knowledge Bank. This is an end user permission. | Learning |

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| Knowledge Bank Administration | Grants ability to create new Knowledge Bank topics and edit existing topics, including designating topic managers and setting availability for each KB topic. This is an administrator permission. | Learning - Administration |

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| Knowledge Bank Topic Expert | Grants ability to post answers to questions posted to topics for which the user is designated as Topic Expert. Only Topic Experts may respond to Q&A posts in Knowledge Bank topics. | Learning |

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| Knowledge Bank Topic Manager | Grants ability to add postings to Knowledge Bank topics for which the user is designated as Topic Manager. Also grants ability to specify experts, require posting approval and modify key words for those topics. | Learning |

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| Launch Curriculum Player | Grants users the ability to launch a curriculum in the curriculum player view if the curriculum player option is enabled for the particular curriculum. This is an end user permission. | Learning - Administration |

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| LCMS Course Administrator | Grants ability to create and manage online training courses using modules created in the Module Builder. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Create Courses | Grants ability to create online training courses using modules created in the Module Builder. Can view and copy courses created by others. Can edit courses created by others if appropriate setting is activated by creator. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Create Modules | Grants ability to create online training course modules that are used in the course builder to create a custom online course. Can view and copy modules created by others. Can edit modules created by others if appropriate setting is activated by the creator. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Design Templates - Manage | Grants ability to create and edit design templates for use in building online training modules and courses in the LCMS. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Module Administrator | Grants ability to create and view/update all online training course modules that are used in the course builder to create a custom online course. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| Learner Home | Grants access to the Learner Home and the Learning Search page. This is an end user permission. This permission cannot be constrained. | Learning |

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| Learner Home Preferences | Grants access to the Learner Home Preferences, where the administrator can configure the arrangement of content on Learner Home, as well as other settings. This permission also grants access to the Learning Search Preferences page, where the administrator can configure Learning Search options. This permission can be constrained by organizational unit (OU) and User's OU. This is an administrator permission. | Learning - Administration |

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| Learning Badge - View | Grants ability to view the Badge field on the Learning Details page and the Training Completion page. This permission cannot be constrained. | Learning |

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| Learning Points - View | Grants ability to view the Points field on the Learning Details page and the Training Completion page. This permission cannot be constrained. | Learning |

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| Learning Preferences | Grant access to Learning Preferences. This permission must be combined with other permissions in order for specific preference links to appear. This is an administrator permission. | Learning - Administration |

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| Level 1 Evaluation Administration | Grant Access to create and manage level 1 (reaction) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 1 Evaluations - Manage | Grants ability to create and edit Level 1 (Reaction) learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 1 Evaluations. This permission works in conjunction with the Level 1 Evaluation Administration, Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 2 Evaluations - Manage | Grants ability to create and edit Level 2 learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 2 Evaluations. This permission works in conjunction with the Level 2 Evaluation Administration (knowledge and scored), Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 2 Knowledge (Non-Scored) Evaluation Administration | Grant Access to create and manage level 2 knowledge (non-scored) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 2 Scored Evaluation Administration | Grant Access to create and manage level 2 (scored) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 3 Evaluation Administration | Grant Access to create and manage level 3 (behavior) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 3 Evaluation - Manage | Grants ability to create and edit Level 3 (Behavior) learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 3 Evaluations. This permission works in conjunction with the Level 3 Evaluation Administration, Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Library Administration - Manage | Grants access to Library Administration screen, which enables administrators to create and manage libraries within the system. Only non-Cornerstone online courses can be added to a library. This is an administrator permission. | Learning - Administration |

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| Local Network Player - Download Courses from Catalog | Grants access to the Download Network Player link in Course Catalog. Also, grants access to download courses to the local network from the Course Catalog. Users must also have permission to access the Course Catalog. A user can download any course to which the user has permission to view within the Course Catalog. This permission is controlled by a backend setting. This permission is recommended for end users of the LMS, local trainers, and LMS administrators. | Learning |

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| Local Network Player - File Download Link - View | Grants access to the Download Network Player link in Course Catalog and on the Transcript. Users must also have permission to access the Course Catalog. This permission cannot be constrained. This permission is recommended for local trainers who deliver course content remotely. This is an end user and local trainer permission. If the user no longer needs to view the download link after installation, this permission can be removed for those users. | Learning |

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| Local Network Player - Launch Courses Offline Through the Network Player | Enables users to see the Launch Locally link on their transcript for courses that have been downloaded and can be launched through the local network. This permission cannot be constrained. This permission is recommended for end users of the LMS. | Learning |

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| Local Network Player - Set Network Player Download Paths Preference | Grants ability to set the preference that allows administrators to set the download paths to which users can choose to download courses. This permission is controlled by a backend setting. This permission can be constrained by OU or User's OU. This permission is recommended for local trainers and LMS administrators. | Learning |

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| LO Attachments - Manage | Grants ability to upload attachments to learning objects. Administrators with this permission are automatically granted the LO Attachments - View permission. This permission can be constrained by User's ILT Provider, Provider, and ILT Provider. This is an administrator permission. | Learning - Administration |

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| LO Attachments - View | Grants ability to view the learning object attachments that are set to be available to administrators. This permission can be constrained by User's ILT Provider, Provider, and ILT Provider. This is an administrator permission. | Learning - Administration |

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| LO Completion Approvals - Manage | Grants ability, when editing a learning object via the course catalog, to specify number of approvals required when a user attempts to mark the learning object complete. This permission works in conjunction with the Course Catalog - Update permission. This is an administrator permission. | Learning - Administration |

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| LO Required Approvals - Manage | Grants ability, when editing a learning object (LO) via the course catalog, to specify number of approvals required when users request that learning object. When viewing the Course Console, this permission also grants the ability to view the number of training approvals a user must receive when requesting the LO. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This is an administrator permission. | Learning - Administration |

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| Manage Custom Payment Types - Manage | Grants access to the Manage Custom Payment Types page. As a best practice, this page should only be accessed and modified by Cornerstone. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Mark Training Complete | Grants ability to mark learning objects complete for other users, via the training details page when viewing the learning object from the user's transcript. This permission does not grant ability to mark a user's learning object complete from their Transcript page. This permission can be constrained by OU, User's OU, User, User's Self, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Mark Transcript Exempt | Grants ability to exempt users from a learning object, using the "Mark Exempt" link on the top right corner of the target user's Transcript/Training details page. This permission can be constrained by OU, User's OU, and User's Subordinates. This is an administrator permission.  With the May '17 release, this permission also applies to prerequisites, pre-work, and post-work. Users without this permission cannot mark any training type exempt for a user. | Learning - Administration |

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| Material Management - View Users | Grants ability to view all users who have any version of the material on their transcript. Administrators with this permission can also access the transcript of enrolled users. This permission works in conjunction with the Materials Management permission. This permission can be constrained by OU, User's OU, and Provider. The constraints on this permission determine for which materials the administrator is able to view users and which users the administrator is able to view on the Enrolled Employees page. This is an administrator permission. | Learning - Administration |

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| Material Version with Append - Manage | Grants ability to create versions of a material. This permission works in conjunction with the Materials Management permission. This permission can be constrained by OU, User's OU, and Users.  This permission only applies to organizations that are using Versioning with Append for materials. | Learning - Administration |

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| Material Version - Replace Only - Manage | Grants ability to assign a new version of a material to a user. The constraints on this permission determine to which users the administrator can assign a new version of a material. This permission works in conjunction with the Materials Management permission. Without this permission, administrators cannot upload new material source files. This permission can be constrained by OU, User's OU, and Users. This is an administrator permission.  This permission only applies to organizations that are using Simplified Versioning for materials. | Learning - Administration |

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| Materials - Add Type | Grants ability to add and edit Material learning object types. This permission works in conjunction with the Materials Management permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Materials Management | Grants ability to view the Material Administration page and create, edit, and copy materials. Once created, these "materials" can be managed like other learning objects via the course catalog. This permission can be constrained by OU, User's OU, and Provider. The constraints on this permission determine which materials the administrator is able to view, edit, copy, and create. This is an administrator permission. | Learning - Administration |

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| MyTeam Certifications - Manage | Enables managers To view details of direct and indirect reports' (or others depending on constraints) certifications (old designations module - retired May 2019). This permission can be constrained by OU, User's OU, and User's Direct Reports. This is primarily a manager permission. The permission constraints determine for which users the Certifications tab is available when viewing a user in My Team.  Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role.  Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Learning |

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| MyTeam Transcript - Manage | Enables managers To view details of direct and indirect reports' (or others depending on constraints) to view transcripts (training records). This permission can be constrained by OU, User's OU, User's Direct Reports, User, User's Self, and User Self and Subordinates. The permission constraints determine for which users the Transcript tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Learning - Administration |

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| Offline Learning - Download application file from Transcript | Grants ability to view the Download Offline Learning link on the transcript. This is an end user permission. | Learning - Administration |

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| Offline Player Network Learning - Flag courses to be available Offline from a network location | Grants administrators the ability to designate online courses as available to be completed offline a network location using the Offline Network Player. This designation is done via the Course Catalog. This permission is only available if the Offline Network Player is enabled. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Offline Player Network Learning - Launch courses from a network location | Grants end users the ability to access and utilize the Offline Network Player. This permission is only available if the Offline Network Player is enabled. This permission cannot be constrained. | Learning |

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| Offline Player Network Learning - Manage download courses and sync users' data | Grants administrators the ability to download courses in order to be launched from a local network location. This permission also grants administrators the ability to sync users' data. This permission is only available if the Offline Network Player is enabled. This permission can be constrained by OU, User's OU, User, User's Self, User's Direct Reports, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Old Offline Player Administration | Enables the administrator to select which learning objects are available for use with the old Offline Player via the Course Catalog. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Old Offline Player | Enables the user to access to the old offline player functionality. Users with this permission can download courses to the old offline player as well as upload training results from the old offline player. Without the permission, users cannot see the link on the transcript page to retrieve the offline player key, they cannot log in to the offline player, and no uploaded results are accepted. This permission cannot be constrained. This is an end user permission. | Learning |

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| Online Class - Download Files | Grants access to the download option in Course Console for administrators to download Online Class zip files. | Learning - Administration |

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| On the Job Training - Edit | Grants ability to edit the On the Job Training section in Material Administration. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| On the Job Training - Manage | Grants access for Observers to record On the Job Training (OJT) completion on the OJT page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an end user permission. | Learning - Administration |

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| On the Job Training - Notify Observers | Grants access for users to select On The Job Training Observers. This is an end user permission. | Learning - Administration |

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| On the Job Training - Observation History From Transcript | Grants access for users to view On the Job Training Observation History from Transcript Details. This permission cannot be constrained. This is an end user permission. | Learning - Administration |

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| On the Job Training - View | Grants ability to view the On the Job Training section in Material Administration. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| On the Job Training Preferences - Manage | Grants ability to view and edit the On the Job Training Preferences in Learning Preferences. This permission cannot be constrained.This is an administrator permission. | Learning - Administration |

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| Pending (Completion) Approval Training Details | Grants ability to view the Approvals section of the Training Details page. This permission can be constrained by OU, User's OU, and Training Type. This is an end user permission. | Learning |

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| Pricing By OU | Grants access to create and maintain differing pricing for learning objects (LOs) based on OU or Group, when editing learning objects via the Course Catalog. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Proxy Enroll Session-Allow Seat Increase | Grants ability to increase the number of seats for an Instructor Led Training Session when creating a Proxy Enrollment/Assignment. This option to increase seats only appears if a Session is selected in the Proxy Enrollment/Assignment. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Upload CSV File | Grants ability to upload a .csv file as the User Criteria when creating a Learning Assignment. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment for Certification - Create Dynamic | Grants administrator ability to create dynamic proxy enrollments for certifications. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment for Certification - Create Standard | Grants administrator ability to create standard proxy enrollments for certifications. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment for Certification – Remove Dynamic | Grants administrator ability to create a proxy enrollment for certifications in which users are dynamically removed. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment/Assignment Schedule Time - Manage | Grants ability to configure a Processing Start Time when creating a Proxy Enrollment/Assignment for Training and/or for Certifications. The Processing Start Time is the time of day that the Proxy Enrollment/Assignment will start to process users. This is an administrator permission. | Learning - Administration |

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| Remove Compliance Certification | Allows administrator to remove a compliance certification from a user via the Users page. This permission works in conjunction with the Users - View and View User Certification (Compliance) permissions, and is for the old Compliance module, not the new Certifications module. This is an administrator permission. | Learning - Administration |

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| Remove Required Training | Grants ability to remove required trainings if user has another training removal permission. This permission can be constrained by OU, User's OU, User's Corporation, User Self and Subordinates, User's Self, User's Direct Subordinates, and User. This is an administrator permission. | Learning |

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| Remove Training | Grants ability to remove training from other users' transcripts (training records) when viewing their transcript. This permission can be constrained by OU, User's OU, User's Corporation, User Self and Subordinates, User's Self, User's Direct Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| Remove Training - Directly Assigned | Allows a manager to remove directly-assigned training from their employee's transcript. This permission can be constrained by the following criteria:   * User's Direct Subordinates * User's Direct Reports * User's Self * Employee Relationship * User's Subordinates * User Self and Subordinates * User's Defined OUs | Learning |

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| Required Training Requirements Manage | Grants ability to add and edit/update Requirements, which can then be made to appear or not appear at the organizational unit level to administrators when setting up Required Training Learning Assignments. This is an administrator permission. | Learning - Administration |

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| Remove Training - Self Requested | Grants learners the ability to remove training that was self-requested from their active transcript and move it to the Removed tab of their transcript. This is an end user permission. This permission can be constrained by the following criteria:   * User's Direct Subordinates * Direct Reports * User's Self * Employee Relationship * User's Subordinates * User Self and Subordinates * User's Defined OUs | Learning |

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| Request Exemption from Training | Grants ability to request Exemption from completing an assigned learning object, via the "Request Exemption" link on the top right corner of the Training details page for any transcript item. The request is sent to the persons allowed to approve Exemption requests of the submitting user. This permission cannot be constrained. This is an end user permission. | Learning |

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| Resource Requests - View | Grants view-only access to instructor led training session facility Resource Requests (View Equipment Requests) via the ILT Facilities and Resources screen. This permission works in conjunction with the Facilities - View permission. This is an administrator permission. | Learning - Administration |

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| Resources - Create | Grants ability to create resources that can be associated with instructor led training sessions. This is an administrator permission. | Learning - Administration |

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| Resources - Update | Grants ability to edit existing resources that can be associated with instructor led training sessions. This is an administrator permission. | Learning - Administration |

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| Resources - View | Grants view-only access to existing facility Resources (re-usable and non-re-usable assets associated with a training facility (location), such as projectors, training workbooks, etc.) This permission works in conjunction with the Facilities - View permission. This is an administrator permission. | Learning - Administration |

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| Roster - Add Attachments | Grant user the ability to upload files to the Roster page. User must also have Manage Roster or View Roster permission. This is an administrator permission. | Learning - Administration |

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| Roster - Add Pending Users | Grant ability to add pending users to the ILT session roster. The administrator must also have the Roster - Manage or Roster - View permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Roster - Add Users | Grants ability to add named users to class rosters for instructor led training sessions. This permission works in conjunction with the Roster - View permission. This permission can be constrained by OU, User's OU, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Roster - Batch Withdrawal or Move Users | Grants ability to withdraw multiple users for an instructor led training session class roster, or to move them from one class roster to another. This permission works in conjunction with the Roster- View permission. | Learning - Administration |

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| Roster - Email Registered Users | Grants ability to send a custom email message to all students listed on the roster for an instructor led training session. An additional link appears on ILT roster page for sending such messages. This is an administrator/ILT instructor permission. | Learning - Administration |

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| Roster - Increase Seats | Grant user the ability to increase the session's available seats when adding users to the session roster if the added users exceed the number of available or reserved seats. User must also have Manage Roster or View Roster permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Roster - Manage | Grants ability to manage instructor led training session rosters, including updating attendance, and marking the ILT session complete to update student transcripts. A variety of other features are available depending upon additional roster permissions. This permission works in conjunction with Events - View, Sessions - View, and Roster - View permissions. This permission can be constrained by Instructor, User as Instructor, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Roster - Revert Sessions Inside Curricula | Grants the ability to revert instructor led training session rosters that are completed. This permission works in conjunction with Roster - Manage and Roster - View permissions and supports reverting sessions that are part of one or more curricula. This is an administrator permission. | Learning - Administration |

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| Roster - View Evaluation Status | Grants ability to view whether students' learning evaluations are pending for a given session. Without this permission, the admin sees status "completed" for any users who are actually in pending evaluation status on the roster This permission works in conjunction with Roster - View permission. This is an administrator permission. | Learning - Administration |

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| Roster - View | Grants view-only access to instructor led training session rosters. This permission works in conjunction with Events - View and Sessions - View permissions. This permission can be constrained by Instructor, ILT Provider, User's ILT Provider, and User as Instructor. This is an administrator permission. | Learning - Administration |

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| Roster - Withdrawal Penalty Override | Grants ability to override the withdrawal penalty when withdrawing a student from an ILT session. This permission works in conjunction with the Events - View, Sessions - View, Roster - View and Roster - Manage permissions. This is an administrator permission. | Learning - Administration |

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| Session Details - View Student Roster | Allows user to view student roster for a given ILT session via a link on ILT session details screen when searching for training, and from transcript details screen after a session has been added to the user's transcript. This is an end user permission. | Learning |

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| Sessions - Cancel | Grants ability to cancel instructor led training sessions. This permission works in conjunction with Events - View and Sessions - View permissions. This is an administrator permission. | Learning - Administration |

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| Sessions - Create Child Sessions | Grants ability to create new instructor led training child sessions available when the backend setting to allow multiple providers for a session is enabled. When the multiple providers backend setting is enabled, administrators need this permission to create child sessions even if they have the Sessions - Create permission. This permission works in conjunction with Events - View and Sessions - View permissions. This is an administrator permission.  Note: This permission is visible in the system even if the backend setting to allow multiple providers for a session is disabled. However, the functionality to create child sessions is only granted when the backend setting is enabled. | Learning - Administration |

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| Sessions - Create | Grants ability to create new instructor led training sessions. This permission works in conjunction with Events - View and Sessions - View permissions. Administrators can only create sessions for events for which they have the availability to view. When adding users to a session in which the session roster is full, this permission grants the ability to increase the session's available seats. This permission can be constrained by OU, User's OU, Instructor, User as Instructor, Facility, Facilities Owned by User, ILT Provider, User's ILT Provider, User, and User Self and Subordinates. This is an administrator permission.  Note: The "Restrict to User as Instructor" constraint is available, but it does not actually constrain the permission. | Learning - Administration |

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| Sessions - Edit | Grants ability to edit/update existing instructor led training sessions. This permission works in conjunction with Events - View and Sessions - View permissions. Administrators can only edit sessions for which they have the availability to view and edit. When adding users to a session in which the session roster is full, this permission grants the ability to increase the session's available seats. This permission can be constrained by OU, User's OU, Instructor, User as Instructor, Facility, Facilities Owned by User, ILT Provider, User's ILT Provider, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Sessions - View | Grants view-only access to instructor led training sessions, enabling the user to view all details/options that were selected when the session was created. This permission works in conjunction with the Events - View permission. This permission can be constrained by OU, User's OU, Instructor, Facility, Facilities Owned by User, ILT Provider, User's ILT Provider, User, User as Instructor, and User Self and Subordinates. This is an administrator permission.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement. | Learning - Administration |

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| SF-182 Add Approver | Allows users to view and click on the +Add Approver on the SF-182 Training details page. This permission can be constrained by OU, User's OU, and User Self. This is an end user permission. | Learning - Administration |

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| Social Learning Cohorts - Edit | Grants ability to access the Manage Cohorts page and to edit existing cohort learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Cohorts - Manage | Grants ability to access the Manage Cohorts page and to view, create, and edit cohort learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Programs - Edit | Grants ability to access the Manage Programs & Cohorts page and edit existing program learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Programs - Manage | Grants ability to access the Manage Programs & Cohorts page and view, create, and edit program learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Programs - View Instructors | Grants ability to search for instructors for program learning objects. The constraints on this permission limit which instructors the administrator can view when searching for instructors. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Subject Preferences - Manage | Grants ability to configure what training subjects display to users within specific divisions, which effectively controls by what subjects (topics) they may browse for training from the Welcome Page when the Browse for Training widget is enabled. This is an administrator permission. | Learning - Administration |

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| Subjects - Manage | Grants ability to create and edit Subjects (Training Topics) that can be associated with learning objects to facilitate training searches by end users. This is an administrator permission. | Learning - Administration |

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| Survey Administrator | Grants ability to create and edit survey templates and launch survey tasks. This is an administrator permission. A content license is needed in addition to this permission in order to allow administrators to create and manage surveys. | Learning - Administration |

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| Test Engine - Grader | This permission is not visible within the system because it is a dynamically assigned permission that is assigned to a user when they are added to a test as the grader. Users with this permission can access the Test Questions Pending Grading page. Constraints can be applied to this permission by applying constraints to the Test Engine Grader Constraints permission. | Learning |

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| Test Engine Grader Constraints | Grants ability to apply org unit constraints to designated test graders. If no constraints are applied to this permission, then the grader can see all users for all tests for which they are a grader. If this permission is added to the security profile of a user that has not been dynamically assigned the Test Engine - Grader permission, then the user can access the Test Questions Pending Grading page but there will be no results visible. | Learning |

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| Test Engine - Manage | Grants ability to create and edit/manage tests via the Test Engine. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Engine - Review | Grants ability to view details of user results for tests, via the test engine. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Engine - View | Grants ability to view existing tests in the test engine. Administrators with this permission can view each section of a test and print tests. Administrators with this permission can enter changes when viewing a test, but these changes cannot be saved. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Partial Scoring - Manage | Grants ability to view and edit Partial Scoring for test engine Multiple Choice/Multiple Answer response type. | Learning - Administration |

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| Test Question Bank - Category | Grants ability to create and edit/update categories for classifying test engine questions. This permission can be constrained by OU, User's OU, User, User's Self, and User's Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Question Bank – Manage | Grants ability to create and edit/update test questions in the test engine question bank. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Question Bank – View | Grants ability to view the test engine question bank. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Training Certificate - Admin | Grants access for administrators to view and print training certificates of completion on behalf of users. The link appears on the Transcript Details page for a user's completed learning objects. This is an administrator permission. | Learning - Administration |

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| Training Certificate - Self | Grants access for users to view and print training certificates of completion for learning objects they have completed. The link appears on the Transcript Details page for the user's completed learning objects. This is an end user permission. | Learning - Administration |

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| Training Completion Page Preferences - Manage | Grants ability to access and edit the Training Completion Page Preferences where the administrator can configure the default behavior for training completion pages, including whether a completion page is enabled by default for each learning object (LO) type and the default completion message that appears on the Training Completion page. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Training Completion Signature Preferences | Grants ability to manage Training Completion Signature preferences, to configure a required electronic training completion signature. This permission works in conjunction with the Learning Preferences permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Custom Fields | Grants ability to create and edit custom fields to be used for one or more learning object types. This is an administrator permission. | Learning - Administration |

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| Training Equivalency - Manage | Allow users to define equivalent training items via the Course Catalog. This is an administrator permission. | Learning - Administration |

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| Training Equivalency - View | Allow users to view equivalent training items when searching for training. This is an end user permission. | Learning - Administration |

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| Training Forecast Administration | Grants access to create and edit training plans. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Plan Co-Owner | This permission is not visible within the system because it is a dynamically assigned permission that is assigned to a user when they are designated as a co-owner for a training plan. Users with this permission can access the Training Forecast Administration page and can only access training plans for which they are a co-owner. | Learning |

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| Training Plan Co-Planner - Add | Grants ability to add a training plan co-planner if co-planners are enabled for the training plan. The permission constraints determine who can be selected as co-planner. This permission can be constrained by OU, User's OU, User Self & Subordinates, Manager, or Superiors. This is an end user permission. | Learning |

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| Training Plans - Manage | Grants access to Training Plans screen, which allows plan managers and plan contributors to access their assigned training plans. This permission cannot be constrained. This is an end user permission. | Learning |

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| Training Plans Budgeting - Manage | Grants ability to define and edit budgets for training plans. Users with this permission can view the company training budget. Users must also have the Training Forecast Administration permission. This permission cannot be constrained. | Learning |

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| Training Plans Budgeting - View | Grants ability to view budgets for training plans. This permission cannot be constrained. | Learning |

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| Training Providers - Manage | Grants ability to view all Training Providers (Vendors) and mark them active or inactive as needed. This is an administrator permission. | Learning - Administration |

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| Training Purpose - Edit User's Purpose | Grants access to edit the training purpose and category on the user's transcript details. Admin must have access to user's transcript. This is an administrator permission. | Learning - Administration |

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| Training Purpose Administration - Manage | Grants ability to manage Training Purposes. This is an administrator permission. | Learning - Administration |

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| Training Purpose Categories - Manage | Grants access to manage Training Purpose categories. This is an administrator permission. | Learning - Administration |

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| Training Reasons Preferences - Cancellations Tab - Manage | Grants access to the Cancellations tab on the Training Reason Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Reasons Preferences - Withdrawals Tab - Manage | Grants access to the Withdrawals tab on the Training Reason Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Removal Catalog - View | This permission enables constraining of training removal requests to learning objects that are available to the administrator as a user when searching for training. This permission works in conjunction with the Bulk Training Removal - Manage permission. This permission can be constrained by User and LO Availability. This is an administrator permission. | Learning - Administration |

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| Training Removal Reasons - Manage | Grants ability to add and edit/update Training Removal Reasons, which can then be made to appear or not appear at the organizational unit level to administrators when removing Training from user transcripts. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Removal - Remove Completed | Grants administrators the ability to bulk remove training in Completed, Completed (Equivalent), and Exempt statuses from users' transcripts. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Update Tool | Grants access to the Training Update Tool. This tool enables administrators to mark multiple user transcripts complete for a single online course, quick course, test, or video via the upload of a csv file that includes user IDs, completion status, score and completion date. This is an administrator permission. | Learning - Administration |

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| Training-Restrict Prerequisite Pre-Work Post-Work | Grants ability to restrict the select training popup, for prerequisites, pre-work, and post-work. This is an administrator permission. | Learning - Administration |

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| Transcript Preferences - Manage | Grants ability to set Transcript Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| User Generated Content Video LO | Grants ability to upload and submit video content from an iOS mobile device to the Pending Videos tab within Video Administration. The Add Training tab within the mobile app is only available with this permission. This permission cannot be constrained. | Learning - Administration |

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| Vendor Custom Fields - Manage | Grants access to manage training vendor (provider) custom fields. | Learning - Administration |

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| Versioning Dashboard Page - View | Grants ability to view the Versioning Dashboard Page. This permission cannot be constrained. This permission works in conjunction with the Course Catalog - View and Admin Compliance Dashboard - View permissions. This is an administrator permission. | Learning |

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| Video Administration - Manage | Grants ability to create and manage video learning objects (LOs). The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, Provider, Self and Subordinates, and User. This is an administrator permission.  Note: If this permission is constrained to a group or OU, and a user becomes inactive or falls out of the availability of the group, NO ONE else in the group can edit the user's videos. Be sure to transfer ownership of videos to other active users prior to the original video creator leaving the group. The ownership of a video can only be transferred via billable work order. | Learning - Administration |

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| Video Administration - View | Grants ability to view video learning objects (LOs) on the Video Administration page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, Provider, Self and Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| View Catalog Transactions | Grants view-only access to Transactions tab when editing learning objects via the course catalog. This permission works in conjunction with the Course Catalog - Update permission. This is an administrator permission. | Learning - Administration |

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| Training Mobile - Manage | Grants ability to configure the Mobile field for a training in the Catalog. This permission is dependent on the Course Catalog - View permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| View My Interests and Waitlists | Grants access for users to view ILT interest lists and waitlists to which they've been added, and to take action when a matching ILT session is offered. This is an end user permission. | Learning |

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| View Transcript Item | Grants ability to view details of learning objects that appear on the transcript (training record), by clicking on the name of the learning object. Users must also have the Bio About - View permission in order to access the transcript within Universal Profile. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, or User's Self. This is an end user permission. | Learning - Administration |

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| VILT Webex Extended Options : Set Defaults | Allow Webex admin to set defaults options for Webex extended options for the entire portal. | Learning - Administration |

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| Web Service - CompleteLO - Request | Grants ability to complete a learning object (LO) on a user's transcript via SOAP Web Services. This permission is required to perform the CompleteLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetCertifications - Request | Grants ability to retrieve details of a certification via SOAP Web Services. This permission is required to perform the GetCertificationsDetails SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetCertificationsTranscript - Request | Grants ability to retrieve a user's certification transcript details via SOAP Web Services. This permission is required to perform the GetCertificationsTranscript SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetTranscriptandTask - Request | Grants ability to retrieve a user's transcript and task details via SOAP Web Services. This permission is required to perform the GetTranscriptandTask SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetUser - Request | Grants ability to retrieve user details via SOAP Web Services. This permission is required to perform the GetUser SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - ReconcileOUS - Request | Grants ability to deactivate OUs for reconciliation via SOAP Web Services. This permission is required to perform the ReconcileOUS SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - ReconcileUser - Request | Grants ability to deactivate users for reconciliation via SOAP Web Services. This permission is required to perform the ReconcileUsers SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - RegisterLO - Request | Grants ability to register users for a learning object (LO) via SOAP Web Services. This permission is required to perform the RegisterLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - RemoveLO - Request | Grants ability to remove a learning object (LO) from a user's transcript via SOAP Web Services. This permission is required to perform the RemoveLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - RequestLO - Request | Grants ability to request a learning object (LO) for users via SOAP Web Services. This permission is required to perform the RequestLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - SetOU - Request | Grants ability to create and edit organizational units (OUs) via SOAP Web Services. This permission is required to perform the SetOU SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - SetUser - Request | Grants ability to create and edit a user's User Profile via SOAP Web Services. This permission is required to perform the SetUser SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - WithdrawLO - Request | Grants ability to withdraw a user from a learning object (LO) via SOAP Web Services. This permission is required to perform the WithdrawLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Waitlists - Manage | Grants ability to approve or deny instructor led training waitlist requests. This permission works in conjunction with the Events - View and Waitlists - View permissions. This is an administrator permission. | Learning - Administration |

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| Waitlists - View | Grants view-only access to instructor led training session waitlists, via the ILT Events and Sessions screen, enabling the user to view the waitlists for various ILT sessions. This permission works in conjunction with Events - View and Sessions - View permissions. | Learning - Administration |

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| Withdraw Users from Sessions | Allows administrators and managers to withdraw users from sessions on their behalf. This is done from the user's Transcript page. Note: There is a setting in the Session Defaults for an event that may prevent users from being able to withdraw from sessions. When this option is selected, users, managers, and administrators are prevented from withdrawing from sessions for themselves or on behalf of other users. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Subordinates, and User's Direct reports. This is a manager or administrator permission. | Learning |

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| xAPI - Retrieve users' data from LRS | Grants ability to retrieve xAPI data from the portal's LRS. This is an administrator permission. | Learning - Administration |

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| xAPI - View Learning Records on Transcript | Allows users to view xAPI Learning Records on the Transcript. | Learning |

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| xAPI - Write data to the LRS on behalf of users | Grants ability to write data to the LRS on behalf of users. This is an administrator permission. | Learning - Administration |

Limited Use/Obsolete Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Compliance Administration - Update | This permission should only be used on portals where certifications have not yet been migrated to the new certification module. Grants access to edit/update existing compliance certifications from the compliance certification administration screen. This is an administrator permission. | Limited Use/Obsolete |

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| Compliance - Assign Certification | This permission should only be used on portals where certifications have not yet been migrated to the new certification module. Grants ability assign users to compliance certification programs. Works similar to proxy enrollment, but accessed from a different screen. | Limited Use/Obsolete |

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| Compliance Certification - Create | This permission should only be used on portals where certifications have not yet been migrated to the new certification module. Grants access To create Compliance Certifications via Compliance Administration screen. This is an administrator permission. | Limited Use/Obsolete |

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| Compliance Certification Report | This permission should only be used on portals where certifications have not yet been migrated to the new certification module. Grants access to compliance module certification report, which displays summary information on user initial and renewal certification status for one or more compliance certifications. | Limited Use/Obsolete |

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| CS User Upload | Grants access to User Upload Tool, which will be retired after all clients migrate to the Data Import Wizard tool. This permissions works in conjunction with Users - View permission, granting access to the user upload tool and template. This permission should not be used except by clients who have not yet converted to data import wizard for uploading user data. | Limited Use/Obsolete |

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| Custom Compliance Report - Create | Grants ability to create and edit Custom Compliance Reports. This permission should only be enabled if a client has not yet converted compliance certifications to the new certifications module. | Limited Use/Obsolete |

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| Custom Compliance Report - View | Grants ability to view results of custom compliance reports created by self or others. This permission should only be enabled if a client has not yet converted compliance certifications to the new certifications module. | Limited Use/Obsolete |

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| Custom FINRA User Report: Create | Grants ability to create and save custom FINRA reports. (Banking/Financial industry) | Limited Use/Obsolete |

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| Custom FINRA User Report: View | Grants ability to view custom FINRA reports created by self or others. (Banking/Financial industry) | Limited Use/Obsolete |

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| FINRA Administration | Grants ability to configure FINRA settings. This is an administrator permission. | Limited Use/Obsolete |

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| FINRA User | Grants access to My FINRA Sub Tab. This is an end user permission. | Limited Use/Obsolete |

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| IP White List - Sensitive Information - Manage | Grants ability to manage authorized Sensitive Information IP addresses for use with Sensitive Personally Identifiable Information (SPII) user record data from the IP Whitelist screen. This permission cannot be constrained. This is an administrator permission. | Limited Use/Obsolete |

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| IP White List - Sensitive Information - View | Grants ability to view authorized Sensitive Information IP addresses for use with Sensitive Personally Identifiable Information (SPII) user record data from the IP Whitelist screen. This permission cannot be constrained. This is an administrator permission. | Limited Use/Obsolete |

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| IP White List - View | Grants ability to view authorized IP addresses from the admin/preferences/IP Whitelist screen. | Limited Use/Obsolete |

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| Set SF-182 Preferences | Grants ability to configure SF-182 preferences for standard fields, approvers and reasons. (Governmental clients). This is an administrator permission. | Limited Use/Obsolete |

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| Set SF-182 Reason Preferences | Grants ability to create and edit/update SF-182 reasons for users to select when approving or denying an SF-182 request. (Governmental clients). This is an administrator permission. | Limited Use/Obsolete |

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| Set SF-182 View | Grants ability to request external training via the SF-182 request form. This is an end user permission. | Limited Use/Obsolete |

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| SF-182 Administration | Grants ability to view SF-182 requests for populations of users (based on constraints), approve SF-182 forms at any step of the process, and view the link for managing SF-182 specific vendors for their organization. (Governmental clients). This is an administrator permission. | Limited Use/Obsolete |

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| SF-182 Custom Fields - Manage | Grants ability to manage SF-182 Fields (Governmental clients). This is an administrator permission. | Limited Use/Obsolete |

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| SF-182 Requests - Complete | Grants ability to mark complete SF-182 requests for a population of users based on constraints (e.g., managers can complete requests of their subordinates, etc.).  This permission can be constrained by the following: User Self and Subordinates, User's Subordinates, User's Division, User's Corporation, User's Position, User's Grade, User's Cost Center, User's Location, User's Group, User Custom OUs​, Division, Position, Grade, Cost Center, Location, Group, Custom OUs, Self Registration Groups, User's Self Registration Groups. | Limited Use/Obsolete |

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| SF-182 Requests - Manage | Grants ability to view SF-182 requests for a population of users based on constraints.  If this permission is added to the dynamic Manager security role, the permission will automatically be constrained to self and subordinates. If the SF-182 approver is a manager and should not be constrained to just self and subordinates, please create a separate security role and add the SF-182 Requests Manage permission to that role with any needed constraints. | Limited Use/Obsolete |

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| SF-182 Requests - Remove | Grants ability to remove/bulk-remove SF-182 requests for a population of users based on constraints (e.g., managers can remove/bulk-remove requests of their subordinates, etc.).  This permission can be constrained by the following: User Self and Subordinates, User's Subordinates, User's Division, User's Corporation, User's Position, User's Grade, User's Cost Center, User's Location, User's Group, User Custom OUs​, Division, Position, Grade, Cost Center, Location, Group, Custom OUs, Self Registration Groups, User's Self Registration Groups. | Limited Use/Obsolete |

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| Upload Tools - Administer Events | Enables administrator to upload multiple events. | Limited Use/Obsolete |

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| Upload Tools - Administer Events/Sessions/Roster | Enables administrator to upload multiple events, sessions, enrollments. | Limited Use/Obsolete |

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| Upload Tools - Administer Groups | Enables administrator to upload multiple groups and user association. | Limited Use/Obsolete |

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| Upload Tools - Administer Rosters | Enables administrator to upload multiple sessions and user enrollments. | Limited Use/Obsolete |

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| Upload Tools - Administer Sessions | Enables administrator to upload multiple sessions. | Limited Use/Obsolete |

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| Upload Tools - View Events | Enables administrator to view uploads to multiple events. | Limited Use/Obsolete |

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| Upload Tools - View Events/Sessions/Roster | Enables administrator to view history of uploads to multiple events, sessions, enrollments. | Limited Use/Obsolete |

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| Upload Tools - View Groups | Enables administrator to view history of uploads to multiple groups and user association. | Limited Use/Obsolete |

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| Upload Tools - View Rosters | Enables administrator to view history of uploads to multiple sessions and user enrollments. | Limited Use/Obsolete |

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| Upload Tools - View Sessions | Enables administrator to view uploads to multiple sessions. | Limited Use/Obsolete |

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| User Upload - Ethnicity | This permission works in conjunction with the CS User Upload permission. When using the old user upload tool (not data import wizard), this permission enables user ethnicity field to appear on upload template and be loaded to the portal. This is an administrator permission. | Limited Use/Obsolete |

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| User Upload - Gender | This permission works in conjunction with the CS User Upload permission. When using the old user upload tool (not data import wizard), this permission enables user gender field to appear on upload template and be loaded to the portal. This is an administrator permission. | Limited Use/Obsolete |

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| User Upload - Months of Service | This permission works in conjunction with the CS User Upload permission. When using the old user upload tool (not data import wizard), this permission enables user months of service field to appear on upload template and be loaded to the portal. This is an administrator permission. | Limited Use/Obsolete |

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| User View “Add SF-182” link on Transcript | Grants ability to view the "Add SF-182 External Training" link to complete the form for requesting an external course (Governmental clients). This is an end user permission.  Note: If a user does not have this permission but has the Edit Transcript Items permission, the Add SF-182 External Training link will also appear. | Limited Use/Obsolete |

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| View User Certifications (Compliance) | Allow user to view Certifications for other user (compliance module) from the Admin/User Search page. Compliance is being phased out/replaced with Certifications Module. This permission should only be used by clients who have not yet converted previous compliance data to the new certifications module. This is an administrator permission. | Limited Use/Obsolete |

Mobile Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| My Account Devices - Manage | Grants ability to access the Devices tab of My Account. The Devices tab enables users to register their mobile devices with the Cornerstone application. This permission cannot be constrained. This is an end user permission. | Mobile |

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| Mobile Preferences | Grants ability to manage Mobile Preferences. This permission cannot be constrained. | Mobile |

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| Offline Content Administration | Grants ability to access and manage the Offline Preferences page. This permission also enables the administrator to select which learning objects are available for use with the new Offline Player via the Course Catalog. This permission cannot be constrained. This is an administrator permission. | Mobile |

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| Offline Content | Grants ability to download and complete training items offline via a mobile device or the new Offline Player. This permission cannot be constrained. This is an end user permission. | Mobile |

New Connect Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Create Media User Update | Grants ability to associate links and files with user updates and tasks. This permission cannot be constrained. | New Connect |

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| Delete Connect Post/Comment | Grants ability to delete Connect user posts and comments within the user's permission constraints. This permission does not apply to activity updates. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment. | New Connect |

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| Edit Availability Knowledge Bank/Communities | Grants ability to configure the availability when editing communities or when creating or editing topics. This permission does not grant the ability to edit a community; users can only edit a community or topic if they have the Manage Knowledge Bank/Communities Administration or if they are a moderator for the community or topic. When creating a topic, the constraints on this permission are automatically applied to the topic's availability. If the user also has the Manage Knowledge Bank/Communities Administration permission, then the constraints on that permission are automatically applied to the topic's availability. This permission can be constrained by OU, User's OU, and User's Corporation. | New Connect |

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| Global Search – Connect | Grants ability to search for Knowledge Bank and community postings via Global Search. This permission cannot be constrained. The user's ability to view a posting is determined by the user's ability to view the posting's Knowledge Bank or community topic. This is an end user permission. The availability of this permission is controlled by a backend setting. | New Connect |

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| Manage Dynamic Teams | Grants ability to manage and create dynamic Connect teams. This permission can be constrained by Facilities Owned by User, OU, and User's OU. The constraints on this permission determine which teams the user can manage on the Manage Dynamic Teams page. The constraints on this permission do not determine which users can be added or removed from a team. | New Connect |

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| Manage Knowledge Bank/Communities Administration | Grants ability to view the New Knowledge Bank Administration page and manage Action Groups. Based on permission constraints, administrators with this permission can create and delete topics and subtopics. Administrators with this permission can view all communities, topics, sub-topics and postings, regardless of availability. In addition, administrators can add a posting to the Course Catalog. When creating a topic, the constraints on this permission are automatically applied to the topic's availability. This permission can be constrained by OU and User's OU. This permission is assigned to the default Administrator role by default. | New Connect |

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| New Team | Grants ability to create new teams within the new Connect. This permission cannot be constrained. Which users are available is determined by the constraints upon the user's permission to view the Universal Profile - Bio page. | New Connect |

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| Send Connection Request | Grants ability to send connection requests to other users within the new Connect. This permission can be constrained by OU and User's OU. The constraints that are placed upon this permission determine to whom the user can send connection requests. If a user is constrained by a specific OU, then the user can only send connection requests to users within that OU. | New Connect |

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| Update Broadcast | Grants ability to broadcast organization-wide user updates within the new Connect. This permission cannot be constrained. | New Connect |

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| View Knowledge Bank/Communities | Grants ability to view the Knowledge Bank and Communities pages. This permission can be constrained by OU and User's OU. This permission is assigned to the default Administrator role by default. | New Connect |

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| View New Connect Preferences | Grants ability to view and manage the New Connect Preferences. This permission can be constrained by OU and User's OU. | New Connect |

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| View New Connect | Grants ability to view the new Connect pages, including Live Feed, All Teams, Team Overview, Team Feed, Team Tasks, Task Details, and Connections. This permission cannot be constrained. | New Connect |

Performance Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Assign OU Development Plans | Grants ability to create and assign Development Plans to all users within specified organizational units or custom groups. This is an administrator permission. | Performance - Administration |

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| Assign Roles | Grants ability to assign roles to those for whom the user is a manager or approver. This permission cannot be constrained. This is a manager/approver permission. | Performance |

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| Bypass Development Plan Approval During Assignment | Grants permission to bypass any development plan approval requirements when submitting or assigning a development plan. This permission does not apply to development plans as part of Reviews. This is a system administration permission. | Performance |

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| Check-Ins - Create | Grants ability for the user to create and update Check-Ins. The permission constraints determine with whom the user can create Check-In discussions. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Subordinates, User's Direct Reports, User's Self, User's Manager, User's Superiors, and Employee Relationship. Users with constraints in the “Check-Ins - Create” permission cannot create a new Check-In with anyone who is not part of the constraints, but can still view and update any Check-In in which they are a participant.  This is an end user permission.  Note: Permission constraint to Employee Relationship grants permission to dotted line or secondary managers to create Check-Ins with users that report to them in the matrix structure. A constraint "Restricted to Employee Relationship: Detail Supervisor" means that the Detail Supervisor can create a Check-In with their indirect subordinate but the indirect subordinate cannot create a Check-In with their Detail Supervisor. | Performance |

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| Check-Ins - Settings - Manage | Grants ability for the user to update global settings relating to Check-Ins. The permission constraints determine whom can modify the global Check-In settings. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Subordinates, User's Direct Reports, User's Self, User's Manager, User's Superiors, and Employee Relationship.  This is an administrator permission. | Performance |

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| Check-In Templates - Manage | Grants ability to manage Check-Ins Templates. This permission cannot be constrained. This is an administrator permission. | Performance |

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| Company Goals - Create | Grants access to create goals that appear to all users as "company goals." This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - Edit | Grants ability to edit competencies in the Competency Bank. Administrators can only edit a competency if they have this permission and are also included in the Admin Visibility settings for the competency. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - Manage | Grants ability to create, copy, edit, view, and delete competencies in the Competency Bank. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - View | Grants ability to view competencies in the Competency Bank. Administrators can only view a competency if they have this permission and are also included in the Admin Visibility settings for the competency. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - Edit | Grants ability to edit competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - Manage | Grants ability to create, edit, delete, and view competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - View | Grants ability to view competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model | Grants access to define competency categories, competency model categories, and the default rating scale for competency models. This permission cannot be constrained. This is an administrator permission.  For organizations using the Data Load Wizard Competency Bank Data General Information load, this permission is required to utilize custom fields in the data load. | Performance - Administration |

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| Competency Assessment Task Administration | Grants ability to create/assign competency assessment tasks and manage activity within those tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Performance - Administration |

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| Create Employee Goals - Align | When creating a goal for users other than self or subordinates, this permission allows users to search for goals by user when aligning the goal with another user's goal. Users with this permission can only search for and align their goals with users who are within their permission constraints. If a user does not have this permission, then the Search field is not available within the Alignment pop-up. This permission works in conjunction with the Create Employee Goals permission. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Performance - Administration |

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| Development Plans - Approve | Grants ability to approve or deny development plans that are pending the user's approval. This is a manager/approver permission. | Performance |

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| Development Plan Activity Types - Manage | Grants ability to create and edit activity types used in the development plans and templates. This is an administrator permission. | Performance - Administration |

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| Development Plan Categories - Manage | Grants ability to create and edit categories used to classify development plans. This is an administrator permission. | Performance - Administration |

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| Development Plan Custom Fields - Manage | Grants access to create and edit custom fields used in development plans and templates. This is an administrator permission. | Performance - Administration |

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| Development Plan Objective Categories - Manage | Grants ability to create and edit objective categories used in the development plans and templates. | Performance - Administration |

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| Development Plan Preferences - Manage | Grants the ability to manage Development Plan Preferences, where various Development Plan features can be enabled or disabled according to the needs of the organization. This is an administrator permission. | Performance - Administration |

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| Development Plan Templates - Manage | Grants ability to create and edit development plan templates that can be made available for use by end users. This is an administrator permission. | Performance - Administration |

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| Email Digest Administration - Manage | Grants ability to create, edit, view, and delete email digests. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The permission constraints determine which email digests the administrator can edit and delete. This is an administrator permission. | Performance - Administration |

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| Email Digest Administration - View | Grants ability to view email digests. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Employee Goals - Create | Allow user to Create Goals for other employees (other than self and subordinates). The constraints on this permission determine with which employees a user can align their goals. This permission can be constrained by OU, User's OU, Employee Relationships, and User. This is an administrator permission.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance - Administration |

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| Employee Relationships - Define | Grants ability to create and manage custom user relationship roles and peer groups that are utilized in performance tasks. This is an administrator permission. | Performance - Administration |

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| Employee Relationships - Manage | Grants ability to add and remove user peers and approve or deny peers that are pending approval. This access may be granted for all users or a subset of users depending on constraints. This permission also grants access to the Peers section on custom User reports. This is an administrator permission. | Performance - Administration |

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| Goal Configuration | Grants ability to manage Goal Configuration, which enables configuration of goal fields as well as goal statuses. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Goal Locking | Grants ability to lock all goals for all users across entire portal from edits or updates, via option on the Corporate Preferences screen. This is an administrator permission. | Performance - Administration |

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| Goal Perspectives - Manage | Grants ability to create and manage goal perspectives and categories which are used to categorize and filter goals. This is an administrator permission. | Performance - Administration |

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| Goal Preferences - Manage | Grants ability to manage Goal Preferences, where various goal features can be enabled or disabled according to the needs of the organization. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Goals - Approve | Grants ability to approve or deny goals that are pending the user's approval. This is a manager/approver permission.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance |

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| Goals - Create | Grants ability for user to create goals for self, direct reports, and indirect reports only. Any constraint on this permission is operating as an "AND" function. This permission can be constrained by Employee Relationship, OU, User's OU, and User Self and Subordinates. This is an end user permission. | Performance |

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| Goals - Dynamic Assignment Option | Grants ability to specify a goal as dynamically assigned, when assigning the goal to a population of users. If a goal is dynamically assigned, users who later meet the criteria will receive the goal. | Performance |

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| Goals Library | Grants ability to create and edit/update goal templates within the goal library, which can then be used by employees when creating their goals. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Launch Ad Hoc Observation Checklist | Enables a user to launch an ad hoc observation checklist. Having this permission does not guarantee that the user can launch an ad hoc observation checklist, only that they will have access to the Launch Observation Checklist page. There must be at least one ad hoc checklist for which the user is defined as a verifier. This permission cannot be constrained. This is an end user permission. | Performance |

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| Launch Off-Cycle Performance Review Task | Enables a user to launch an off-cycle performance review task. Having this permission does not guarantee that the user can launch an off-cycle review, only that they will have access to the Launch Performance Review page. A task must still be configured properly for the user to successfully launch an off-cycle review task. This permission works only if user has been designated to launch at least one currently active off-cycle performance review task. This permission can be constrained by OU, User's Subordinates, and Employee Relationship. This is an end user permission and does not apply to an administrator role. |

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| Manage Shared and Dynamic Goals | Grants ability to turn off the dynamic behavior and edit a dynamic goal from the Edit Goals page. The administrator or manager can only view and edit goals created by users that exist within the OU constraints set for this permission. | Performance |

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| My Competency Assessments | Enables users to view their own competency assessment results from the Competency Assessment Results screen. In addition, when creating a development plan and adding an objective to the plan, this permission enables users to browse recommended training and developmental actions from competency models, when this functionality is enabled in Development Plan Preferences. This is an end user permission. | Performance |

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| MyTeam Competency Assessment - Manage | Grants access to MyTeam Competency Assessments page for subordinates (and other users depending on constraints). This is primarily a manager permission. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Competencies tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam Development Plans | Grants ability for manager (or others depending on constraints) to view and manage progress of development plans via MyTeam and Talent Profile. Managers can also edit a subordinate's development plan. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Dev Plans tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.  For organizations using the Redesigned Development Plans functionality, this permission enables the user to access the Development Plans List page. | Performance |

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| MyTeam Goals | Grants ability for manager (or others depending on constraints) to view, edit and manage progress of Goals for their direct and indirect reports via MyTeam and Talent Profile. This permission can be constrained by OU, User's OU, User's Direct Reports, User, Employee Relationships, and User Self and Subordinates. The permission constraints determine for which users the Goals tab is available when viewing a user in My Team.  Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role.  Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance |

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| MyTeam Peer Relationships - Manage | Enables managers (and others depending on constraints) to view and approve peers for direct and indirect subordinates via the MyTeam screen. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Peers tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam Performance Reviews | Grants ability for manager (or others depending on constraints) to view Performance Review results for their direct and indirect reports, via MyTeam and Talent Profile. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Reviews tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam To Do's - Manage | Grant's access for manager (or others depending on constraints) to view "to do" tasks for their team and also create new to do's and manage progress on behalf of the user. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Create To Do's action link and To Do's section is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| Observation Checklist - Add Verifier by OU | Grants access to add or remove verifiers (validators) for a Checklist using the Availability control. The user must also have the View or Manage permission for Performance Observation Checklist. This is an administrator permission. | Performance - Administration |

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| Observation Checklist - Verifier | Enables user to serve as the verifier for the observation checklist of another user. This permission should be included in the dynamic security role "Checklist Verifier." The role, when active, is dynamically assigned to any user who is designated as a verifier for one or more checklists. This permission can be constrained by OU and User's OU. This is an end user permission. | Performance |

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| Observation Checklist Admin - Manage | Grants access to create and edit Observation Checklists, as well as view progress of users assigned to a given checklist and/or remove users from a checklist. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Observation Checklist Admin - View | Grants access to view observation checklists. This permission also enables user to see progress of all users assigned to a given checklist. This is an administrator permission. | Performance - Administration |

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| Observation Checklist User - Manage Pending Checklists | Grants ability to access the Pending Checklists page and manage pending checklist approvals. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Observation Checklist User - View Checklist | Grants ability to access the My Checklists page and the Checklist Details page. This permission cannot be constrained. | Performance - Administration |

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| Observation Checklists - Edit Validation Details | Grants access to edit a validation record for a competency or item for a user's checklist. This is an administrator permission. | Performance - Administration |

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| Offline Performance Reviews | Allow users to download and upload offline reviews. This permission works in conjunction with active performance review tasks. If the user has this permission and is assigned one or more steps of an active performance review task, that user may download the review for offline completion. This permission can be constrained by OU and User's OU. This is an end user permission. | Performance |

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| OU Goals - Create | Grants ability to create and assign goals to all users within a selected organizational unit or group. This is an administrator permission.  The constraints on this permission overwrite the constraints on the Goals - Create permission. That is, if a user has both permissions, then the constraints on the OU Goals - Create permission are applied. | Performance - Administration |

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| Performance Co-Planner | Enables a manager to name a performance review co-planner if co-planners are enabled for the performance review task. This permission should be assigned to the default user role to avoid constraint issues. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Manager, and User's Superiors. This is an end user permission. | Performance |

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| Performance Features Self Activation | Grants access to the Feature Activation Preferences page, where an administrator can activate new features associated with Performance. This is an administrator permission. | Performance - Administration |

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| Performance Review Bulk Sign Off | Enables reviewers to electronically sign off on current performance review tasks in bulk. This permission cannot be constrained. This is primarily a manager permission. | Performance |

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| Performance Review Custom Fields - Manage | Grants access to create and edit custom fields for Performance Reviews. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Performance Review Distribution Report - Calibration | Grants ability to adjust final overall rating for performance reviews when viewing the Performance Review Distribution report. This permission works in conjunction with the Performance Review Distribution Report permission. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Performance Review Form Sections - Manage | Grants ability to create and manage performance review questions and sections which are used in performance review tasks. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Performance Review Print Preferences - Manage | Grants ability to configure formatting preferences for the PDF version of performance reviews. This is an administrator permission. This permission can be constrained by OU and User's OU. | Performance - Administration |

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| Performance Review Print Preferences New UI – Manage | Grants ability to configure formatting preferences for the PDF version of redesigned performance reviews. This is an administrator permission. This permission can be constrained by OU and User's OU. | Performance - Administration |

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| Performance Review Task Administration | Grants ability to create/assign performance review tasks and manage activity within those tasks. This permission also gives the ability to enable and view co-planners for a task from the administration pages. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Performance - Administration |

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| Performance Review Task - Manage | Grants ability to assign performance review tasks and manage activity within those tasks. This permission works in conjunction with the Admin Visibility settings for the performance review task. Administrators who have this permission and are within the Admin Visibility settings can view the task, edit the task, add users, and view the task details. However, the admin cannot edit the Admin Visibility settings for the task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission control which users can be added to the task. | Performance - Administration |

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| Recommended Learning - View Recommended Learning for Others | Grants ability to view the recommended learning that is generated by machine learning for another user. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU. This is a manager permission. | Performance |

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| Request Roles | Grants ability to request a role from the Skills Matrix. Users can only request roles for which they are within the availability. This permission cannot be constrained. This is an end user permission. | Performance |

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| Role Management | Grants ability to view, edit, and copy roles. When editing or copying a role, administrators can delete or modify an assignment. However, this permission does not grant the ability to select assignment criteria for a role. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Subordinates, and User's Direct Reports. These permission constraints limit the users to whom administrators can assign a role. | Performance |

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| Role Management – OU Assignment | Grants ability to create a role. Administrators can also select assignment criteria when creating or editing a role. This permission can be constrained by OU, User's OU, User, and Self and Subordinates. | Performance |

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| Select Peers and Reviewers | Grants ability to select peers and reviewers in off-cycle performance reviews. This permission can be constrained by User's Corporation, OU, and User's OU. This is an end user permission. | Performance |

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| Skills Matrix | Grants access to the Skills Matrix page. This permission can be constrained by OU, User's OU, User's Direct Reports, User, User's Subordinates Only, and User Self and Subordinates. The permission constraints determine which users are available to view in the Skills Matrix. | Performance |

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| Succession Log | Allows users to view and edit the Succession Log for users. The Succession Log can be accessed from Succession Tasks, Helicopter View, and Succession Snapshot. This permission cannot be constrained. However, the user must also have permission to access the target user in the corresponding locations in the system. This is an administrator and manager permission. | Performance |

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| User To Do's | Grants access for user to create and manage "to do" tasks for self. This is an end user permission. | Performance |

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| View Goals | Grants ability to view own goals and (depending on role and settings) goals of others (manager's visible goals, direct subordinate's goals, company goals, division goals). This permission can be constrained by Employee Relationship, OU, User's OU, and User Self and Subordinates. This is an end user permission. | Performance |

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| View Performance Reviews | Grants ability to view the Performance Reviews page, which displays a user's own past performance reviews as well as performance review task steps they've been assigned to complete. This also grants ability to view the Batch Rating page. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an end user permission. | Performance |

Position Management

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Company Chart - View | Grants users the ability to access the Position Management Company Chart. This permission cannot be constrained. | Position Management |

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| Jobs: Job - Add | Grants users the ability to add jobs. This permission cannot be constrained. | Position Management |

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| Jobs: Job - Delete | Grants users the ability to delete jobs. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Jobs: Job Basic Information - Manage | Grants users the ability to manage general information of jobs. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Jobs: Jobs - View | Grants users the ability to view jobs. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Jobs: Organizational Units - Manage | Grants users the ability to assign Functions to jobs. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Jobs: Search Unit | Grants users the ability to view Functions when assigning Functions to jobs. This permission can be constrained by Functions. | Position Management |

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| Organizational Units: Basic Information - Manage | Grants users the ability to manage general information of standard organizational units and Functions. This permission can be constrained by Standard OUs and Functions. | Position Management |

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| Organizational Units: Basic Information - Search User | Grants users the ability to set the owner on standard organizational units and Functions. This permission can be constrained by User’s Corporation​User’s Standard OUs, Custom OUs, Positions, Jobs, Functions,​ and User​Standard OUs. | Position Management |

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| Organizational Units: Organizational Units - View | Grants users the ability to view standard organizational units and Functions, including full visibility of the hierarchy of the organizational unit. This permission can be constrained by Standard OUs and Functions. | Position Management |

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| Organizational Units: Parent Unit - Manage | Grants users the ability to manage parent unit assignments of standard organizational units and Functions. This permission can be constrained by Standard OUs and Functions.​ | Position Management |

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| Organizational Units: Parent Unit - Search Parent Unit​ | Grants users the ability to view standard organizational units and Functions when assigning the parent. This permission can be constrained by Standard OUs and Functions. | Position Management |

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| Organizational Units: Unit - Add | Grants users the ability to add standard organizational units and Functions. This permission cannot be constrained. | Position Management |

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| Organizational Units: Unit - Delete | Grants users the ability to delete standard organizational units and Functions. This permission can be constrained by Standard OUs and Functions. | Position Management |

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| Position Management - Manage | Grants users the ability to access Position Management. This permission cannot be constrained. | Position Management |

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| Positions: Position - Add​ ​ | ​Grants users the ability to add positions. This permission cannot be constrained. | Position Management |

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| Positions: Basic Information - Manage | Grants users the ability to manage general information of positions.​ | Position Management |

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| Positions: Employee Assignments - Manage | Grants users the ability to manage user assignments to positions.​This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Positions: Employee Assignments - Search User | Grants users the ability to view users when assigning them to positions. This permission can be constrained by User’s Corporation, User’s Standard OUs, Custom OUs, Positions, Jobs, and Functions​. | Position Management |

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| Positions: Job Assignments - Manage | Permission that allows users to manage job assignments to positions. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Positions: Job Assignments - Search Job | Grants users the ability to view jobs when assigning jobs to positions. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Positions: Organizational Units - Manage | Grants users the ability to manage standard organizational units and Functions assignments to positions. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Positions: Position - Add | Grants users the ability to add positions. This permission cannot be constrained. | Position Management |

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| Positions: Position - Delete | Grants users the ability to delete positions. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Positions: Positions - View | Grants users the ability to view positions. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Positions: Relationships - Manage | Grants users the ability to manage parent position assignments to positions. This permission can be constrained by Standard OUs, Positions, Jobs, and Functions. | Position Management |

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| Position: Relationships - Search Parent Position​ | Grants users the ability to view positions when assigning the parent. | Position Management |

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| Positions: Search Unit | Grants users the ability to view standard organizational units and Functions when assigning the parent. | Position Management |

Recruiting Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Agency Portal | Grants access to manage the Agency Portal page. This permission cannot be constrained. | Recruiting |

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| Applicant and Application Custom Fields – Edit Values | Grants ability to edit Applicant custom field values on the Custom Fields tab of the Applicant Profile Snapshot page. Grants ability to edit the Application custom field values on the Summary tab of the Applicant Profile page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Applicant Flags Preferences - Manage | Grants ability to access and manage Applicant Flags Preferences. This permission cannot be constrained. | Recruiting Administration |

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| Applicants: Access Sensitive Statuses | Grants ability to access the applicant statuses that are configured as sensitive. | Recruiting |

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| Applicants: Add/Move to Requisition | Grants ability to add or move applicants to requisitions the applicant did not apply for. This permission can be constrained by OU, User's OU, and Grade. | Recruiting |

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| Applicants: Add to Talent Pool | Grants ability to add applicants to talent pools. | Recruiting |

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| Applicants: Delete Document | Grants ability to access, manage, delete, and replace documents on the Applicant Profile > Documents tab or Attachments tab. This permission cannot be constrained by OU. This is an administrator permission | Recruiting |

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| Applicants: View SHL Assessment Results | Grants applicants the ability to view assessment results. This permission cannot be constrained. This is an end user permission. | Recruiting |

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| Applicants: Assign Competency Assessment | Grants ability to assign competency assessments to candidates. | Recruiting |

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| Applicants: Assign SHL Assessments | Grants ability to assign SHL assessments to applicants from the Manage Applicants and Applicant Profile pages. This permission cannot be constrained. | Recruiting |

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| Applicants: Assign Training | Grants ability to assign training to candidates. | Recruiting |

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| Applicants: Assign Video Interview Integration | Allows user to assign video interview integrations from Manage Candidates. This permission cannot be constrained. | Recruiting |

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| Applicants: Comments - Manage | Grants ability to view and manage comments for applicants.  This permission also defines whether comments posted when an interviewer submits an interview recommendation are posted to the Comments section on the Applicant Profile tab. Note: Interview recommendation comments for interviewers who have this permission display on the Applicant Profile tab. For interviewers who do not have this permission, the comments do not display on the Applicant Profile tab. | Recruiting |

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| Applicants: Comments - View | Grants ability to view comments for applicants. | Recruiting |

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| Applicants: Compare Candidates | Grants ability to compare candidates against each other | Recruiting |

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| Applicants: Edit Contact Details | Grants ability to edit the applicant details, including the name, phone, address, and photo on the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants: Edit Matching Criteria | Grants ability to edit the Position Criteria section on the New Submissions page in Manage Job Requisitions used to evaluate new submissions. | Recruiting |

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| Applicants: Manage HireRight Background Checks | Grants access to manage HireRight background checks from the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants: Manage Flags | Grants ability to add and remove applicant (user) and application flags. This permission also grants ability to use applicant flags in Search Candidates. This permission cannot be constrained. | Recruiting |

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| Applicants: Manage Hired Applicants | Grants ability to access and manage Manage Hired Applicants and also access the Users page and the Add/Edit User page via the Manage Hired Applicants page. This permission can be constrained by OU. This is an administrator permission. | Recruiting |

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| Applicants: Manage Interviews | Grants ability to manage and schedule interviews for applicants. This permission cannot be constrained. | Recruiting |

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| Applicants: Onboarding Notifications - Manage | Grants ability to send Onboarding Notification for all applicants in the Hired status. This permission cannot be constrained. | Recruiting |

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| Applicants: Ratings - Manage | Grants ability to view and manage ratings for applicants. | Recruiting |

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| Applicants: Ratings - View | Grants ability to view ratings for applicants. | Recruiting |

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| Applicants: Reset Candidate Password | Grants ability to change a candidate's password. This permission controls the ability to see the Reset Candidate Password option in the Options drop-down on the Applicant Profile page. The option is only visible to users with this permission. This permission cannot be constrained. | Recruiting |

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| Applicants: Send Email | Grants ability to send email to candidates. | Recruiting |

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| Applicants: Send email from Manage Candidates | Grants the ability to send emails to all candidates the user has access to from Manage Candidates. This permission cannot be constrained. | Recruiting |

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| Applicants: Send Customizable Email | Grants access to create and send adhoc emails to applicants (both individual and batch emails to group of applicants). The link Send Customizable Email from the Summary tab (within the Applicant Profile) and from the drop-down Action menu (within the Manage Applicants page) is available for users with this permission. This permission cannot be constrained. | Recruiting |

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| Applicants: Status Change | Grants ability to change applicant status for any applicant to whom the user already has access. This permission cannot be constrained. | Recruiting |

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| Applicants: Un-hide Hidden Contact Info | Grants access to un-hide hidden contact information on the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants: View Background Check Status | Allow user to view the background check status. The user cannot view the link to the detailed report. This permission cannot be constrained. | Recruiting |

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| Applicants: View Background Check Status and Details Link | This permission allows users to view the background check status and view a link to access the background check report, which can be found in the background check status type panel on the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants - View Candidate Matching Score | Grants ability to view a candidate's Matching Score on the Manage Candidates page. This permission is not constrained. | Recruiting |

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| Applicants: View Compliance Question Response | Grants ability to view compliance question responses from applicants. | Recruiting |

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| Applicants: View Email Tab | Grants access to view the Email tab within the Applicant Profile page and all of its content. This permission cannot be constrained. | Recruiting |

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| Applicants: View Video Interview Integration Status and Details Link | Allows user to view the video interview integration status and details link to access the video interview. This permission cannot be constrained. | Recruiting |

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| Applicant Status Bank - Manage | Grants ability to access and manage Applicant Status Bank. | Recruiting Administration |

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| Application Custom Fields – Manage | Grants ability to create and edit custom fields used for Applicant and Application. This permission also grants access to the Applicant Custom Fields and Application Custom Fields sections of the Requisition and Applicant Preferences page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Application Workflow Template - Manage | Grants ability to access and manage Application Workflow Templates. This permission can be constrained by OU and User’s OU. This is an administrator permission. | Recruiting Administration |

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| Application Workflow Template - View | Grants ability to access and view Application Workflow Templates. | Recruiting Administration |

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| Candidate Messages: View and Send Messages | Grants access to Candidate Messaging & SMS functionality. This permission cannot be constrained. This permission is added to Requisition: Owner and Applicant Reviewer roles by default and can be added to other security roles by the administrator. | Recruiting |

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| Career Site - Manage | Grants ability to access and manage Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Career Site - View | Grants ability to access and view Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Compliance Enablement Preferences - Manage | Grants ability to access and manage Compliance Enablement Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Compliance Question - Manage | Grants ability to access and manage Compliance Question Bank. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Config: Cost Field Management - Manage | Grants ability to access and manage the Cost Field Management page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| CRM Integration - Manage | Grants ability to manage Recruitment Marketing actions on the Manage Requisitions page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Default Requisition Template – Manage | Grants access to manage Default Requisition Template Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Hiring Dashboard: Manage | Grants the ability to access the Hiring Dashboard. Access to the Hiring Dashboard is dynamically assigned when the user is a Requisition Owner or Applicant Reviewer (including Hiring Manager).  This permission is only assigned to the Hiring Manager/Applicant Reviewer when there is a qualified candidate for the requisition. A qualified candidate is any candidate that is past the New Submission stage. Until that point, the Hiring Dashboard will not be visible to recruiters who are dynamically assigned this permission who do not already have access to the Hiring Dashboard through another requisition. | Recruiting |

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| Hiring Dashboard: View Other Dashboards | Grants the ability to view other users' dashboards. While viewing another user's dashboard, no actions can be taken on behalf of the dashboard owner. User also needs access to their own Hiring Dashboard before accessing other dashboards using this permission. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Recruiting |

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| Interview Events - Manage | Grants access to create and edit interview events and sessions regardless of owner. The menu selection "Interview Events & Sessions" from the Recruit drop-down is available for users with this permission. This permission cannot be constrained. This is an administrator permission.  Note: Any administrator with this permission has access to all interview events, regardless of the organizational unit(s) to which they belong. | Recruiting Administration |

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| Interview Event - Owner | Grants ability to access interview events for which user is listed as an owner. This permission cannot be constrained. This is an administrator permission.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. Users must also have the Applicants: Manage Interviews permission in order to schedule events on the Interview Scheduler page. | Recruiting Administration |

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| Interview Guide – Manage | Grants ability to access and manage Interview Guide Management. This permission can be constrained by User. This is an administrator permission. | Recruiting Administration |

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| Interview Management Preferences – Manage | Grants ability to access and manage Interview Management Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Requisition: Localization Delete | Grants access to delete languages for a requisition. This permission cannot be constrained. | Recruiting |

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| View Private Comments | Grants ability to read all advance/do not advance feedback when reviewing candidates in Manage Candidates. | Recruiting |

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| Offer Letter Preferences - Manage | Grants ability to access and manage Offer Letter Preferences. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Offer Letter Template Management - Manage | Grants ability to access and manage Offer Letter Template Management. This permission can be constrained by OU and User's OU. Creator constraints apply. This is an administrator permission. | Recruiting Administration |

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| Offer Letter Template Management - View | Grants ability to access and view Offer Letter Template Management. This permission can be constrained by OU and User's OU. Creator constraints apply. This is an administrator permission. | Recruiting Administration |

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| Offer: Approver | Grants ability to access and approve/deny offer letters and include comments for offers for which the user is listed as an approver. Grants ability to access pages related to requisitions for which the user is listed as an approver, including read-only access to all tabs of the Edit Requisition page in Manage Job Requisitions. This permission cannot be constrained. Note: This is a dynamically assigned permission that is not available in Security Role Administration. This permission cannot be constrained. Once assigned, the permission is never removed dynamically, which enables approvers to revisit offer letters that they have already approved or denied. If an approver is removed from an offer that is in a Pending Offer status, the approver can no longer access that version of the offer letter in their Pending tab. If an approver is removed from a past version of an offer, the approver's access to the past offer remains. This permission cannot be manually assigned. | Recruiting |

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| Offer: Edit Letter Content | Grants ability to access and manage the Offer Letter step when creating or editing a job requisition. Grants ability to edit the offer letter content and settings on the Applicant Profile page. To manage offer letter content on a job requisition, this permission must be used in conjunction with the Requisition: Manage permission. To manage offer letter content on the Applicant Profile page, this permission must be used in conjunction with the Offer: Manage Offers permission. This permission cannot be constrained. | Recruiting |

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| Offer Letter Custom Fields – Manage | Grants access to manage Offer Letter custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Offer: Manage Offers | Grants ability to manage all functionality available in the Offer Letter Management table of an applicant's profile, as well as view offer letters on the Documents tab of the Applicant Profile page. This permission must be used in conjunction with the Requisition: Manage or Requisition: Owner permission. This permission cannot be constrained.  Note: Users must also be assigned the Offer: Edit Letter Content permission in order to edit offer letters that are generated from a template.  Note: Users must also be assigned the Offer: Select Letter Template permission to change the template that is used when generating offer letters.   * If an offer letter template is defined at the Requisition Level[[1]](#footnote-1), then users without the Offer: Select Letter Template permission can only use the template defined at the requisition level when configuring the offer letter at the Applicant Level[[2]](#footnote-2). * If an offer letter template is not defined at the requisition level, then users must have the Offer: Select Letter Template permission in order to use a template at the applicant level.   Note: Users must also be assigned the Applicants: Access Sensitive Statuses permission to access offer letters that are defined as sensitive. | Recruiting |

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| Offer: Select Letter Template | Grants ability to select, edit, and modify the offer letter template that is used when generating an offer letter on the Applicant Profile page. This permission must be used in conjunction with the Offer: Manage Offers permission. Users that do not also have the Offer: Manage Offers permission cannot change the template used when generating offer letters. This permission can be constrained by OU and User's OU. Creator constraints apply. | Recruiting |

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| Preboarding Organizational Units - Manage | Grants ability to access and manage Preboarding OU Configurations. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Pre-Screening Question Bank - Manage | Grants ability to access and manage Pre-Screening Question Bank. | Recruiting Administration |

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| Recruiting Agencies - Manage | Grants ability to manage the Manage Recruiting Agencies page. This is an administrator permission. This permission cannot be constrained. | Recruiting Administration |

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| Recruiting Configure Email Templates- Manage | Grants ability to configure email communication templates for Recruiting. This permission cannot be constrained. This is an administrator permission. | Recruiting |

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| Recruiting Forms - Assign | Grants access to assign forms in Recruiting. This permission cannot be constrained. | Recruiting |

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| Recruiting General Preferences - Manage | Grants ability to access and manage Recruitment General Preferences. | Recruiting Administration |

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| Recruiting Integrations - Manage | Grants ability to access and manage the Recruiting Integrations Preferences page. This is an administrator permission. This permission cannot be constrained. | Recruiting Administration |

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| Recruiting Manager Dashboard | Grants access to the Recruiting Manager Dashboard page. This permission cannot be constrained. | Recruiting |

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| Recruiting: Search Candidates | Grants ability to access Candidate Search page for recruiting, which enables searching for internal candidates and external candidates who have applied for open positions. This permission also enables the Invite to Apply action item to appear in the Actions drop-down on the Search Candidates - Search Results page. This permission can be constrained by OU and User's OU. | Recruiting Administration |

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| Referral Preferences - Manage | Grants ability to access and manage Referral Preferences. In addition, this permission enables administrators to view and access the Referrals widget in Welcome Page Preferences and Manage Custom Pages. | Recruiting Administration |

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| Requisition: Approver | Enables approver to access and approve/deny requisitions for which they are an approver. This permission cannot be constrained. Note: This is a dynamically assigned permission. If the user is removed as an approver for an offer that is in a Pending Offer status, the user can no longer access that version of the offer. This permission cannot be manually assigned. | Recruiting |

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| Requisition: Edit Applicant Review | Grants ability to edit the Applicant Review tab of the Edit Requisition page. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Application Workflow | Grants ability to access and create the application workflow for job requisitions. This applies to external, internal, and recruiting agency submissions. For users without this permission, the Application Workflow tab only allows removal of items that are included in the application workflow that is used for the requisition. This permission cannot be constrained. | Recruiting Administration |

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| Requisition: Edit Approvals | Grants ability to edit the requisition approval section for requisitions. | Recruiting |

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| Requisition: Edit Attachments | Grants ability to add and delete attachments to requisitions and requisition templates. This permission cannot be constrained. Note: This permission does not grant access to remove attachments on the Applicant Profile page that are submitted by the applicant. | Recruiting |

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| Requisition: Edit Cost Details | Grants ability to add and edit costs on the Cost Details tab of the Requisition Snapshot page. This permission must be used in conjunction with the Requisition: Manage permission or the dynamically assigned Requisition: Owner permission. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Description | Grants ability to edit the internal and external descriptions for requisitions. This permission cannot be constrained. This permission must be used in conjunction with the Requisition: Manage permission. Note: For requisition owners and managers who do not have this permission, when editing a job requisition, the requisition description section is read-only. | Recruiting |

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| Requisition: Edit Interviewers | Grants ability to edit the requisition interviewers section for requisitions. Users with this permission can also edit the interviewers for Interview status types from the Applicant Profile page. This permission can be constrained by OU. Note: If OU constraints are applied, then the only users who recruiters can add as interviewers are the users who they can view based on the OU constraints. | Recruiting |

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| Requisition: Edit Job Ad | Grants ability to edit the Job Ad tab of the Edit Requisition page. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Offer Letter - Offer Letter (Manage) | Grants ability to edit the Offer Letter and Offer Approvals sections on the Offer Letter step when creating or editing a job requisition. This permission must be used in conjunction with the Requisition: Manage permission. Requisition owners that are assigned this permission have edit access to the Offer Letter step when creating or editing a job requisition. This permission can be constrained by OU. Note: For requisition owners and managers that do not have this permission, the Offer Letter step is read-only when editing a job requisition. | Recruiting |

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| Requisition: Edit Owners | Grants ability to edit the owners section for requisitions. This permission can be constrained by OU and User's OU. | Recruiting |

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| Requisition: Edit Postings | Grants ability to edit the Job Postings page for a job requisition. In addition, this permission enables users to store user-level credentialing information for job board aggregation partners on Edge. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Qualifications | Grants ability to edit the minimum and ideal qualifications for requisitions. This permission cannot be constrained. This permission must be used in conjunction with the Requisition: Manage permission. Note: For requisition owners and managers who do not have this permission, when editing a job requisition, the requisition description section is read-only. | Recruiting |

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| Requisition: Edit Reviewers | Grants ability to edit the requisition reviewers section for requisitions. This permission can be constrained by OU. | Recruiting |

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| Requisition: Hiring Manager | Grants ability to view requisitions and applicants for jobs for which user is listed as a Hiring Manager. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as a hiring manager, the permission is revoked for the associated requisition. This permission cannot be manually assigned. | Recruiting |

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| Requisition: Interviewer | Grants ability to access and view past and future interviews and record interviewee recommendations. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. Once a user is scheduled as an interviewer for an applicant, the user will always have permission to view the interview details on the Interview Manager page. Users with this permission can do the following:   * Access the Interview Manager page. * View the resume and cover letter for applicants for whom they are an interviewer. * View the applicant profile for applicants for whom they are an interviewer. * View the interview guide for the requisition for which they are listed as an interviewer. * Recommend that an applicant be advanced or not advanced. | Recruiting |

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| Requisition: Manage | Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade. | Recruiting |

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| Requisition: Owner | Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition. | Recruiting |

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| Requisition Preferences - Manage | Grants ability to access and manage Requisition and Applicant Preferences. This permission cannot be constrained.  Note: Users with the Requisition: Manage permission will not be affected by [**Field Level Access settings**](file:///C:/cornerstone-csx-online-help/Content/Preferences/Recruiting%20Preferences/Requisition%20Preferences%20-%20Requisition%20Field%20Level%20Access.htm). | Recruiting Administration |

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| Requisition Request Preferences - Manage | Grants ability to edit the Requisition Requests Preferences page. This permission cannot be constrained. | Recruiting Administration |

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| Requisition Request: Select Users | Grants ability to select requisition owners, reviewers, and interviewers when creating requisition requests. This permission can be constrained by OU and User's OU. The constraints define which users are available when selecting users for requisition requests. | Recruiting |

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| Requisition: Submit Request | Grants ability to create requisition requests. This permission can be constrained by OU and User's OU. | Recruiting |

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| Requisition: Reviewer | Enables reviewer to access requisitions and applicants for requisitions for which they are a reviewer. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. Once a requisition is in a Closed or Cancelled status or if the user is removed as a reviewer, the permission is revoked for the associated requisition. This permission cannot be manually assigned.  Note: If an applicant reviewer is removed as a reviewer via the Applicant Profile page, the Requisition: Reviewer permission is revoked for the associated requisition. However, if the reviewer was also added as a reviewer via the General tab when creating, editing, or copying the requisition, the reviewer still appears on the In Review panel as a duplicate reviewer and retains access to the requisition and applicants from the Requisition: Reviewer permission. See [**Applicant Profile Page Overview**](file:///C:/cornerstone-csx-online-help/Content/Manager/Recruiting/Applicant%20Profile%20Page%20Overview.htm) for more information about duplicate reviewer instances. | Recruiting |

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| Requisition: Select Recruiting Agency | Grants access to manage the Agency Postings workspace on the Requisition - External Postings page. This permission cannot be constrained. | Recruiting |

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| Requisition Template – Application Workflow Template - Manage | Grants ability to set and edit Application Workflow Templates when editing Requisition Templates. This permission can be constrained by OU and User’s OU. This is an administrator permission. | Recruiting Administration |

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| Requisition Template - Manage | Grants ability to access and view Requisition Templates. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Requisition Template – Offer Letter Template - Manage | Grants ability to access and manage the Offer Letter step when creating or editing a job requisition template. This permission must be used in conjunction with the Requisition Template - Manage permission. Creator constraints apply; administrators with this permission can only access offer letter templates that are available to them based on the creator constraint. This is an administrator permission. Note: For administrators that do not have this permission, the Offer Letter step is read-only when creating or editing a job requisition template. | Recruiting Administration |

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| Requisition Template - View | Grants ability to access and view Requisition Templates. This is an administrator permission. | Recruiting Administration |

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| Requisition: View/Edit Salary Range | Grants ability to view and edit the salary range on a requisition and also grants visibility to the COMPENSATION.RANGE, JOB.COMPENSATION.RANGE.MAX, and JOB.COMPENSATION.RANGE.MIN tags within the Recruiting functionality. This permission cannot be constrained. | Recruiting |

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| Selection Custom Reports | Grants the user Reporting 2.0 access to applicant scores from the Cornerstone Selection module for Reporting 2.0 reports. This permission cannot be constrained. | Recruiting |

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reports - Billing (Standard Reports) Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Content Sales Transaction Report | Grants access to the Content Sales Transaction Report, which allows administrators to track revenue and profit for content sales. | Reports - Billing |

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| Cost Center Billing Report | Grants access to Cost Center Billing Report, which displays all learning transactions grouped by cost center. | Reports - Billing |

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| Credit Card Billing Report | Grants access to Credit Card Billing Report, allowing administrators to reconcile sales records based on credit card transactions. The output is separated by course title, rather than transaction. | Reports - Billing |

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| Delivery Report for Billing | Grants access to Delivery Report for Billing, which allows administrators to view Pay as you Go delivery usage summary. | Reports - Billing |

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| Enterprise Billing Report | Grants access to Enterprise Billing Report, which summarizes all learning transactions by cost center, provider or employee. Also provides detailed reporting on individual transactions. | Reports - Billing |

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| Enterprise Custom Billing Report | Grants access to Enterprise Custom Billing Report, which displays all learning transactions for a specified date period. A variety of filter and grouping options are available when running the report. | Reports - Billing |

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| Inventory Purchase Report | Grants access to Inventory Purchase report, which displays transaction details on learning objects purchased for future assignment via the Inventory purchase feature. | Reports - Billing |

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| Library Registration Report | Grants access to Library Registration Report, which displays registrations and costs for pre-configured content libraries. | Reports - Billing |

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| Prepaid Content License Tracking Report | Grants access to Prepaid Content License Tracking report, allowing administrators to access their prepaid content license information in order to track licenses usage. When content is prepaid, that means the client has a contract with either the system or a third party to prepay for a given number of content licenses. | Reports - Billing |

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| Prepaid Delivery Tracking Report | Grants access to Prepaid Delivery Tracking Report, which allows administrators to view their prepaid content delivery usage summary. When content is prepaid, that means the client has a contract with either the system or a third party to prepay for a given number of content licenses. | Reports - Billing |

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| Processing Fees Report | Grants access to Processing Fees Report, which breaks down the processing fees for each transaction that is made using the LMS and EXE functionality within a selected date range. | Reports - Billing |

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| Sales Tax Report | Grants access to Sales Tax Report, which displays the tax breakdown of each item or transaction that has been taxed upon purchase using the LMS and EXE functionality. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. (Requires CyberSource integration) | Reports - Billing |

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| User Billing Report | Grants access to User Billing Report, which displays all learning transactions for a specified date period, grouped by user. | Reports - Billing |

Reports - Compensation (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Budget Status Report | Grants access to Budget Status Report, which displays the current budget status of all users in the report criteria for a given compensation task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Compensation |

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| Bulk Compensation Statements | Grants access to Bulk Compensation Statements Report, which generates compensation statements for multiple employees in a single report. | Reports - Compensation |

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| Compensation Adjustment Guidelines Report | Grants access to Compensation Adjustment Guidelines report, which displays adjustment guidelines that apply to an employee during a specific period for a particular compensation component. | Reports - Compensation |

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| Compensation Adjustment Report | Provides access to the Compensation Adjustment Report, which displays adjustments for base, bonus, and/or equity for employees within a compensation task. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Reports - Compensation |

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| Compensation Audit History Report | Grants access to Compensation Audit History report, which displays the comment audit history for compensation tasks. | Reports - Compensation |

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| Compensation EEO Report | Grants access to Compensation Equal Employment Opportunity Report, which displays EEO data and compensation information for a specific task. In order to run this report, EEO data such as gender and diversity needs to be loaded into the system. This is an administrator permission. | Reports - Compensation |

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| Compensation Modeling Report | Grants access to Compensation Modeling Report, which displays budget projections based on compensation modeling tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Compensation |

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| Compensation Promotion Report | Grants access to Compensation Promotion Report, which reports on the promotion details within compensation tasks. | Reports - Compensation |

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| Compensation Statement Report | Grants access to Compensation Statement Report which enables printing the compensation statement for one user at a time. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, and User's Subordinates. | Reports - Compensation |

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| Deferral Payments Report | Grants access to Deferral Payments Report, which tracks payment schedules of deferred compensation for a population of users. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Reports - Compensation |

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| Employee Salary Range Report | Grants access to Employee Salary Range Report, which displays the salary range of each employee in the report criteria. | Reports - Compensation |

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| Individual Targets Report | Grants access to Individual Targets Report, which reports on users' target values for defined Bonus and Equity components for a specific date period. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Compensation |

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| Pay For Performance Report | Grants access to Pay For Performance Report, which displays the comparison of adjusted compensation for an employee against specific performance metrics for a given task. | Reports - Compensation |

Reports - Connect (Old Connect) (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Connect Community Report | Grants access to Connect Community Report, which displays community-specific information including designated community leaders, member count and community type. | Reports - Connect |

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| Connect Profile Comments Report | Grants access to Connect Profile Comments Report, which displays comments that have been left on users' Connect Profiles. | Reports - Connect |

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| Connect Topic Expert Report | Grants access to Connect Topic Expert Report, which displays topics that users have been designated Topic Experts for and the number of questions they have answered. | Reports - Connect |

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| Connect Topic Moderator Report | Grants access to Connect Topic Moderator Report, which displays topics that users have been designated Topic Moderators for and the number of postings associated with those topics. | Reports - Connect |

Reports - Dashboards Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - ILT (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| ILT Enrollment Summary Report | Grants access to ILT Enrollment Summary report, which displays enrollment summary information for Instructor Led training sessions. | Reports - ILT |

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| ILT Interest Tracking Report | Grants access to the Interest Tracking report which displays ILT events for which users have expressed interest in attending future sessions. | Reports - ILT |

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| ILT No-Show Report | Grants access to No-Show Report, which displays attendance rates and lists of no-shows (registered students who did not attend any parts of the session) for each instructor led training session. | Reports - ILT |

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| ILT Requests Summary Report | Grants access to ILT Requests Summary Report, which displays a summary of requests for each instructor led training session made by a specified population of users. | Reports - ILT |

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| ILT Session Cancellation Report | Grants access to ILT Session Cancellation Report, which displays a list of cancelled instructor led training sessions, including reason for cancellation. | Reports - ILT |

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| ILT Session Cost Report | Grants access to ILT Session Cost Report, which displays the costs associated with each instructor led training session. The costs categories are portal specific and cost dollars are set at the session level by ILT administrators when creating sessions. | Reports - ILT |

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| ILT Session Withdrawal Report | Grants access to ILT Session Withdrawal Report, which displays a list of users who registered for instructor led training sessions and later withdrew their registration, including reasons for withdrawal. | Reports - ILT |

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| Instructor Calendar Report | Grants access to Instructor Calendar Report, which displays scheduled ILT sessions for instructors for a one week period. | Reports - ILT |

Reports - Performance (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Average Competency Rating Report | Grants access to Average Competency Rating Report, which displays average competency ratings in columns, by user for a particular competency assessment task. | Reports - Performance |

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| Competency Assessment Freeform Question Report | Grants access to Assessment Freeform Question report, which reports on responses to freeform questions from within a competency assessment tasks. | Reports - Performance |

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| Competency Assessment Gap Analysis Report | Grants access to Competency Assessment Gap Analysis Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU and User's OU. | Reports - Performance |

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| Competency Assessment Response Report | Grants access to Competency Assessment Response Report, which displays the percentage breakdown of responses per item/behavior within a competency assessment. | Reports - Performance |

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| Competency Assessment Score Comparison Report | Grants access to Assessment Score Comparison Report, which displays the percentage breakdown of competency assessment responses by item/behavior. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Development Plan Exception Report | Grants access to the Development Plan Exception report, which displays all users who do not have an active approved development plan within a specific time period. | Reports - Performance |

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| Development Plan Group Details Report | Grants access to Development Plan Group Details report, which displays the details of each development plan for a selected group of users that fall within a specific time period. | Reports - Performance |

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| Development Plan Status Report | Grants access to the Development Plan Status report, which summarizes the status of all development plans for specific users during a specific time period. | Reports - Performance |

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| Employee Competency Current Ratings Report | Grants access to Employee Competency Current Ratings Report, which displays current competency ratings from the user's resume or competency assessment, whichever is more recent. | Reports - Performance |

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| Employee Peers Report | Grants access to Employee Peers Report, which displays approved peers for any group of users in the organization. | Reports - Performance |

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| Enterprise Competencies Report | Grants access to Enterprise Competencies Report, which allows comparison of average competency scores of two groups of users. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Goal Details Report | Grants access to Goal Details Report, which displays the details of each goal a user owns that fall within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| --- | --- | --- |
| Goal Exception Report | Grants access to Goal Exception Report, which displays all users who do not have an active approved goal within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Hierarchy Report | Grants access to Goal Hierarchy Report, which displays a visual representation of the full hierarchy for a specified user's goals. | Reports - Performance |

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| Goal Progress Report | Grants access to Goal Progress Report, which summarizes the progress of all goals for specific users during a specific time period. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Status Report | Grants access to the Goal Status Report, which summarizes the status of all goals for specific users during a specified date range. | Reports - Performance |

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| Goal Target Report | Grants access to the Goal Target report, which summarizes all goal targets for specific users during a specific time period, regardless of the goal to which they belong. This report can be run on multiple users, but is always grouped by user. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Tasks Summary Report | Grants access to Goal Tasks Summary Report, which summarizes all goal tasks for specific users during a specific time period, regardless of the goal to which each task belongs. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Individual Competency Ratings Analysis Report | Grants access to Individual Competency Ratings Analysis Report, which displays assessment results in detail for one or more users. This permission can be constrained by User Self and Subordinates, OU, and User's OU. | Reports - Performance |

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| Observation Checklist Comments Report | Grants access to Observation Checklist Notes report, which displays notes made on observation checklists. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Observation Checklist Report | Grants access to the Observation Checklist report, which enables administrators to report on Observation Checklist data. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Performance - Task User Status | Grants access to Task User Status Report. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Details Report | Grants access to Performance Review Group Details report, which can display multiple performance reviews for the same user within a given time range, all in a single PDF output. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Distribution Report | Grants access to Performance Review Distribution Report, which provides a graphical representation of the distribution of ratings for a given performance review task. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User's Subordinates. | Reports - Performance |

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| Performance Review Report | Grants access to Performance Review report, which allows display and printing of a specific performance review for one user at a time. The constraints on this permission also determine for which users the administrator can print the review task PDF and review attachments when viewing the performance review task details. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Rating Report | Grants access to Performance Review Rating Report, which displays performance review task overall and section ratings for multiple users. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Section Rating Comparison Report | Grants access to Performance Review Section Rating Comparison Report, which displays individual question ratings for a review section of a performance review task for a group of users. This permission can be constrained by OU, User's OU, and User's Subordinates. | Reports - Performance |

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| Performance Review Step Status Report | Grants access to Performance Review Step Status Report, which displays the status of review steps within a performance review task. This permission can be constrained by OU, User's OU, User's Direct Reports, and User Self and Subordinates. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Performance |

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| Skills Matrix Report | Grants access to Skills Matrix Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

Reports - Recruiting (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Applicant Compliance Report | Grants access to the Applicant Compliance Report, which tracks applicants' self-reported responses to disability, gender, race, ethnicity, and EEO questions. | Reports - Recruiting |

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| Applications by Source and Status Report | Grants access to the Applications by Source and Status report, which displays source data for all applications. | Reports - Recruiting |

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| Cost per Hire Report | Grants access to the Cost per Hire report, which displays the costs tracked for recruiting. This permission cannot be constrained. | Reports - Recruiting |

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| Custom Form Data Report | Grants access to the Custom Form Data Report, which displays data collected through forms. This permission can be constrained by OU and User's OU. | Reports - Recruiting |

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| Hires By Source Report | Grants access to the Hires by Source report, which tracks the sources through which new hires applied for a requisition. | Reports - Recruiting |

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| Recruiting Agency Statistics Report | Grants access to the Recruiting Agency Statistics report, which displays recruiting agency submission details. This permission cannot be constrained. | Reports - Recruiting |

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| Referral Statistics Report | Grants access to Referral Statistics report, which displays summary or detailed information on referrals by users and whether a bonus is owed on referrals. | Reports - Recruiting |

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| Requisition Details Report | Grants access to the Requisition Details report, which displays details of requisitions in the portal. This permission cannot be constrained. | Reports - Recruiting |

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| Saved Applicant Searches Report | Grants access to the Saved Applicant Searches report, which displays saved applicant search details. | Reports - Recruiting |

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| Scheduled Interviews Report | Grants access to the Scheduled Interviews report, which displays scheduled interviews by date, interviewer, location or applicant. This permission cannot be constrained. | Reports - Recruiting |

Reports - System (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Talent/Succession (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Resume and Career Preferences Report | Grants access to Resume and Career Preferences PDF Report, for 1-100 users at a time. | Reports - Talent/Succession |

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| Resume Section Details Report | Grants access to Resume Section Details Report, which allows reporting on a designated Resume section and its corresponding fields, of the Resume. | Reports - Talent/Succession |

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| SMP External Candidate Report | Grants access to SMP External Candidate Report, which displays the external candidates added as successors for a specific SMP task. This permission cannot be constrained. | Reports - Talent/Succession |

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| SMP Metric Grid - Calibration | Allows for calibration on the SMP Metric Grid report (ability to move users from one grid position to another and save the changes to the related SMP task). This permission works in conjunction with the SMP Metric Grid Report permission; user must have both permissions in order to enable calibration access to the metric grid report. This is an administrator permission. | Reports - Talent/Succession |

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| SMP Metric Grid Report | Grants access to SMP Metric Grid report, which displays the grid rating of users on an SMP metric grid. Report can be run for most recent grid rating across multiple SMP tasks, or from a specific SMP task. This permission can be constrained by OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Talent/Succession |

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| SMP PowerPoint Template Report | Grants ability to create custom PowerPoint templates with which to report on incumbents for an SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Reports - Talent/Succession |

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| SMP Resume/Feedback Report | Grants access to SMP Resume/Feedback Report, which displays responses to SMP task Resume/Feedback sub-step for a group of users. This permission can be constrained by OU and User's OU. | Reports - Talent/Succession |

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| SMP Succession Report | Grants access to SMP Succession Report which displays most recently named successors for a group of users, or successors named in a specific SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| SMP Survey Step Report | Grants access to SMP Survey Step Report, which displays the answers to questions from a survey step within a SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Succession Management Plan Report | Grants access to Succession Management Plan report, which displays the selected sections of a Succession Management Plan Task of a specific assessor. This permission can be constrained by OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Talent/Succession |

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| Succession Metric Ratings Report | Grants access to Succession Metric Ratings Report, which displays all the ratings for a rating scale metric on a SMP task for a set of users. This permission can be constrained by OU and User's OU. | Reports - Talent/Succession |

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| Successor Details by Incumbent Report | Grants access to Successor Details by Incumbent, which displays the most recently nominated successors, or nominated successors from a specific SMP task, for a group of incumbent employees. The report can include multiple successor metrics and/or custom user fields. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Successor Details by Successor Report | Grants access to Successor Details by Successor, which displays the most recent positions or incumbents for which a user is nominated as a successor to fill or replace, or from a specific SMP task. The report can include multiple successor metrics and/or custom user fields. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Talent Pool Details Report | Grants access to Talent Pool Details Report, which displays users for a given talent pool, including their date added and talent pool status. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

Reports - Track Employee (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Reports - Training (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Certification Summary Report | Grants access to Certification Summary report, which displays summary information on users' certification statuses on one or more certifications. | Reports - Training |

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| Certifications Details Report | Grants access to Certifications Details Report, which displays users' progress for each learning object within a certification. | Reports - Training |

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| Content Provider Summary Report | Grants access to Content Provider Summary Report, which displays training Registration, Completion, and In Progress transcript status totals per provider. | Reports - Training |

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| Course Assessment Question Item Analysis Report | Provides access to Course Assessment Question Item Analysis report, which displays SCORM 2004 online course assessment data organized by question components. | Reports - Training |

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| Course Assessment Results Report | Grants access to the Course Assessment Results Report, which displays a summary of information for SCORM 2004 online course assessment data. This report is used to report on course test data. The constraints that are placed upon this permission limit the users that are available when running the report. | Reports - Training |

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| Curriculum Report | Grants access to Curriculum Report which displays user progress for a curriculum at a summary or detailed level. | Reports - Training |

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| Divisional Incomplete Online Training Report | Grants access to Divisional Incomplete Training Report, which displays training not completed by those assigned to user's own division within 30, 60, 90 or 120 days of registration. | Reports - Training |

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| Divisional Training Report | Grants access to Divisional Training Report, which displays training statuses for all LOs assigned or requested by those assigned to user's own division within a specified period of time. | Reports - Training |

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| Enterprise Incomplete Training Report | Grants access to Incomplete Training Report, which displays training not completed within 30, 60, 90 or 120 days of registration. | Reports - Training |

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| Enterprise Past Due Training Report | Grants access to Enterprise Past Due Training Report, which displays list of employees with incomplete training for which the assigned due date has passed. | Reports - Training |

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| Enterprise Training Report | Grants access to the Enterprise Training Report, which displays training statuses for all LOs assigned or requested by users within a specified period of time. | Reports - Training |

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| Exception Training Report | Grants access to Exception Training Report, which displays a list of users who do not have a specific learning object on their learning transcript within a specified date range. | Reports - Training |

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| ILT Interest Tracking Report | Grants access to the Interest Tracking report which displays ILT events for which users have expressed interest in attending future sessions. | Reports - ILT |

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| Learning Evaluation Comparison Report | Grants access to the Learning Evaluation Comparison report, which compares the average pre and post training test scores for a group of training items. | Reports - Training |

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| Level 1 Evaluation Report | Grants access to Level 1 Evaluation report, which will return results for a single level 1 evaluation based on selected criteria. | Reports - Training |

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| Level 2 Evaluation Report | Grants access to the Level 2 Evaluation report, which compares pre and post training test scores for a particular training item. | Reports - Training |

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| LO Equivalency Report | Grants access to LO Equivalency Report which allows administrators to view all items that are set to equivalent in the course catalog. | Reports - Training |

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| Online Course Attempts Report | Grants access to Online Course Attempts Report, which displays registration number, transcript status and score for recurring and non-recurring training. | Reports - Training |

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| Online Training Status Report | Grants access to Online Training Status Report, which displays transcript status and progress information for online training courses. | Reports - Training |

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| Required Class Completion Report | Grants access to Required Class Completion Report, which displays users' transcript statuses for learning objects that are designated as required when setting user availability. | Reports - Training |

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| Required/Suggested Training Report | Grants access to Required/Suggested Training Report, which displays courses designated as required or suggested for a population of users. | Reports - Training |

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| SCORM 2004 Course Progress Chart Report | Grants access to the SCORM 2004 Course Progress Chart Report, a report that displays various types of summary and detail information for results on a SCORM 2004 course for a manager's subordinates. This permission cannot be constrained. This is a manager permission. | Reports - Training |

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| Survey Report | Grants access to the Survey Report, which displays summary of responses for a particular survey task or view cumulative responses from all instances of this survey over a certain time period. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. | Reports - Training |

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| Test Analysis Report | Grants access to Test Analysis report, which displays summary information about users' test attempts, grouped by test name. | Reports - Training |

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| Test Question Item Analysis Report | Grants access to Test Question Item Analysis report, which displays summary data about user responses to test questions. This permission can be constrained by OU, User’s OU, User’s Self and Subordinates, and Provider. | Reports - Training |

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| Top Training Registrations Report | Grants access to Top Training Registration Report, which displays learning objects with most frequent registrations within a specified time period. User may choose from a drop down to control the total number of courses to include in the report. | Reports - Training |

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| Training - Curriculum Details Report | Grants access to Curriculum Details report, which displays statuses for all learning objects within one or more curricula. This permission can be constrained by OU, User's OU, and User Self And Subordinates. | Reports - Training |

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| Training Acknowledgement Report | Grants access to Training Acknowledgement Report, which displays summary information for completed training acknowledgements, including comments. | Reports - Training |

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| Training Demand Forecast Accuracy Report | Grants access to the Training Demand Forecast Accuracy report, which compares a training plan forecast with transcript data. | Reports - Training |

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| Training Demand Forecast Summary Report | Grants access to the Training Demand Forecast Summary report, which enables the administrator to report on training plans and training need requests. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Training |

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| Training Evaluation Report | Grants access to the Training Evaluation report, which displays summary information from completed learning evaluations, levels 1,2 (non-scored) and 3. | Reports - Training |

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| Training Hours Report | Grants access to Training Hours Report, which displays training hours completed by populations of users. This permission can be constrained by User's Corporation, User's OU, and OU. | Reports - Training |

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| Training Progress Summary Pie Chart Report | Grants access to Training Progress Summary Pie Chart Report, which displays the percentage of users with certain transcript statuses for a particular learning object. This permission can be constrained by User Self and Subordinates, User's LO Availability, User's Corporation, OU, User's OU, and Training Item. | Reports - Training |

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| Training Unit (Key Code) Report | Grants access to Training Unit (Key Code) report, which displays the activity for a specific key code during a specific time period. | Reports - Training |

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| Training Unit Purchase Report | Grants access to the Training Unit Purchase report, which tracks training units purchased by users. | Reports - Training |

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| Training Unit Redemption Report | Grants access to the Training Unit Redemption report, which tracks training units redeemed by users. | Reports - Training |

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| Training Unit User Report | Grants access to the Training Unit User report, which tracks the number of training units in a user's account. | Reports - Training |

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| Transcript Status Report | Grants access to Transcript Status Report, which displays status and progress information on a user's transcript for one or multiple users. | Reports - Training |

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| User Transcript Audit Report | Grants access to User Transcript Audit report, which displays user transcript approval history from the Training Details page for any training in the transcript. The report results are limited by the permission constraints. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - Training |

Talent/Succession Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Candidate Search | Grants ability to create, save and manage Candidate Searches, a search for users by various criteria such as performance and succession ratings, resume data, etc. The constraints that are applied to this permission determine the users that are available within a candidate search. This is an administrator permission. | Talent/Succession - Administration |

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| Career Center - View | Enables users to view the Career Center, including Career Pathing and Job Search, depending on enabled components and preferences. This permission enables users to view the Internal Job Search widget on the Welcome Page and custom pages. This permission is also required to post a requisition to an internal career site. This is an end user permission. | Talent/Succession |

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| Career Center Preferences - Manage | Grants access to set preferences for Career Center. This is an administrator permission. | Talent/Succession - Administration |

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| Career Preference Location Bank | Grants access to configuration of Locations on Career Preferences page for Career Center and Universal Profile - Resume. This is an administrator permission. | Talent/Succession - Administration |

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| Career Preference Questions - Manage | Grants access to configuration of Career Preference questions for use in the Career Center. This permission also grants access to Career Preferences section of the Set Resume and Career Preferences page if Universal Profile - Resume is enabled. This permission This is an administrator permission. | Talent/Succession - Administration |

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| Delegate SMP Task | Enables a succession task owner to name a succession task co-planner, if co-planners are enabled for the succession task. This permission should be added to the relevant security role to allow succession task owners to search for and select co-planners. This permission cannot be constrained. This is an administrator permission. | Talent/Succession - Administration |

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| Job Interests - Manage | Grants ability to create and edit/update bank of Job Interests that users can select when indicating interest in a job for career path reasons. This is an administrator permission. | Talent/Succession - Administration |

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| MyTeam Resume - Manage | Grants access to My Team Resume page for subordinates (and other users depending on constraints). This is primarily a manager permission. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Resume tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Talent/Succession |

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| MyTeam SMP - Manage | Grants access to My Team Succession page for subordinates (and other users depending on constraints). This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. This is primarily a manager permission. Within My Team, the Succession tab is only available when viewing a direct report of the user. Note: By design, for any My Team permission that is included in the Manager default security role, all the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.With the February 2018 release, this permission no longer grants direct access to the independent Helicopter View page. This functionality is now controlled by the SMP Helicopter Evergreen Calibration permission. However, the MyTeam SMP - Manage permission still enables access to Talent Conference tasks. | Talent/Succession |

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| Organization Chart | Allow users to view organization chart and create draft organization charts for future organizational changes. | Talent/Succession |

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| Resume Administration | Grants access to resume administration, which enables configuration of resume sections, including custom resume fields. This permission cannot be constrained. This is an administrator permission. Note: This permission does not apply to the Universal Profile - Resume functionality. | Talent/Succession - Administration |

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| SMP Helicopter Evergreen Calibration | Allows users to view and calibrate Evergreen succession data within the Helicopter View. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Direct Subordinates. The constraints that are applied to this permission determine whose data can be viewed and calibrated within the Helicopter View. This is an administrator or manager permission. | Talent/Succession |

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| SMP Helicopter Task Calibration | Allows users to view and calibrate succession data from a task within the Helicopter View. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Direct Subordinates. The constraints that are applied to this permission determine whose data can be viewed and calibrated within the Helicopter View. This is an administrator or manager permission. | Talent/Succession |

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| SMP Metrics/Custom SMP Fields - Manage | Grants access to create Succession Management Planning (SMP) metrics and fields to be used for assessing talent incumbents and successors via SMP tasks. This permission can be constrained by OU and User's OU. This is an administrator permission. | Talent/Succession - Administration |

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| SMP PowerPoint Report Preferences | Enables administrators to manage templates and tags for specific fields for use in the SMP PowerPoint Template report. This is an administrator permission. | Talent/Succession - Administration |

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| SMP Task - View | Grants the ability to view succession tasks. This permission is dynamically assigned to a user when they are assigned any type of SMP task. However, this permission is not dynamically removed when the SMP task has ended. This permission cannot be constrained. | Talent/Succession |

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| SMP Task Administration | Grants access to create Succession Management Plan (SMP) tasks for assessing talent incumbents and successors, and manage activity within those tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Talent/Succession - Administration |

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| Succession - Successor User Search | Grants ability to search for potential successors in a succession task or in Succession Snapshot within Universal Profile. Users who do not have this permission cannot search for potential successors. The constraints that are applied to this permission limit the users who can be searched and added as potential successors. This permission can be constrained by OU, User's OU, Subordinates, Direct Reports, User, and User Self and Subordinates. This is an end user permission.  Note: This permission is not dynamically assigned to users who are designated as a co-planner. This permission must be added to the relevant security role in order for the co-planner to search for potential successors. | Talent/Succession |

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| Succession Management Plan Templates - Manage | Grants ability to create and edit Succession Management Plan (SMP) templates for use in assessing talent (incumbents and successors) in SMP tasks. This permission cannot be constrained. This is an administrator permission. | Talent/Succession - Administration |

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| Succession Management Preferences | Enables administrators to view and edit the Snapshot Succession Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Talent/Succession - Administration |

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| Talent Pools - Manage | Grants ability to create and manage Talent Pools. This permission also grants access the ability to add candidates to a job requisition. This permission can be constrained by OU and User's OU. This is an administrator permission. | Talent/Succession - Administration |

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| Talent Profile - View | Allow managers to view an employee's Talent Profile, which provides a quick view of the user's User Record, Resume, Connect, and Career Center data, as well as comments made about the user. This permission can be constrained by User, User Self and Subordinates, Subordinates, OU, and User's OU. | Talent/Succession |

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| Team Builder | Grants ability to create, save and manage teams of users based on resume data, via the Team Builder. This is an administrator permission. | Talent/Succession - Administration |

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| Users - Manage User Resume | Grants access to view and edit user resumes from Admin/User Search page. This permission only works when used in conjunction with the Users - View permission. | Talent/Succession - Administration |

Training Forms Permissions

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| Training Forms - Manage | Allows user to create and manage custom training form templates and create and assign training form tasks. This is an administrator permission. | Training Forms Administration |

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| Training Order Forms - Manage | Grants access to the Manage Order Forms page, which allows administrators to create and manage order forms. The order forms act as promotional purchase pages which are displayed to end users. This is an administrator permission. | Training Forms Administration |

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| Training Request Form - Manage | Grant access to create and edit training request forms, manage request form statuses, and manage form statuses for users. This is an administrator permission. | Training Forms Administration |

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| Training Request Form - Owner | Allows user to act as Training Request Form Owner. The Training Request Form Owner is able to view and manage request form statuses for users by session. Owners can only see the Training Request Forms for which they are an owner. This permission is dynamically assigned when a user is selected as an owner for a training request form. This is an administrator permission. | Training Forms Administration |

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| Training Request Form Custom Fields - Manage | Grants access to create and edit custom fields used for Training Request Forms. This is an administrator permission. | Training Forms Administration |

Universal Profile Permissions

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| Action Items - EPM | Grants ability to view and take action upon Performance (EPM) items on the Action Items page and in the Your Action Items widget. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - Forms | Grants ability to view Form actions via the Universal Profile - Actions page or the Welcome/Custom page Actions widget. This permission cannot be constrained. | Universal Profile |

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| Action Items - LMS | Grants ability to view and take action upon Learning (LMS) items on the Action Items page. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - View | Grants ability to view action items on the Action Items page and in the Your Action Items widget. Users without this permission cannot access the Action Items page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, and User's Self. This is an end user permission. | Universal Profile |

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| Bio About - View | Enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.  On the Learner Home page, this permission also allows end users to view the Completions & Hours field, the training sidebar, and the Continue Learning carousel.  This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. Note: For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users. | Universal Profile |

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| Bio About Preferences - Manage | Enables administrator to access and edit the Bio About Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Bio Career Preferences - View | Grants ability to view the Bio - Career Preferences page for users within the permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Bio Resume - View | Enables user to view the Bio - Resume page for users within their permission constraints. If a user does not have permission to view the Bio - Resume page, then the Resume tab is not available. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Documents - Delete | Enables user to delete a file that has been uploaded to the Snapshot - Documents page. The constraints on this permission determine which documents the user can delete. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, Self and Direct Reports, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. | Universal Profile |

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| Feedback - Delete | Enables user to delete a feedback post or comment on a user's page. The user can delete feedback from the Feedback page of any user who is within the permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment, not the target user. | Universal Profile |

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| Feedback - Request | Enables user to request feedback from the Feedback page of their Universal Profile. Users can only request feedback from other users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. This is an end user permission.  Note: This permission should not be constrained by Employee Relationship, as this constraint would not be effective and does not stop the user from requesting feedback from users outside of Employee Relationship constraint if applied.  Note: This permission should not be constrained by Restrict to Employee Relationship because the User Picker is unable to evaluate this constraint. | Universal Profile |

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| Feedback - View and Post | Enables user to view the Feedback page of the Universal Profile and to post feedback. Users can only view the Feedback page for users within their permission constraints. Similarly, users can only post feedback for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Self, and Employee Relationship. This is an end user permission. | Universal Profile |

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| Feedback Details - View | Enables user to view the Feedback Details page and provide feedback when they are requested to provide feedback. This permission cannot be constrained. This is an end user permission. | Universal Profile |

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| Feedback Preferences - Manage | Enables administrator to access and edit the Feedback Preferences page. From this page, administrators can configure which options are available when users are requesting and providing feedback within the Universal Profile: Feedback page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Feedback - Request for other users | Enables user to request feedback on behalf of other users from their Feedback page. This permission can be constrained by User's Subordinates, Direct Reports, and Custom Relationship. | Universal Profile |

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| Snapshot - Badges | Enables user to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will always be able to view their own Badges widget when the widget is enabled. This permission also allows end users to view the Badges field on the Learner Home page.  This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Compensation | Enables user to view the Compensation widget within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Competencies | Enables user to view the Competencies widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Development Plans | Enables user to view the Development Plans widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - Manage | Enables user to manage their own goals, and others public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - View | Enables user to view their own goals, and others’ public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates.  Note: Managers can assign this permission to select subordinates when they are away from the office for an extended period. | Universal Profile |

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| Snapshot - Leaderboard | Enables user to view the Leaderboard widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Any user with this permission will always be able to view their own Leaderboard widget when the widget is enabled. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Peers | Grants ability to view the Peers widget within the Universal Profile - Snapshot page. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Self, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot - Reviews | Enables user to view the Reviews widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Documents - View | Grants ability to view the Documents widget and subpage within the Universal Profile - Snapshot page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot Folder Preferences - Manage | Enables administrator to view the Folder Preferences Admin page and manage folder creation, access, and deletion for the Documents page within Universal Profile: Snapshot. This permission cannot be constrained. This is an administrator permission. | Universal Profile |

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| Snapshot Main - View | Enables user to view the Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Preferences – Manage | Enables administrator to access and edit the Snapshot Preferences page. This permission can be constrained by Employee Relationship, OU, and User's OU. This is an administrator permission. | Universal Profile |

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| Snapshot Succession – Manage | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view and manage successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. | Universal Profile |

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| --- | --- | --- |
| Snapshot Succession - View | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Universal Profile Preferences - Manage | Enables administrator to access and edit the Universal Profile General Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

View Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| View Data: Preferences | Grants access View Data Preferences. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, User's Subordinates, User's Direct Subordinates, and User's Corporation. | View |

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| --- | --- | --- |
| View Data: View | Grants access to View Data. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, User's Subordinates, User's Direct Subordinates, and User's Corporation. | View |

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| View People Preferences Page | Grants access to the View People Preferences page, which allows administrators to configure the View People page according to their needs per organizational unit (OU). This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Subordinates. | View |

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| View People: Share | Grants access to open View People to view shared lists. Can dynamically grant access to users to only view the lists that have been shared with the user. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, User's Direct Reports, and User's Subordinates. | View |

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| --- | --- | --- |
| View People: View | Grants access to open View People to see results and share lists. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Subordinates. | View |

Workflow Engine Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Workflows - Global Settings | Grants access to manage Global Workflow Settings. | Workflow Engine |

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| Workflow Engine - Initiate Workflows | Grants ability to initiate the first step of a workflow. | Workflow Engine |

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| Workflow Executions - Manage | Grants access to manage Workflow Executions. | Workflow Engine |

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| Workflow - Management Page | Grants access to manage their Workflows, Global Workflow Settings, and view Workflow Executions. | Workflow Engine |

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| Workflow - Mass Enrollment | Grants access to the mass enrollment functionality. This permission cannot be constrained. | Workflow Engine |

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| Workflow Engine - Workflow Library - Manage | Grants access to view, edit, and publish workflows in the Workflow Library. This is an administrator permission. | Workflow Engine |

View Permissions - User Record

The User Record page displays all permissions a user has in all the roles to which the user is assigned. Each permission's constraints are also displayed. An administrator can add further individual constraints to their existing permissions.

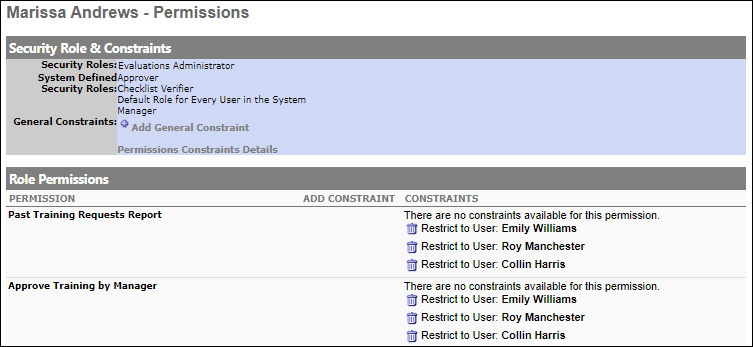
To view a user's permissions, go to Admin > Tools > Core Functions > Users. Then, select the Permissions option in the Options drop-down for the user.

Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |



Roles and Constraints

The following information is displayed for the user:

* Security Roles - This displays the security roles to which the user is assigned. This does not include system defined roles.
* System Defined Security Roles - This displays the system defined security roles to which the user is assigned.

Add General Permission Constraints

Select the Add General Constraint link to add a general constraint to all of the user's permissions that can be constrained.

Permissions Constraints Details

Select the Permissions Constraints Details link to open the Permissions Constraints Details page where the administrator can view each of the user's security roles, permissions, constraints, and permission modification history. See View Permissions Constraints Details.

This link is only available to administrators with the appropriate permissions, and it is only available for users within the administrator's permission constraints.

Role Permissions

The Role Permissions section displays all of the user's permissions except for the permissions in system defined roles. General constraints and permission specific constraints can be added to these permissions. Constraints can be changed at the user level in addition to the security role level. If you change constraints at the user level, you are changing the constraints for just that user, rather than all users in the role.

* To add a general constraint to all of the user's constrainable permissions, click the Add General Constraint link in the Security Role & Constraints section.
* To add a permission specific constraint, click the Add Constraint icon next to the appropriate permission.

Best Practice: Generally, it is not recommended to change permission constraints at the user level. This is because if you change constraints at the user level and then later make changes to the role a user is in, the system overwrites the user level constraints as a result of the changes made to the role.

Helpful Hints

If the user has a permission constrained related to the availability criteria selection tool (i.e., All reports, Knowledge Bank Topics, Catalog Manager, Announcements, Events, Sessions, etc.) then the availability they select will only include users who are also in the Organizational Units by which they are constrained. For example, if a user is constrained to Location: Los Angeles and Division: Main they will only be allowed to select availability within those organizational units.

Permissions for Analytics

This page contains permissions that may apply to organizations using Reporting 2.0, Standard Reports, or Dashboards.

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reporting Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Reporting 2.0 Permissions Enablement Tool | Grants access to the Reporting 2.0 Permission Enablement Tool. This permission cannot be constrained. This is an administrator permission. | Reporting |

Reports - Billing (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Content Sales Transaction Report | Grants access to the Content Sales Transaction Report, which allows administrators to track revenue and profit for content sales. | Reports - Billing |

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| Cost Center Billing Report | Grants access to Cost Center Billing Report, which displays all learning transactions grouped by cost center. | Reports - Billing |

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| Credit Card Billing Report | Grants access to Credit Card Billing Report, allowing administrators to reconcile sales records based on credit card transactions. The output is separated by course title, rather than transaction. | Reports - Billing |

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| Delivery Report for Billing | Grants access to Delivery Report for Billing, which allows administrators to view Pay as you Go delivery usage summary. | Reports - Billing |

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| Enterprise Billing Report | Grants access to Enterprise Billing Report, which summarizes all learning transactions by cost center, provider or employee. Also provides detailed reporting on individual transactions. | Reports - Billing |

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| Enterprise Custom Billing Report | Grants access to Enterprise Custom Billing Report, which displays all learning transactions for a specified date period. A variety of filter and grouping options are available when running the report. | Reports - Billing |

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| Inventory Purchase Report | Grants access to Inventory Purchase report, which displays transaction details on learning objects purchased for future assignment via the Inventory purchase feature. | Reports - Billing |

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| Library Registration Report | Grants access to Library Registration Report, which displays registrations and costs for pre-configured content libraries. | Reports - Billing |

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| Prepaid Content License Tracking Report | Grants access to Prepaid Content License Tracking report, allowing administrators to access their prepaid content license information in order to track licenses usage. When content is prepaid, that means the client has a contract with either the system or a third party to prepay for a given number of content licenses. | Reports - Billing |

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| Prepaid Delivery Tracking Report | Grants access to Prepaid Delivery Tracking Report, which allows administrators to view their prepaid content delivery usage summary. When content is prepaid, that means the client has a contract with either the system or a third party to prepay for a given number of content licenses. | Reports - Billing |

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| Processing Fees Report | Grants access to Processing Fees Report, which breaks down the processing fees for each transaction that is made using the LMS and EXE functionality within a selected date range. | Reports - Billing |

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| Sales Tax Report | Grants access to Sales Tax Report, which displays the tax breakdown of each item or transaction that has been taxed upon purchase using the LMS and EXE functionality. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. (Requires CyberSource integration) | Reports - Billing |

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| User Billing Report | Grants access to User Billing Report, which displays all learning transactions for a specified date period, grouped by user. | Reports - Billing |

Reports - Compensation (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Budget Status Report | Grants access to Budget Status Report, which displays the current budget status of all users in the report criteria for a given compensation task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Compensation |

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| Bulk Compensation Statements | Grants access to Bulk Compensation Statements Report, which generates compensation statements for multiple employees in a single report. | Reports - Compensation |

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| Compensation Adjustment Guidelines Report | Grants access to Compensation Adjustment Guidelines report, which displays adjustment guidelines that apply to an employee during a specific period for a particular compensation component. | Reports - Compensation |

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| Compensation Adjustment Report | Provides access to the Compensation Adjustment Report, which displays adjustments for base, bonus, and/or equity for employees within a compensation task. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Reports - Compensation |

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| Compensation Audit History Report | Grants access to Compensation Audit History report, which displays the comment audit history for compensation tasks. | Reports - Compensation |

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| Compensation EEO Report | Grants access to Compensation Equal Employment Opportunity Report, which displays EEO data and compensation information for a specific task. In order to run this report, EEO data such as gender and diversity needs to be loaded into the system. This is an administrator permission. | Reports - Compensation |

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| Compensation Modeling Report | Grants access to Compensation Modeling Report, which displays budget projections based on compensation modeling tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Compensation |

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| Compensation Promotion Report | Grants access to Compensation Promotion Report, which reports on the promotion details within compensation tasks. | Reports - Compensation |

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| Compensation Statement Report | Grants access to Compensation Statement Report which enables printing the compensation statement for one user at a time. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, and User's Subordinates. | Reports - Compensation |

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| Deferral Payments Report | Grants access to Deferral Payments Report, which tracks payment schedules of deferred compensation for a population of users. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Reports - Compensation |

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| Employee Salary Range Report | Grants access to Employee Salary Range Report, which displays the salary range of each employee in the report criteria. | Reports - Compensation |

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| Individual Targets Report | Grants access to Individual Targets Report, which reports on users' target values for defined Bonus and Equity components for a specific date period. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Compensation |

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| Pay For Performance Report | Grants access to Pay For Performance Report, which displays the comparison of adjusted compensation for an employee against specific performance metrics for a given task. | Reports - Compensation |

Reports - Connect (Old Connect) (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Connect Community Report | Grants access to Connect Community Report, which displays community-specific information including designated community leaders, member count and community type. | Reports - Connect |

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| Connect Profile Comments Report | Grants access to Connect Profile Comments Report, which displays comments that have been left on users' Connect Profiles. | Reports - Connect |

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| Connect Topic Expert Report | Grants access to Connect Topic Expert Report, which displays topics that users have been designated Topic Experts for and the number of questions they have answered. | Reports - Connect |

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| Connect Topic Moderator Report | Grants access to Connect Topic Moderator Report, which displays topics that users have been designated Topic Moderators for and the number of postings associated with those topics. | Reports - Connect |

Reports - Dashboards Permissions

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - ILT (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| ILT Enrollment Summary Report | Grants access to ILT Enrollment Summary report, which displays enrollment summary information for Instructor Led training sessions. | Reports - ILT |

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| ILT Interest Tracking Report | Grants access to the Interest Tracking report which displays ILT events for which users have expressed interest in attending future sessions. | Reports - ILT |

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| ILT No-Show Report | Grants access to No-Show Report, which displays attendance rates and lists of no-shows (registered students who did not attend any parts of the session) for each instructor led training session. | Reports - ILT |

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| ILT Requests Summary Report | Grants access to ILT Requests Summary Report, which displays a summary of requests for each instructor led training session made by a specified population of users. | Reports - ILT |

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| ILT Session Cancellation Report | Grants access to ILT Session Cancellation Report, which displays a list of cancelled instructor led training sessions, including reason for cancellation. | Reports - ILT |

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| ILT Session Cost Report | Grants access to ILT Session Cost Report, which displays the costs associated with each instructor led training session. The costs categories are portal specific and cost dollars are set at the session level by ILT administrators when creating sessions. | Reports - ILT |

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| ILT Session Withdrawal Report | Grants access to ILT Session Withdrawal Report, which displays a list of users who registered for instructor led training sessions and later withdrew their registration, including reasons for withdrawal. | Reports - ILT |

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| Instructor Calendar Report | Grants access to Instructor Calendar Report, which displays scheduled ILT sessions for instructors for a one week period. | Reports - ILT |

Reports - Performance (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Average Competency Rating Report | Grants access to Average Competency Rating Report, which displays average competency ratings in columns, by user for a particular competency assessment task. | Reports - Performance |

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| Competency Assessment Freeform Question Report | Grants access to Assessment Freeform Question report, which reports on responses to freeform questions from within a competency assessment tasks. | Reports - Performance |

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| Competency Assessment Gap Analysis Report | Grants access to Competency Assessment Gap Analysis Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU and User's OU. | Reports - Performance |

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| Competency Assessment Response Report | Grants access to Competency Assessment Response Report, which displays the percentage breakdown of responses per item/behavior within a competency assessment. | Reports - Performance |

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| Competency Assessment Score Comparison Report | Grants access to Assessment Score Comparison Report, which displays the percentage breakdown of competency assessment responses by item/behavior. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Development Plan Exception Report | Grants access to the Development Plan Exception report, which displays all users who do not have an active approved development plan within a specific time period. | Reports - Performance |

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| Development Plan Group Details Report | Grants access to Development Plan Group Details report, which displays the details of each development plan for a selected group of users that fall within a specific time period. | Reports - Performance |

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| Development Plan Status Report | Grants access to the Development Plan Status report, which summarizes the status of all development plans for specific users during a specific time period. | Reports - Performance |

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| Employee Competency Current Ratings Report | Grants access to Employee Competency Current Ratings Report, which displays current competency ratings from the user's resume or competency assessment, whichever is more recent. | Reports - Performance |

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| Employee Peers Report | Grants access to Employee Peers Report, which displays approved peers for any group of users in the organization. | Reports - Performance |

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| Enterprise Competencies Report | Grants access to Enterprise Competencies Report, which allows comparison of average competency scores of two groups of users. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Goal Details Report | Grants access to Goal Details Report, which displays the details of each goal a user owns that fall within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Exception Report | Grants access to Goal Exception Report, which displays all users who do not have an active approved goal within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Hierarchy Report | Grants access to Goal Hierarchy Report, which displays a visual representation of the full hierarchy for a specified user's goals. | Reports - Performance |

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| Goal Progress Report | Grants access to Goal Progress Report, which summarizes the progress of all goals for specific users during a specific time period. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Status Report | Grants access to the Goal Status Report, which summarizes the status of all goals for specific users during a specified date range. | Reports - Performance |

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| Goal Target Report | Grants access to the Goal Target report, which summarizes all goal targets for specific users during a specific time period, regardless of the goal to which they belong. This report can be run on multiple users, but is always grouped by user. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Tasks Summary Report | Grants access to Goal Tasks Summary Report, which summarizes all goal tasks for specific users during a specific time period, regardless of the goal to which each task belongs. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Individual Competency Ratings Analysis Report | Grants access to Individual Competency Ratings Analysis Report, which displays assessment results in detail for one or more users. This permission can be constrained by User Self and Subordinates, OU, and User's OU. | Reports - Performance |

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| Observation Checklist Comments Report | Grants access to Observation Checklist Notes report, which displays notes made on observation checklists. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Observation Checklist Report | Grants access to the Observation Checklist report, which enables administrators to report on Observation Checklist data. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Performance - Task User Status | Grants access to Task User Status Report. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Details Report | Grants access to Performance Review Group Details report, which can display multiple performance reviews for the same user within a given time range, all in a single PDF output. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Distribution Report | Grants access to Performance Review Distribution Report, which provides a graphical representation of the distribution of ratings for a given performance review task. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User's Subordinates. | Reports - Performance |

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| Performance Review Report | Grants access to Performance Review report, which allows display and printing of a specific performance review for one user at a time. The constraints on this permission also determine for which users the administrator can print the review task PDF and review attachments when viewing the performance review task details. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Rating Report | Grants access to Performance Review Rating Report, which displays performance review task overall and section ratings for multiple users. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Section Rating Comparison Report | Grants access to Performance Review Section Rating Comparison Report, which displays individual question ratings for a review section of a performance review task for a group of users. This permission can be constrained by OU, User's OU, and User's Subordinates. | Reports - Performance |

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| Performance Review Step Status Report | Grants access to Performance Review Step Status Report, which displays the status of review steps within a performance review task. This permission can be constrained by OU, User's OU, User's Direct Reports, and User Self and Subordinates. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Performance |

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| Skills Matrix Report | Grants access to Skills Matrix Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

Reports - Recruiting (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Applicant Compliance Report | Grants access to the Applicant Compliance Report, which tracks applicants' self-reported responses to disability, gender, race, ethnicity, and EEO questions. | Reports - Recruiting |

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| Applications by Source and Status Report | Grants access to the Applications by Source and Status report, which displays source data for all applications. | Reports - Recruiting |

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| Cost per Hire Report | Grants access to the Cost per Hire report, which displays the costs tracked for recruiting. This permission cannot be constrained. | Reports - Recruiting |

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| Custom Form Data Report | Grants access to the Custom Form Data Report, which displays data collected through forms. This permission can be constrained by OU and User's OU. | Reports - Recruiting |

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| Hires By Source Report | Grants access to the Hires by Source report, which tracks the sources through which new hires applied for a requisition. | Reports - Recruiting |

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| Recruiting Agency Statistics Report | Grants access to the Recruiting Agency Statistics report, which displays recruiting agency submission details. This permission cannot be constrained. | Reports - Recruiting |

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| Referral Statistics Report | Grants access to Referral Statistics report, which displays summary or detailed information on referrals by users and whether a bonus is owed on referrals. | Reports - Recruiting |

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| Requisition Details Report | Grants access to the Requisition Details report, which displays details of requisitions in the portal. This permission cannot be constrained. | Reports - Recruiting |

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| Saved Applicant Searches Report | Grants access to the Saved Applicant Searches report, which displays saved applicant search details. | Reports - Recruiting |

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| Scheduled Interviews Report | Grants access to the Scheduled Interviews report, which displays scheduled interviews by date, interviewer, location or applicant. This permission cannot be constrained. | Reports - Recruiting |

Reports - System (Standard Reports) Permissions

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| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Talent/Succession (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Resume and Career Preferences Report | Grants access to Resume and Career Preferences PDF Report, for 1-100 users at a time. | Reports - Talent/Succession |

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| Resume Section Details Report | Grants access to Resume Section Details Report, which allows reporting on a designated Resume section and its corresponding fields, of the Resume. | Reports - Talent/Succession |

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| SMP External Candidate Report | Grants access to SMP External Candidate Report, which displays the external candidates added as successors for a specific SMP task. This permission cannot be constrained. | Reports - Talent/Succession |

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| SMP Metric Grid - Calibration | Allows for calibration on the SMP Metric Grid report (ability to move users from one grid position to another and save the changes to the related SMP task). This permission works in conjunction with the SMP Metric Grid Report permission; user must have both permissions in order to enable calibration access to the metric grid report. This is an administrator permission. | Reports - Talent/Succession |

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| SMP Metric Grid Report | Grants access to SMP Metric Grid report, which displays the grid rating of users on an SMP metric grid. Report can be run for most recent grid rating across multiple SMP tasks, or from a specific SMP task. This permission can be constrained by OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Talent/Succession |

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| SMP PowerPoint Template Report | Grants ability to create custom PowerPoint templates with which to report on incumbents for an SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Reports - Talent/Succession |

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| SMP Resume/Feedback Report | Grants access to SMP Resume/Feedback Report, which displays responses to SMP task Resume/Feedback sub-step for a group of users. This permission can be constrained by OU and User's OU. | Reports - Talent/Succession |

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| SMP Succession Report | Grants access to SMP Succession Report which displays most recently named successors for a group of users, or successors named in a specific SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| SMP Survey Step Report | Grants access to SMP Survey Step Report, which displays the answers to questions from a survey step within a SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Succession Management Plan Report | Grants access to Succession Management Plan report, which displays the selected sections of a Succession Management Plan Task of a specific assessor. This permission can be constrained by OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Talent/Succession |

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| Succession Metric Ratings Report | Grants access to Succession Metric Ratings Report, which displays all the ratings for a rating scale metric on a SMP task for a set of users. This permission can be constrained by OU and User's OU. | Reports - Talent/Succession |

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| Successor Details by Incumbent Report | Grants access to Successor Details by Incumbent, which displays the most recently nominated successors, or nominated successors from a specific SMP task, for a group of incumbent employees. The report can include multiple successor metrics and/or custom user fields. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Successor Details by Successor Report | Grants access to Successor Details by Successor, which displays the most recent positions or incumbents for which a user is nominated as a successor to fill or replace, or from a specific SMP task. The report can include multiple successor metrics and/or custom user fields. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Talent Pool Details Report | Grants access to Talent Pool Details Report, which displays users for a given talent pool, including their date added and talent pool status. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

Reports - Track Employee (Standard Reports) Permissions

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| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Reports - Training (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Certification Summary Report | Grants access to Certification Summary report, which displays summary information on users' certification statuses on one or more certifications. | Reports - Training |

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| Certifications Details Report | Grants access to Certifications Details Report, which displays users' progress for each learning object within a certification. | Reports - Training |

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| Content Provider Summary Report | Grants access to Content Provider Summary Report, which displays training Registration, Completion, and In Progress transcript status totals per provider. | Reports - Training |

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| Course Assessment Question Item Analysis Report | Provides access to Course Assessment Question Item Analysis report, which displays SCORM 2004 online course assessment data organized by question components. | Reports - Training |

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| Course Assessment Results Report | Grants access to the Course Assessment Results Report, which displays a summary of information for SCORM 2004 online course assessment data. This report is used to report on course test data. The constraints that are placed upon this permission limit the users that are available when running the report. | Reports - Training |

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| Curriculum Report | Grants access to Curriculum Report which displays user progress for a curriculum at a summary or detailed level. | Reports - Training |

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| Divisional Incomplete Online Training Report | Grants access to Divisional Incomplete Training Report, which displays training not completed by those assigned to user's own division within 30, 60, 90 or 120 days of registration. | Reports - Training |

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| Divisional Training Report | Grants access to Divisional Training Report, which displays training statuses for all LOs assigned or requested by those assigned to user's own division within a specified period of time. | Reports - Training |

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| Enterprise Incomplete Training Report | Grants access to Incomplete Training Report, which displays training not completed within 30, 60, 90 or 120 days of registration. | Reports - Training |

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| Enterprise Past Due Training Report | Grants access to Enterprise Past Due Training Report, which displays list of employees with incomplete training for which the assigned due date has passed. | Reports - Training |

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| Enterprise Training Report | Grants access to the Enterprise Training Report, which displays training statuses for all LOs assigned or requested by users within a specified period of time. | Reports - Training |

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| Exception Training Report | Grants access to Exception Training Report, which displays a list of users who do not have a specific learning object on their learning transcript within a specified date range. | Reports - Training |

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| ILT Interest Tracking Report | Grants access to the Interest Tracking report which displays ILT events for which users have expressed interest in attending future sessions. | Reports - ILT |

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| Learning Evaluation Comparison Report | Grants access to the Learning Evaluation Comparison report, which compares the average pre and post training test scores for a group of training items. | Reports - Training |

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| Level 1 Evaluation Report | Grants access to Level 1 Evaluation report, which will return results for a single level 1 evaluation based on selected criteria. | Reports - Training |

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| Level 2 Evaluation Report | Grants access to the Level 2 Evaluation report, which compares pre and post training test scores for a particular training item. | Reports - Training |

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| LO Equivalency Report | Grants access to LO Equivalency Report which allows administrators to view all items that are set to equivalent in the course catalog. | Reports - Training |

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| Online Course Attempts Report | Grants access to Online Course Attempts Report, which displays registration number, transcript status and score for recurring and non-recurring training. | Reports - Training |

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| Online Training Status Report | Grants access to Online Training Status Report, which displays transcript status and progress information for online training courses. | Reports - Training |

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| Required Class Completion Report | Grants access to Required Class Completion Report, which displays users' transcript statuses for learning objects that are designated as required when setting user availability. | Reports - Training |

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| Required/Suggested Training Report | Grants access to Required/Suggested Training Report, which displays courses designated as required or suggested for a population of users. | Reports - Training |

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| SCORM 2004 Course Progress Chart Report | Grants access to the SCORM 2004 Course Progress Chart Report, a report that displays various types of summary and detail information for results on a SCORM 2004 course for a manager's subordinates. This permission cannot be constrained. This is a manager permission. | Reports - Training |

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| Survey Report | Grants access to the Survey Report, which displays summary of responses for a particular survey task or view cumulative responses from all instances of this survey over a certain time period. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. | Reports - Training |

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| Test Analysis Report | Grants access to Test Analysis report, which displays summary information about users' test attempts, grouped by test name. | Reports - Training |

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| Test Question Item Analysis Report | Grants access to Test Question Item Analysis report, which displays summary data about user responses to test questions. This permission can be constrained by OU, User’s OU, User’s Self and Subordinates, and Provider. | Reports - Training |

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| Top Training Registrations Report | Grants access to Top Training Registration Report, which displays learning objects with most frequent registrations within a specified time period. User may choose from a drop down to control the total number of courses to include in the report. | Reports - Training |

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| Training - Curriculum Details Report | Grants access to Curriculum Details report, which displays statuses for all learning objects within one or more curricula. This permission can be constrained by OU, User's OU, and User Self And Subordinates. | Reports - Training |

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| Training Acknowledgement Report | Grants access to Training Acknowledgement Report, which displays summary information for completed training acknowledgements, including comments. | Reports - Training |

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| Training Demand Forecast Accuracy Report | Grants access to the Training Demand Forecast Accuracy report, which compares a training plan forecast with transcript data. | Reports - Training |

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| Training Demand Forecast Summary Report | Grants access to the Training Demand Forecast Summary report, which enables the administrator to report on training plans and training need requests. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Training |

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| Training Evaluation Report | Grants access to the Training Evaluation report, which displays summary information from completed learning evaluations, levels 1,2 (non-scored) and 3. | Reports - Training |

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| Training Hours Report | Grants access to Training Hours Report, which displays training hours completed by populations of users. This permission can be constrained by User's Corporation, User's OU, and OU. | Reports - Training |

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| Training Progress Summary Pie Chart Report | Grants access to Training Progress Summary Pie Chart Report, which displays the percentage of users with certain transcript statuses for a particular learning object. This permission can be constrained by User Self and Subordinates, User's LO Availability, User's Corporation, OU, User's OU, and Training Item. | Reports - Training |

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| Training Unit (Key Code) Report | Grants access to Training Unit (Key Code) report, which displays the activity for a specific key code during a specific time period. | Reports - Training |

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| Training Unit Purchase Report | Grants access to the Training Unit Purchase report, which tracks training units purchased by users. | Reports - Training |

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| Training Unit Redemption Report | Grants access to the Training Unit Redemption report, which tracks training units redeemed by users. | Reports - Training |

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| Training Unit User Report | Grants access to the Training Unit User report, which tracks the number of training units in a user's account. | Reports - Training |

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| Transcript Status Report | Grants access to Transcript Status Report, which displays status and progress information on a user's transcript for one or multiple users. | Reports - Training |

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| User Transcript Audit Report | Grants access to User Transcript Audit report, which displays user transcript approval history from the Training Details page for any training in the transcript. The report results are limited by the permission constraints. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - Training |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Permissions for Careers

This page contains permissions that may apply to organizations using the Careers solution.

Core Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access FTP Account - View | Grants access to the FTP account landing page where the available accounts are displayed. Currently, this permission cannot be constrained. | Core Administration |

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| Access Partner Authorization - Manage | Grants ability to manage partner authorized access to portal via Partner Access Administration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Announcements - Post | Grants ability to view, create and update/edit announcements that will appear to populations of users via the Welcome Page Inbox widget or Announcements page. This is an administrator permission. | Core |

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| Announcements - View | Grants ability to view announcements created by others, via the Welcome Page Inbox widget or the Announcements page. This is an end user permission. | Core |

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| Authentication Preferences - Manage | Grants ability to configure which credentials are used for authentication/re-authentication purposes throughout the system. This permission works in conjunction with the preferences that are set within each workflow that uses authentication/re-authentication. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Available Languages - Modify | Grants access to choose what languages to which learning objects may be associated when users search for training. This is an administrator permission. | Core Administration |

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| Badge & Point Preferences - Manage | Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration. |

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| Batch Edit Users | Grants ability to modify user records in bulk. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Bypass IP Security Controls | Grants ability to bypass defined IP Security restrictions, allowing user to log in to the portal from IP addresses that are not authorized via the IP Whitelist screen. This is an administrator permission recommended only for system administrators. | Core Administration |

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| Bypass Required Group Preview | When the Group Preview functionality is enabled and the Require Preview Before Saving Edits toggle is enabled in Group Preferences, administrators with this permission can save edits to a Group or publish a draft without generating a preview. Administrators with this permission still have the option to generate a preview.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Edit | Grants ability to access the Capability Models Library and create and edit Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Manage | Grants ability to access the Capability Models Library and create, edit, and deactivate Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Library Builder | Grants ability to import relevant Cornerstone Skills Graph skills based on user profile data and generate skill suggestions via the Skills Library Builder page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Profile - View | Grants the ability to view an employee Skills Profile. Users with this permission may view the Skills Profile for anyone in the organization. However, individual ratings have privacy settings that control visibility within the Skills Profile. This permission cannot be constrained. This is an end user permission. | Core Administration |

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| Capabilities - Skills Quick Start Wizard - Manage | Grants access to the Skills Quick Start Wizard administrator experience, which helps administrators configure and deploy skills within their organization. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Categories | Grants access to the Capability Categories functionality, where administrators can create and manage capability categories. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Edit | Grants the ability to create, edit, and copy capabilities via the Capability Library. Administrators with this permission cannot delete capabilities or change the status of a capability. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Manage | Grants the ability to create, edit, copy, delete, import, and approve capabilities via the Capability Library. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Preferences - Manage | Grants the ability to create and edit expertise levels and rating scales for capabilities via Capabilities Preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Care ? Community | Grants access to the Success Center link in Navigation Tabs and Links. This page enables administrators to use Single Sign On (SSO) to access the Success Center directly from their portal. This is an administrator permission. | Core Administration |

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| Change User Passwords - Administrator | Grants ability to change the portal password of another user. This permission works in conjunction with the Users - View permission. This permission can be constrained by User's Corporation, OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Connect FTP Folders - Manage | Grants ability to connect to an FTP folder from the FTP Account Access page. This permission can be constrained by FTP Account. When constraining this permission, administrators can select any FTP account that has been associated with the portal. The constraints on this permission determine to which FTP accounts the administrator can connect. This is an administrator permission. | Core |

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| Copy Down - Cancel | Allows administrator to access the Copy Down tool, view and cancel copy downs, and subscribe or unsubscribe to email notifications. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Core Features Activation | Grants ability to manage Core Feature Activation Preferences in which administrators can enable and disable certain features. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Corporate Logo List - View | Grants access to select header logo from the corporate list of images. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Corporate Preferences - Manage | Grants the ability to manage Corporate Preferences, which includes several portal-wide settings. This is an administrator permission. | Core Administration |

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| Corporate Preferences: Lockout Preferences - Manage | Grants ability to configure the Lockout Preferences on the Corporate Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Login Page - Manage | Grants the ability to create and edit custom login pages for the portal. Administrators with this permission can also enable or disable a custom login page and identify the default login page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Pages - Manage | Grants access to create and edit custom pages for the portal. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: View Modules | Allows administrator to view the deep links URLs. This is an administrator permission. | Core Administration |

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| Define Fiscal Year | Grants ability to set the fiscal year for aggregating annual training hours completed by users for display on the transcript page. This is an administrator permission. | Core Administration |

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| Display Preferences - Manage | Grants ability to configure Display Preferences, including Navigation Tab theme and settings and header logo displayed to end users. This is an administrator permission. | Core Administration |

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| Display Preferences - Upload Logo | Grants access to upload an image on the Display Preference Page. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Duplicate User Management Preferences - Manage | Grants ability to access and configure management of duplicate records, including parameters used to prevent duplicates. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Email - Edit From Address | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the Allow user to change email address option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |

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| Email Preferences - Manage | Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission. | Core Administration |

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| Employee Recognition Preferences - Manage | Grants ability to create and edit employee recognition awards for use by end users. This is an administrator permission. | Core Administration |

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| Form Completion - View and Edit OU and Employee Relation Fields | Allow users to view and modify organizational unit (OU) and employee relation fields when completing a form that contains the fields. The constraints on this permission determine which fields the user can view and edit when completing a form. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User Subordinates. This is an end user permission. | Core |

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| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Email Administration - View | Grants view only access to email templates/triggers and email logs at the global level for the portal. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Search - People | Grants ability to search for people via Global Search. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting.  Note: In Universal Profile > Bio > Career Preferences, this permission is required for users to search for jobs. | Core |

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| Global Search Preferences - Manage | Grants ability to configure Global Search Preferences. This is an administrator permission. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. By default, this permission is constrained to the organization. | Core Administration |

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| Grades - View | Grants ability to view the Grade Organizational Unit throughout the system, such as in availability drop down selectors, when editing users, etc. Those without this permission do not see the Grade OU on any screen. This is primarily an administrator permission, although organizational policy should determine whether the Grade OU should be visible to end users on reporting screens, etc. | Core Administration |

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| Grant Employee Recognition | Enables users to grant recognition awards to others, using a predefined list of awards created by administrators. This is an end user permission. | Core |

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| Group Preferences - Manage | Grants the ability to access and modify the Group Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Help Link - Manager | Provides access to view the User and Manager topics in online help. This is a manager permission. | Core |

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| Help Link - System Administrator | Provides access to view the User, Manager and System Administrator topics in online help. This is an administrator permission. | Core |

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| Help Link - User | Provides access to view the End User topics in online help. This is an end user permission. | Core |

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| Insights Dashboard | Allows user to access Insights Dashboard. This permission cannot be constrained. | Core |

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| Language Preferences - Manage | Grants ability to set default language for portal/OU and set whether end users may adjust their own portal display language. This is an administrator permission. | Core Administration |

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| Log In Message - Manage | Grants access to create a message that appears upon portal login to all users or a selected group/subset of users. This is an administrator permission. This permission can be constrained by OU and User's OU. | Core Administration |

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| Marketing Email Templates - Manage | Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission. | Core Administration |

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| Marketing Emails - Manage | Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - Manage | Grants the ability to manage the user device information for Multi-factor Authentication. This permission works with the MFA - Admin - User Device - View permission. Administrators can delete devices for user records within their constraints. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - View | Grants the ability to view the user device information for Multi-factor Authentication. Administrators can view the page for user records within their Users - View permission constraints, and additional constraints can be added to this permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Administration - Manage | Grants the ability to view and configure Multi-factor Authentication (MFA). This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| MFA - Administration - View | Grants the ability to view the Multi-factor Authentication (MFA) configuration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| My Account - Manage | Allow users to view and modify their preferences on the My Account screen. The user must have this permission to access My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Devices - Manage | Manage device registrations from My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Preferences - Manage | Grants access to the My Account Preferences page, which allows selection of which custom fields display in My Account by OU. Define whether custom fields appear as read only or are editable, and whether entry is required. Also provides ability to customize the names of the tabs that appear in My Account. This is an administrator permission. | Core Administration |

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| My Account Social - Manage | Grants ability to view and manage third party profile connections on the Social page in My Account. This is an end user permission. | Core |

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| MyTeam - Print | Grants ability to configure and print out a My Team profile. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| MyTeam Comments - Manage | Grants ability for manager (or others depending on constraints) to view Comments previously entered about their direct and indirect reports and also create new comments as well as attach files to comments. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Comments tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Core |

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| MyTeam Search by OU | Grants ability to allow users to search by division and position when viewing MyTeam. The constraints upon this permission determine the OUs that are available within the search. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| My Team/Talent Profile Preferences | Grants ability to set display preferences for the My Team and Talent Profile screens. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Navigation Tabs and Links - Manage | Grants ability to manage Navigation Tabs and Links for the portal. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Organizational Unit Custom Fields - Manage | Grant Access to create and edit custom fields for Org Units. This is an administrator permission. | Core Administration |

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| Org Chart - Preferences | Grants access to the Org Chart Preferences page. This permission cannot be constrained. | Core |

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| Org Chart - View | Grants access to the new Org Chart page for organizations with Cornerstone HR, Succession, or View. This permission can be constrained by OU, User’s OU, Users, User’s Self, User Self and Subordinates, User’s Manager, User’s Superiors, Employee Relationship, User’s Direct Subordinates, User's Subordinates. | Core |

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| Org Chart by Organization - View | Grants access to the Organization tab on the new Org Chart page. This permission cannot be constrained. This permission works in conjunction with the Org Chart - View permission. For users who do not have this permission, the Organization tab will not be available.  Note: This permission pertains to the new Org Chart functionality that is released with the February '17 release. The new Org Chart functionality is only available for organizations with Cornerstone HR, Succession, or View. | Core |

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| OU Group - Manage | Grants the ability to create, copy, and edit custom groups of users without allowing the ability to manage organizational units (OUs). This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - Update | Grants access to edit existing custom groups of users. This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - View | Grants access to view existing custom groups. This permission can be constrained by OU. This is an administrator permission. | Core Administration |

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| OU Hierarchy - Manage | Grants ability to create and update/edit organizational units. This permission grants access to all OU types, both standard and custom. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Password Preferences - Manage | Grants ability to manage Password Preferences, which includes specifying the settings for users to change their own password, or for the system to generate an anonymous password, set the specific password requirements and allowing users to reset password by answering security questions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| People Matrix | Grants access to the People Matrix functionality. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine which users are available in the People Matrix. This is a manager permission. | Core Administration |

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| People Matrix - Manage Preferences | This grants the ability to manage the People Matrix Settings. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Prevent Duplicate Users - Reconcile | Grants ability to view user accounts that have been identified as potential duplicates. Administrators can only view pending user records that were created by administrators who are within the constraints on this permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |

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| Report Delivery Preferences | Provides access to report delivery preferences, which enables administrators to set the preferences related to custom report delivery. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Reset Password and Public Keys - Manage | Grants ability to manage FTP account login password and public keys when applicable. Currently, this permission cannot be constrained. | Core Administration |

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| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Security Health Check - Edit Security Issues | Grants ability to edit security issue settings in the Security Health Check tool and set them to Cornerstone's recommended value. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Security Health Check - View | Grants ability to view the Security Health Check tool. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Self Registration Groups - Manage | Grants ability to create and update/edit self-registration groups, which are configured to make a self-registration page available to people who are not added to the portal via user feed. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Self Registration Groups - View | Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Self-Registration and User Record Custom Fields - Manage | Grants access to manage custom fields for user Self Registration and the user record in Custom Field Administration. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Share Manager/Approver Permissions | Enables managers and approvers to delegate certain types of approvals and MyTeam viewing permissions to others. This permission is only relevant to managers and approvers. | Core |

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| Single Sign On - CSOD Certificate | Grants ability to view, manage, and upgrade SSO certificates and configurations. This is an administrator permission. This permission cannot be constrained. | Core Administration |

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| Skills Profile - Critical Skills - View | Grants the ability to view the Critical Skills table for any user. This permission cannot be constrained. This is an administrator permission.  Administrators must also have permission to access the user's Skills Profile. | Core Administration |

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| SSO Link to Cornerstone Success Center | Grants access to an in-portal link to the Cornerstone Success Center sign in page. This is an administrator permission that should be limited to authorized client users of the Cornerstone Success Center. | Core Administration |

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| Support Information - Manage | Grants ability to manage Support Information, which includes specifying an email address and phone number for end users to contact for portal support. This permission works in conjunction with the Corporate Preferences permission. This is an administrator permission. | Core Administration |

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| Task - View | Grants ability to view assigned tasks via Scheduled Tasks screen and Welcome Page My Tasks widget. This is an end user permission. | Core |

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| Time Zone Preferences - Manage | Grants ability to set default time zone for portal/OU and set whether end users may adjust their own portal time zone. This is an administrator permission. | Core Administration |

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| Training Data Merge - Manage | Grants ability to merge the training records of multiple existing accounts and deactivate one of the accounts, if necessary. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. The applied constraints limit the users that are available to be merged and that are displayed in the History section. This is an administrator permission. | Core Administration |

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| Training Data Merge - View | Grants ability to view past training record merges. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. Which records are displayed in the History section is dependent on creator constraints. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Create Users | Grants ability to access the User Record Administration page and to create new users in the system. When creating a new user, this permission grants the ability to add general information, which includes first name, last name, username, assigned OUs, and custom relationships. The administrator must have additional permissions to add any additional fields. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Edit Users | Grants ability to edit user records in the system. The administrator must have additional permissions to edit specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. Note: This permission DOES NOT grant the ability to view user records in the system. Administrators must have the Universal Profile - User Record - View Users permission in order to view user records. | Core Administration |

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| Universal Profile - User Record - View Users | Grants ability to view user records in the system. Administrators can view the Modification History page for user records within their constraints. The administrator must have additional permissions to view specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| User - Edit Absent Status on My Account Page | Allows user to change absent status on My Account page. This is an end user permission. | Core |

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| User Permission and Constraint Details - View | Grants ability to access the Permissions Constraints Details page for a user. This permission also grants ability to see the Permissions Constraints Details link on the Permissions page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| User Preferences - Core Information: View | Grants ability to view the User Preferences administrator page. This permission does not allow administrators to modify the preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Leave Types: Manage | Grants ability to manage Leave Types on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Reasons for Change: Manage | Grants ability to define and configure Reasons for Change on the User Preferences administrator page, which may be used when modifying the user record. The administrator must also have the User Preferences - Core Information: View permission to access the User Preferences page.  This permission is also required to view and set the Reason for Change field when editing a user record.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Termination Reasons: Manage | Grants ability to manage Termination Reasons on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Statuses: Manage | Grants ability to manage User Statuses on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Types and Subtypes: Manage | Grants ability to manage User Types and Subtypes on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Rating Scales - Manage | Grants ability to manage rating scales for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Rating Templates - Manage | Grants ability to manage feedback templates for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Ratings - Feedback Assignment | Grants ability to assign a feedback request to a specific user. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, User's Self, and User's Direct Subordinates. The constraints on this permission determine which users can be selected in the feedback assignment. | Core Administration |

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| User Ratings - Feedback on specific person | Grants ability to request 360 feedback about a specific user. This permission is intended for administrators, managers, or other leadership roles. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates.  It is recommended to constrain this permission. Managers should be constrained to "User's Direct Reports." Administrators can constrain themselves or others to a diverse pool of potential raters. | Core Administration |

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| User Ratings - Request Others to Provide Feedback on Themselves | Grants ability to request that someone rate themself. This permission is intended for administrators, managers, or other leadership roles. This permission cannot be constrained. | Core Administration |

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| User Ratings - View All Shared Ratings | Grants the ability to view all ratings shared with others in addition to the rater. This permission applies anywhere the ratings are displayed, such as the People Matrix and Skills Profile. This permission is intended for indirect managers or non-managers to view rating data for users over whom they have no oversight. This permission grants access to all OU types, both standard and custom. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine whose shared ratings the person can view. This is a manager permission. | Core Administration |

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| User Ratings - View Ratings and Feedback about Other User | Grants ability to view ratings history and rating details about other people regardless of the visibility settings on the ratings. Grants ability to view the My Feedback Requests page. Administrators with this permission can view all ratings and feedback about all other users, regardless of the visibility settings of the ratings. This permission cannot be constrained.  This permission does not bypass visibility ratings about yourself, which means users cannot use this permission to view ratings provided about themselves that are otherwise not visible to them.  This permission is intended for an administrator or talent partner who needs broad access to all ratings occurring within the portal. | Core Administration |

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| User Ratings | For end users, this permission grants the ability to perform ratings and view ratings. For administrators, this permission is required, along with the specific user rating administration permissions to edit rating scales or templates. This permission cannot be constrained. | Core Administration |

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| User Record Custom Field Configurable Validations - Manage | Grants ability to manage the configurable validations for user record custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. This permission is only available to organizations that are using Cornerstone HR. | Core Administration |

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| User Upload Photo | Enables users to upload their photo to their user record, via the My Account screen. This is an end user permission. | Core |

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| Users - Edit Bypass User Purging | Grants ability to set individual users to bypass user purging on the Edit Users page. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. The availability of this permission is controlled by a backend setting. To enable this functionality, contact Global Customer Support. | Core Administration |

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| Users - Edit Core Information | Grants ability to add users and edit core information on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View and Users - View Core and Edit Custom Fields permissions. This permission cannot be constrained. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Create Users * Users - Edit General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users – Edit Custom Field Information | Grants ability to view and edit the custom fields on a user record. Administrators are only able to edit a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – Edit General Information | Grants ability to edit the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - Edit Local System ID | Enables administrator to modify the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Edit Middle Name | Grants ability to modify the middle name for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Mobile Phone | Grants ability to modify the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Personal Email Address | Enables administrator to edit the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - Edit Prefix | Grants ability to modify the prefix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Secure User Custom Fields - Unmasked | Grants the ability to edit secure user custom field info unmasked. This permission can be constrained by OU, Restrict to User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Applicability | Grants access to manage OU-based Applicability for user record custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Manage Secure User Custom Fields | Grants the ability to manage the setting secure user custom fields. This permission can be restrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Secure User Custom Fields - Masked | Grants the ability to view secure user custom field info masked. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Sensitive Information: Unmasked | Grants ability to view and edit unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view and edit the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Signature | Grants ability to modify the signature font for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Suffix | Grants ability to modify the suffix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit User ID | Enables administrator to modify the User ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Absent Status | Enables administrator to modify the Absent status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Active Status | Enables administrator to modify the Active status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Address | Enables administrator to modify the address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Approver | Enables administrator to modify the specified Approver for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Email | Enables administrator to modify the Email Address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Fax | Enables administrator to modify the Fax number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Language | Enables administrator to modify the portal display language for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Last Hire Date | Enables administrator to modify the Last Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Manager | Enables administrator to modify the assigned Manager for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Original Hire Date | Enables administrator to modify the Original Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Phone | Enables administrator to modify the Phone number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Photo | Enables administrator to upload a photo for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Reconciliation | Enables administrator to modify the Reconciliation status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Required Approvals | Enables administrator to modify the number of required training approvals for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Time Zone | Enables administrator to modify the portal time zone for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Type and Status | Enables administrator to view and modify the type and status information for a user via the User Record. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users – Effective Dating: Manage | Enables administrator to make effective dated changes to the user record. This permission only works when used in conjunction with the Users - Edit General Information permission. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Regex | Grants access to manage OU-based Regex patterns for user custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Unlock Accounts | Grants ability to unlock user accounts that are currently locked. This permission can be constrained by OU, User's OU, User's Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Approver Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned approver. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Core and Edit Custom Fields | Grants ability to view core information on a user record, including first name, last name, username, assigned OUs, custom relationships, and custom fields. This permission also includes the ability to edit any custom fields that are visible to the administrator. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Edit Users * Universal Profile - User Record - View Users * Users - Edit Custom Field Information * Users - View Custom Field Information * Users - View General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users - View Criteria Search | Enables those who can search for and view users via the Admin/User screen to search by OU and Group criteria. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users – View Custom Field Information | Grants ability to view the custom fields on a user record. Administrators are only able to view a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – View General Information | Grants ability to view the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Universal Profile - User Record - View Users permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Local System ID | Enables administrator to view the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - View Manager Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned manager. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Middle Name | Grants ability to view the middle name for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Mobile Phone | Grants ability to view the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - View Modification Details | Grants ability to view the Modification Details on the User Record and view User Audits fields when creating a Reporting 2.0 report. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - View Personal Email Address | Enables administrator to view the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - View Prefix | Grants ability to view the prefix for a user's name via the Admin/User screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Masked | Grants ability to view masked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission cannot view the actual data. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Unmasked | Grants ability to view unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Signature | Grants ability to view the signature font for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. This is an administrator permission. | Core Administration |

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| Users - View Suffix | Grants ability to view the suffix for a user's name via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View User ID | Enables administrator to view the User ID for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Absent Status | Enables administrator to view the Absent status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Active Status | Enables administrator to view the Active status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Address | Enables administrator to view the address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Approver | Enables administrator to view the specified Approver for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Email | Enables administrator to view the Email Address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Fax | Enables administrator to view the Fax number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Language | Enables administrator to view the portal display language for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Last Hire Date | Enables administrator to view the Last Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Manager | Enables administrator to view the assigned Manager for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Original Hire Date | Enables administrator to view the Original Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Phone | Enables administrator to view the Phone number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Photo | Enables administrator to view a photo for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Reconciliation | Enables administrator to view the Reconciliation status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Required Approvals | Enables administrator to view the number of required training approvals for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Time Zone | Enables administrator to view the portal time zone for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Type and Status | Grants ability to view user type and status information on the User Record. This permission cannot be constrained. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |

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| Welcome Page - View | Grants access to view Welcome Page. This permission cannot be constrained. This is an end user permission. | Core |

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| Welcome Page Preferences - Manage | Grants ability to configure the look and feel of the Welcome Page that users see upon logging in to the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Work Force Planning - Administrator | Grants access to the Headcount Planning page. Users with this permission can also create new headcount plans for any part of the organization, as well as create subplans that have been assigned to them. Administrators can only view plans that they have created or to which they were assigned as a Co-Planner or Primary Planner. This is an administrator permission. | Core Administration |

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| Work Force Planning - Cost Model Manager | Allows user to upload and manage costing files and exchange rates for Planning. | Core Administration |

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| Work Force Planning - Owner | Grants owner-level access to plans. Users with this permission can view their assigned plans and can create plans. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Reporting Analyst | Grants reporting analyst-level access to plans. Users with this permission cannot create plans or edit plan metadata. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Subplanner | Grants the ability to complete subplans that have been assigned to the user as a Primary Planner or a Co-Planner. Users with this permission cannot create new headcount plans or view all plans. Within the plans assigned to them, users can assign subplans to their direct reports. | Core Administration |

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| Writing Tools - Manage | Grants ability to activate or deactivate spell checker and inappropriate language filter by module, and create/manage categories for Comment Assistant used in performance tasks. This is an administrator permission. | Core Administration |

Engage Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Engage Respondent | Allows a user to receive and participate in Engage campaigns. This permission cannot be constrained. This is an end user permission. This permission cannot be constrained. | Engage |

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| Engage - Administration | Grants access to both the reporting and campaign dashboards in Engage. This permission also grants access to the Engage Library where administrators can create the components of an Engage campaign. This is an administrator permission. This permission cannot be constrained. | Engage - Administration |

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| Engage - Create Campaign | Grants access to the Manage Campaigns page. Users with this permission can create new campaigns. Administrators with this permission can only act on (i.e., edit, copy, recall) campaigns that they have created. The constraints on this permission control who the administrator can select for a campaign in the Availability field. This permission can be constrained by OU or User's OU. | Engage - Administration |

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| Engage - View | Grants access to the Campaign Dashboard. The constraints on this permission control what data is visible to the user on the Campaign Dashboard. This permission can be constrained by OU, User’s OU, User Self And Subordinates, User's Corporation, Group. The data that is visible on the dashboard is controlled by the constraints set on the permission. | Engage - Administration |

Performance Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Assign OU Development Plans | Grants ability to create and assign Development Plans to all users within specified organizational units or custom groups. This is an administrator permission. | Performance - Administration |

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| Assign Roles | Grants ability to assign roles to those for whom the user is a manager or approver. This permission cannot be constrained. This is a manager/approver permission. | Performance |

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| Bypass Development Plan Approval During Assignment | Grants permission to bypass any development plan approval requirements when submitting or assigning a development plan. This permission does not apply to development plans as part of Reviews. This is a system administration permission. | Performance |

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| Check-Ins - Create | Grants ability for the user to create and update Check-Ins. The permission constraints determine with whom the user can create Check-In discussions. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Subordinates, User's Direct Reports, User's Self, User's Manager, User's Superiors, and Employee Relationship. Users with constraints in the “Check-Ins - Create” permission cannot create a new Check-In with anyone who is not part of the constraints, but can still view and update any Check-In in which they are a participant.  This is an end user permission.  Note: Permission constraint to Employee Relationship grants permission to dotted line or secondary managers to create Check-Ins with users that report to them in the matrix structure. A constraint "Restricted to Employee Relationship: Detail Supervisor" means that the Detail Supervisor can create a Check-In with their indirect subordinate but the indirect subordinate cannot create a Check-In with their Detail Supervisor. | Performance |

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| Check-Ins - Settings - Manage | Grants ability for the user to update global settings relating to Check-Ins. The permission constraints determine whom can modify the global Check-In settings. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Subordinates, User's Direct Reports, User's Self, User's Manager, User's Superiors, and Employee Relationship.  This is an administrator permission. | Performance |

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| Check-In Templates - Manage | Grants ability to manage Check-Ins Templates. This permission cannot be constrained. This is an administrator permission. | Performance |

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| Company Goals - Create | Grants access to create goals that appear to all users as "company goals." This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - Edit | Grants ability to edit competencies in the Competency Bank. Administrators can only edit a competency if they have this permission and are also included in the Admin Visibility settings for the competency. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - Manage | Grants ability to create, copy, edit, view, and delete competencies in the Competency Bank. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - View | Grants ability to view competencies in the Competency Bank. Administrators can only view a competency if they have this permission and are also included in the Admin Visibility settings for the competency. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - Edit | Grants ability to edit competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - Manage | Grants ability to create, edit, delete, and view competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - View | Grants ability to view competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model | Grants access to define competency categories, competency model categories, and the default rating scale for competency models. This permission cannot be constrained. This is an administrator permission.  For organizations using the Data Load Wizard Competency Bank Data General Information load, this permission is required to utilize custom fields in the data load. | Performance - Administration |

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| Competency Assessment Task Administration | Grants ability to create/assign competency assessment tasks and manage activity within those tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Performance - Administration |

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| Create Employee Goals - Align | When creating a goal for users other than self or subordinates, this permission allows users to search for goals by user when aligning the goal with another user's goal. Users with this permission can only search for and align their goals with users who are within their permission constraints. If a user does not have this permission, then the Search field is not available within the Alignment pop-up. This permission works in conjunction with the Create Employee Goals permission. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Performance - Administration |

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| Development Plans - Approve | Grants ability to approve or deny development plans that are pending the user's approval. This is a manager/approver permission. | Performance |

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| Development Plan Activity Types - Manage | Grants ability to create and edit activity types used in the development plans and templates. This is an administrator permission. | Performance - Administration |

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| Development Plan Categories - Manage | Grants ability to create and edit categories used to classify development plans. This is an administrator permission. | Performance - Administration |

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| Development Plan Custom Fields - Manage | Grants access to create and edit custom fields used in development plans and templates. This is an administrator permission. | Performance - Administration |

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| Development Plan Objective Categories - Manage | Grants ability to create and edit objective categories used in the development plans and templates. | Performance - Administration |

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| Development Plan Preferences - Manage | Grants the ability to manage Development Plan Preferences, where various Development Plan features can be enabled or disabled according to the needs of the organization. This is an administrator permission. | Performance - Administration |

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| Development Plan Templates - Manage | Grants ability to create and edit development plan templates that can be made available for use by end users. This is an administrator permission. | Performance - Administration |

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| Email Digest Administration - Manage | Grants ability to create, edit, view, and delete email digests. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The permission constraints determine which email digests the administrator can edit and delete. This is an administrator permission. | Performance - Administration |

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| Email Digest Administration - View | Grants ability to view email digests. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Employee Goals - Create | Allow user to Create Goals for other employees (other than self and subordinates). The constraints on this permission determine with which employees a user can align their goals. This permission can be constrained by OU, User's OU, Employee Relationships, and User. This is an administrator permission.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance - Administration |

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| Employee Relationships - Define | Grants ability to create and manage custom user relationship roles and peer groups that are utilized in performance tasks. This is an administrator permission. | Performance - Administration |

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| Employee Relationships - Manage | Grants ability to add and remove user peers and approve or deny peers that are pending approval. This access may be granted for all users or a subset of users depending on constraints. This permission also grants access to the Peers section on custom User reports. This is an administrator permission. | Performance - Administration |

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| Goal Configuration | Grants ability to manage Goal Configuration, which enables configuration of goal fields as well as goal statuses. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Goal Locking | Grants ability to lock all goals for all users across entire portal from edits or updates, via option on the Corporate Preferences screen. This is an administrator permission. | Performance - Administration |

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| Goal Perspectives - Manage | Grants ability to create and manage goal perspectives and categories which are used to categorize and filter goals. This is an administrator permission. | Performance - Administration |

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| Goal Preferences - Manage | Grants ability to manage Goal Preferences, where various goal features can be enabled or disabled according to the needs of the organization. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Goals - Approve | Grants ability to approve or deny goals that are pending the user's approval. This is a manager/approver permission.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance |

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| Goals - Create | Grants ability for user to create goals for self, direct reports, and indirect reports only. Any constraint on this permission is operating as an "AND" function. This permission can be constrained by Employee Relationship, OU, User's OU, and User Self and Subordinates. This is an end user permission. | Performance |

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| Goals - Dynamic Assignment Option | Grants ability to specify a goal as dynamically assigned, when assigning the goal to a population of users. If a goal is dynamically assigned, users who later meet the criteria will receive the goal. | Performance |

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| Goals Library | Grants ability to create and edit/update goal templates within the goal library, which can then be used by employees when creating their goals. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Launch Ad Hoc Observation Checklist | Enables a user to launch an ad hoc observation checklist. Having this permission does not guarantee that the user can launch an ad hoc observation checklist, only that they will have access to the Launch Observation Checklist page. There must be at least one ad hoc checklist for which the user is defined as a verifier. This permission cannot be constrained. This is an end user permission. | Performance |

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| Launch Off-Cycle Performance Review Task | Enables a user to launch an off-cycle performance review task. Having this permission does not guarantee that the user can launch an off-cycle review, only that they will have access to the Launch Performance Review page. A task must still be configured properly for the user to successfully launch an off-cycle review task. This permission works only if user has been designated to launch at least one currently active off-cycle performance review task. This permission can be constrained by OU, User's Subordinates, and Employee Relationship. This is an end user permission and does not apply to an administrator role. |

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| Manage Shared and Dynamic Goals | Grants ability to turn off the dynamic behavior and edit a dynamic goal from the Edit Goals page. The administrator or manager can only view and edit goals created by users that exist within the OU constraints set for this permission. | Performance |

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| My Competency Assessments | Enables users to view their own competency assessment results from the Competency Assessment Results screen. In addition, when creating a development plan and adding an objective to the plan, this permission enables users to browse recommended training and developmental actions from competency models, when this functionality is enabled in Development Plan Preferences. This is an end user permission. | Performance |

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| MyTeam Competency Assessment - Manage | Grants access to MyTeam Competency Assessments page for subordinates (and other users depending on constraints). This is primarily a manager permission. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Competencies tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam Development Plans | Grants ability for manager (or others depending on constraints) to view and manage progress of development plans via MyTeam and Talent Profile. Managers can also edit a subordinate's development plan. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Dev Plans tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.  For organizations using the Redesigned Development Plans functionality, this permission enables the user to access the Development Plans List page. | Performance |

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| MyTeam Goals | Grants ability for manager (or others depending on constraints) to view, edit and manage progress of Goals for their direct and indirect reports via MyTeam and Talent Profile. This permission can be constrained by OU, User's OU, User's Direct Reports, User, Employee Relationships, and User Self and Subordinates. The permission constraints determine for which users the Goals tab is available when viewing a user in My Team.  Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role.  Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance |

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| MyTeam Peer Relationships - Manage | Enables managers (and others depending on constraints) to view and approve peers for direct and indirect subordinates via the MyTeam screen. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Peers tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam Performance Reviews | Grants ability for manager (or others depending on constraints) to view Performance Review results for their direct and indirect reports, via MyTeam and Talent Profile. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Reviews tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam To Do's - Manage | Grant's access for manager (or others depending on constraints) to view "to do" tasks for their team and also create new to do's and manage progress on behalf of the user. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Create To Do's action link and To Do's section is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| Observation Checklist - Add Verifier by OU | Grants access to add or remove verifiers (validators) for a Checklist using the Availability control. The user must also have the View or Manage permission for Performance Observation Checklist. This is an administrator permission. | Performance - Administration |

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| Observation Checklist - Verifier | Enables user to serve as the verifier for the observation checklist of another user. This permission should be included in the dynamic security role "Checklist Verifier." The role, when active, is dynamically assigned to any user who is designated as a verifier for one or more checklists. This permission can be constrained by OU and User's OU. This is an end user permission. | Performance |

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| Observation Checklist Admin - Manage | Grants access to create and edit Observation Checklists, as well as view progress of users assigned to a given checklist and/or remove users from a checklist. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Observation Checklist Admin - View | Grants access to view observation checklists. This permission also enables user to see progress of all users assigned to a given checklist. This is an administrator permission. | Performance - Administration |

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| Observation Checklist User - Manage Pending Checklists | Grants ability to access the Pending Checklists page and manage pending checklist approvals. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Observation Checklist User - View Checklist | Grants ability to access the My Checklists page and the Checklist Details page. This permission cannot be constrained. | Performance - Administration |

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| Observation Checklists - Edit Validation Details | Grants access to edit a validation record for a competency or item for a user's checklist. This is an administrator permission. | Performance - Administration |

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| Offline Performance Reviews | Allow users to download and upload offline reviews. This permission works in conjunction with active performance review tasks. If the user has this permission and is assigned one or more steps of an active performance review task, that user may download the review for offline completion. This permission can be constrained by OU and User's OU. This is an end user permission. | Performance |

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| OU Goals - Create | Grants ability to create and assign goals to all users within a selected organizational unit or group. This is an administrator permission.  The constraints on this permission overwrite the constraints on the Goals - Create permission. That is, if a user has both permissions, then the constraints on the OU Goals - Create permission are applied. | Performance - Administration |

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| Performance Co-Planner | Enables a manager to name a performance review co-planner if co-planners are enabled for the performance review task. This permission should be assigned to the default user role to avoid constraint issues. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Manager, and User's Superiors. This is an end user permission. | Performance |

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| Performance Features Self Activation | Grants access to the Feature Activation Preferences page, where an administrator can activate new features associated with Performance. This is an administrator permission. | Performance - Administration |

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| Performance Review Bulk Sign Off | Enables reviewers to electronically sign off on current performance review tasks in bulk. This permission cannot be constrained. This is primarily a manager permission. | Performance |

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| Performance Review Custom Fields - Manage | Grants access to create and edit custom fields for Performance Reviews. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Performance Review Distribution Report - Calibration | Grants ability to adjust final overall rating for performance reviews when viewing the Performance Review Distribution report. This permission works in conjunction with the Performance Review Distribution Report permission. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Performance Review Form Sections - Manage | Grants ability to create and manage performance review questions and sections which are used in performance review tasks. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Performance Review Print Preferences - Manage | Grants ability to configure formatting preferences for the PDF version of performance reviews. This is an administrator permission. This permission can be constrained by OU and User's OU. | Performance - Administration |

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| Performance Review Print Preferences New UI – Manage | Grants ability to configure formatting preferences for the PDF version of redesigned performance reviews. This is an administrator permission. This permission can be constrained by OU and User's OU. | Performance - Administration |

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| Performance Review Task Administration | Grants ability to create/assign performance review tasks and manage activity within those tasks. This permission also gives the ability to enable and view co-planners for a task from the administration pages. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Performance - Administration |

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| Performance Review Task - Manage | Grants ability to assign performance review tasks and manage activity within those tasks. This permission works in conjunction with the Admin Visibility settings for the performance review task. Administrators who have this permission and are within the Admin Visibility settings can view the task, edit the task, add users, and view the task details. However, the admin cannot edit the Admin Visibility settings for the task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission control which users can be added to the task. | Performance - Administration |

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| Recommended Learning - View Recommended Learning for Others | Grants ability to view the recommended learning that is generated by machine learning for another user. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU. This is a manager permission. | Performance |

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| Request Roles | Grants ability to request a role from the Skills Matrix. Users can only request roles for which they are within the availability. This permission cannot be constrained. This is an end user permission. | Performance |

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| Role Management | Grants ability to view, edit, and copy roles. When editing or copying a role, administrators can delete or modify an assignment. However, this permission does not grant the ability to select assignment criteria for a role. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Subordinates, and User's Direct Reports. These permission constraints limit the users to whom administrators can assign a role. | Performance |

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| Role Management – OU Assignment | Grants ability to create a role. Administrators can also select assignment criteria when creating or editing a role. This permission can be constrained by OU, User's OU, User, and Self and Subordinates. | Performance |

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| Select Peers and Reviewers | Grants ability to select peers and reviewers in off-cycle performance reviews. This permission can be constrained by User's Corporation, OU, and User's OU. This is an end user permission. | Performance |

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| Skills Matrix | Grants access to the Skills Matrix page. This permission can be constrained by OU, User's OU, User's Direct Reports, User, User's Subordinates Only, and User Self and Subordinates. The permission constraints determine which users are available to view in the Skills Matrix. | Performance |

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| Succession Log | Allows users to view and edit the Succession Log for users. The Succession Log can be accessed from Succession Tasks, Helicopter View, and Succession Snapshot. This permission cannot be constrained. However, the user must also have permission to access the target user in the corresponding locations in the system. This is an administrator and manager permission. | Performance |

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| User To Do's | Grants access for user to create and manage "to do" tasks for self. This is an end user permission. | Performance |

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| View Goals | Grants ability to view own goals and (depending on role and settings) goals of others (manager's visible goals, direct subordinate's goals, company goals, division goals). This permission can be constrained by Employee Relationship, OU, User's OU, and User Self and Subordinates. This is an end user permission. | Performance |

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| View Performance Reviews | Grants ability to view the Performance Reviews page, which displays a user's own past performance reviews as well as performance review task steps they've been assigned to complete. This also grants ability to view the Batch Rating page. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an end user permission. | Performance |

Universal Profile Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Action Items - EPM | Grants ability to view and take action upon Performance (EPM) items on the Action Items page and in the Your Action Items widget. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - Forms | Grants ability to view Form actions via the Universal Profile - Actions page or the Welcome/Custom page Actions widget. This permission cannot be constrained. | Universal Profile |

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| Action Items - LMS | Grants ability to view and take action upon Learning (LMS) items on the Action Items page. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - View | Grants ability to view action items on the Action Items page and in the Your Action Items widget. Users without this permission cannot access the Action Items page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, and User's Self. This is an end user permission. | Universal Profile |

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| Bio About - View | Enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.  On the Learner Home page, this permission also allows end users to view the Completions & Hours field, the training sidebar, and the Continue Learning carousel.  This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. Note: For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users. | Universal Profile |

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| Bio About Preferences - Manage | Enables administrator to access and edit the Bio About Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Bio Career Preferences - View | Grants ability to view the Bio - Career Preferences page for users within the permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Bio Resume - View | Enables user to view the Bio - Resume page for users within their permission constraints. If a user does not have permission to view the Bio - Resume page, then the Resume tab is not available. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Documents - Delete | Enables user to delete a file that has been uploaded to the Snapshot - Documents page. The constraints on this permission determine which documents the user can delete. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, Self and Direct Reports, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. | Universal Profile |

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| Feedback - Delete | Enables user to delete a feedback post or comment on a user's page. The user can delete feedback from the Feedback page of any user who is within the permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment, not the target user. | Universal Profile |

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| Feedback - Request | Enables user to request feedback from the Feedback page of their Universal Profile. Users can only request feedback from other users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. This is an end user permission.  Note: This permission should not be constrained by Employee Relationship, as this constraint would not be effective and does not stop the user from requesting feedback from users outside of Employee Relationship constraint if applied.  Note: This permission should not be constrained by Restrict to Employee Relationship because the User Picker is unable to evaluate this constraint. | Universal Profile |

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| Feedback - View and Post | Enables user to view the Feedback page of the Universal Profile and to post feedback. Users can only view the Feedback page for users within their permission constraints. Similarly, users can only post feedback for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Self, and Employee Relationship. This is an end user permission. | Universal Profile |

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| Feedback Details - View | Enables user to view the Feedback Details page and provide feedback when they are requested to provide feedback. This permission cannot be constrained. This is an end user permission. | Universal Profile |

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| Feedback Preferences - Manage | Enables administrator to access and edit the Feedback Preferences page. From this page, administrators can configure which options are available when users are requesting and providing feedback within the Universal Profile: Feedback page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Feedback - Request for other users | Enables user to request feedback on behalf of other users from their Feedback page. This permission can be constrained by User's Subordinates, Direct Reports, and Custom Relationship. | Universal Profile |

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| Snapshot - Badges | Enables user to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will always be able to view their own Badges widget when the widget is enabled. This permission also allows end users to view the Badges field on the Learner Home page.  This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Compensation | Enables user to view the Compensation widget within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Competencies | Enables user to view the Competencies widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Development Plans | Enables user to view the Development Plans widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - Manage | Enables user to manage their own goals, and others public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| --- | --- | --- |
| Snapshot Goals - View | Enables user to view their own goals, and others’ public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates.  Note: Managers can assign this permission to select subordinates when they are away from the office for an extended period. | Universal Profile |

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| Snapshot - Leaderboard | Enables user to view the Leaderboard widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Any user with this permission will always be able to view their own Leaderboard widget when the widget is enabled. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Peers | Grants ability to view the Peers widget within the Universal Profile - Snapshot page. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Self, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot - Reviews | Enables user to view the Reviews widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Documents - View | Grants ability to view the Documents widget and subpage within the Universal Profile - Snapshot page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot Folder Preferences - Manage | Enables administrator to view the Folder Preferences Admin page and manage folder creation, access, and deletion for the Documents page within Universal Profile: Snapshot. This permission cannot be constrained. This is an administrator permission. | Universal Profile |

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| Snapshot Main - View | Enables user to view the Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Preferences – Manage | Enables administrator to access and edit the Snapshot Preferences page. This permission can be constrained by Employee Relationship, OU, and User's OU. This is an administrator permission. | Universal Profile |

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| Snapshot Succession – Manage | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view and manage successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. | Universal Profile |

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| --- | --- | --- |
| Snapshot Succession - View | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Universal Profile Preferences - Manage | Enables administrator to access and edit the Universal Profile General Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

Edge and Data Load Permissions

Data Load Wizard Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Reporting Permissions

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reports - Dashboards Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - Performance (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Average Competency Rating Report | Grants access to Average Competency Rating Report, which displays average competency ratings in columns, by user for a particular competency assessment task. | Reports - Performance |

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| Competency Assessment Freeform Question Report | Grants access to Assessment Freeform Question report, which reports on responses to freeform questions from within a competency assessment tasks. | Reports - Performance |

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| Competency Assessment Gap Analysis Report | Grants access to Competency Assessment Gap Analysis Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU and User's OU. | Reports - Performance |

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| Competency Assessment Response Report | Grants access to Competency Assessment Response Report, which displays the percentage breakdown of responses per item/behavior within a competency assessment. | Reports - Performance |

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| Competency Assessment Score Comparison Report | Grants access to Assessment Score Comparison Report, which displays the percentage breakdown of competency assessment responses by item/behavior. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Development Plan Exception Report | Grants access to the Development Plan Exception report, which displays all users who do not have an active approved development plan within a specific time period. | Reports - Performance |

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| Development Plan Group Details Report | Grants access to Development Plan Group Details report, which displays the details of each development plan for a selected group of users that fall within a specific time period. | Reports - Performance |

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| Development Plan Status Report | Grants access to the Development Plan Status report, which summarizes the status of all development plans for specific users during a specific time period. | Reports - Performance |

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| Employee Competency Current Ratings Report | Grants access to Employee Competency Current Ratings Report, which displays current competency ratings from the user's resume or competency assessment, whichever is more recent. | Reports - Performance |

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| Employee Peers Report | Grants access to Employee Peers Report, which displays approved peers for any group of users in the organization. | Reports - Performance |

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| Enterprise Competencies Report | Grants access to Enterprise Competencies Report, which allows comparison of average competency scores of two groups of users. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Goal Details Report | Grants access to Goal Details Report, which displays the details of each goal a user owns that fall within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Exception Report | Grants access to Goal Exception Report, which displays all users who do not have an active approved goal within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Hierarchy Report | Grants access to Goal Hierarchy Report, which displays a visual representation of the full hierarchy for a specified user's goals. | Reports - Performance |

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| --- | --- | --- |
| Goal Progress Report | Grants access to Goal Progress Report, which summarizes the progress of all goals for specific users during a specific time period. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Status Report | Grants access to the Goal Status Report, which summarizes the status of all goals for specific users during a specified date range. | Reports - Performance |

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| --- | --- | --- |
| Goal Target Report | Grants access to the Goal Target report, which summarizes all goal targets for specific users during a specific time period, regardless of the goal to which they belong. This report can be run on multiple users, but is always grouped by user. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Tasks Summary Report | Grants access to Goal Tasks Summary Report, which summarizes all goal tasks for specific users during a specific time period, regardless of the goal to which each task belongs. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Individual Competency Ratings Analysis Report | Grants access to Individual Competency Ratings Analysis Report, which displays assessment results in detail for one or more users. This permission can be constrained by User Self and Subordinates, OU, and User's OU. | Reports - Performance |

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| Observation Checklist Comments Report | Grants access to Observation Checklist Notes report, which displays notes made on observation checklists. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Observation Checklist Report | Grants access to the Observation Checklist report, which enables administrators to report on Observation Checklist data. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| --- | --- | --- |
| Performance - Task User Status | Grants access to Task User Status Report. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Performance |

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| --- | --- | --- |
| Performance Review Details Report | Grants access to Performance Review Group Details report, which can display multiple performance reviews for the same user within a given time range, all in a single PDF output. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Distribution Report | Grants access to Performance Review Distribution Report, which provides a graphical representation of the distribution of ratings for a given performance review task. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User's Subordinates. | Reports - Performance |

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| Performance Review Report | Grants access to Performance Review report, which allows display and printing of a specific performance review for one user at a time. The constraints on this permission also determine for which users the administrator can print the review task PDF and review attachments when viewing the performance review task details. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Rating Report | Grants access to Performance Review Rating Report, which displays performance review task overall and section ratings for multiple users. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Section Rating Comparison Report | Grants access to Performance Review Section Rating Comparison Report, which displays individual question ratings for a review section of a performance review task for a group of users. This permission can be constrained by OU, User's OU, and User's Subordinates. | Reports - Performance |

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| Performance Review Step Status Report | Grants access to Performance Review Step Status Report, which displays the status of review steps within a performance review task. This permission can be constrained by OU, User's OU, User's Direct Reports, and User Self and Subordinates. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Performance |

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| --- | --- | --- |
| Skills Matrix Report | Grants access to Skills Matrix Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

Reports - System (Standard Reports) Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| --- | --- | --- |
| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| --- | --- | --- |
| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| --- | --- | --- |
| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| --- | --- | --- |
| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| --- | --- | --- |
| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| --- | --- | --- |
| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Track Employee (Standard Reports) Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

|  |  |  |
| --- | --- | --- |
| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| --- | --- | --- |
| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Permissions for Cornerstone HR

This page contains permissions that may apply to organizations using the Cornerstone HR solution.

Benchmark Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Benchmark Total Access | This permission provides total access to the Benchmark metrics and functionality. | Benchmark - Administration |

Core Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access FTP Account - View | Grants access to the FTP account landing page where the available accounts are displayed. Currently, this permission cannot be constrained. | Core Administration |

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| Access Partner Authorization - Manage | Grants ability to manage partner authorized access to portal via Partner Access Administration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Announcements - Post | Grants ability to view, create and update/edit announcements that will appear to populations of users via the Welcome Page Inbox widget or Announcements page. This is an administrator permission. | Core |

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| Announcements - View | Grants ability to view announcements created by others, via the Welcome Page Inbox widget or the Announcements page. This is an end user permission. | Core |

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| Authentication Preferences - Manage | Grants ability to configure which credentials are used for authentication/re-authentication purposes throughout the system. This permission works in conjunction with the preferences that are set within each workflow that uses authentication/re-authentication. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Available Languages - Modify | Grants access to choose what languages to which learning objects may be associated when users search for training. This is an administrator permission. | Core Administration |

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| Badge & Point Preferences - Manage | Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration. |

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| Batch Edit Users | Grants ability to modify user records in bulk. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Bypass IP Security Controls | Grants ability to bypass defined IP Security restrictions, allowing user to log in to the portal from IP addresses that are not authorized via the IP Whitelist screen. This is an administrator permission recommended only for system administrators. | Core Administration |

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| Bypass Required Group Preview | When the Group Preview functionality is enabled and the Require Preview Before Saving Edits toggle is enabled in Group Preferences, administrators with this permission can save edits to a Group or publish a draft without generating a preview. Administrators with this permission still have the option to generate a preview.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Edit | Grants ability to access the Capability Models Library and create and edit Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Manage | Grants ability to access the Capability Models Library and create, edit, and deactivate Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Library Builder | Grants ability to import relevant Cornerstone Skills Graph skills based on user profile data and generate skill suggestions via the Skills Library Builder page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Profile - View | Grants the ability to view an employee Skills Profile. Users with this permission may view the Skills Profile for anyone in the organization. However, individual ratings have privacy settings that control visibility within the Skills Profile. This permission cannot be constrained. This is an end user permission. | Core Administration |

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| Capabilities - Skills Quick Start Wizard - Manage | Grants access to the Skills Quick Start Wizard administrator experience, which helps administrators configure and deploy skills within their organization. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Categories | Grants access to the Capability Categories functionality, where administrators can create and manage capability categories. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Edit | Grants the ability to create, edit, and copy capabilities via the Capability Library. Administrators with this permission cannot delete capabilities or change the status of a capability. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Manage | Grants the ability to create, edit, copy, delete, import, and approve capabilities via the Capability Library. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Preferences - Manage | Grants the ability to create and edit expertise levels and rating scales for capabilities via Capabilities Preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Care ? Community | Grants access to the Success Center link in Navigation Tabs and Links. This page enables administrators to use Single Sign On (SSO) to access the Success Center directly from their portal. This is an administrator permission. | Core Administration |

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| Change User Passwords - Administrator | Grants ability to change the portal password of another user. This permission works in conjunction with the Users - View permission. This permission can be constrained by User's Corporation, OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Connect FTP Folders - Manage | Grants ability to connect to an FTP folder from the FTP Account Access page. This permission can be constrained by FTP Account. When constraining this permission, administrators can select any FTP account that has been associated with the portal. The constraints on this permission determine to which FTP accounts the administrator can connect. This is an administrator permission. | Core |

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| Copy Down - Cancel | Allows administrator to access the Copy Down tool, view and cancel copy downs, and subscribe or unsubscribe to email notifications. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Core Features Activation | Grants ability to manage Core Feature Activation Preferences in which administrators can enable and disable certain features. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Corporate Logo List - View | Grants access to select header logo from the corporate list of images. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Corporate Preferences - Manage | Grants the ability to manage Corporate Preferences, which includes several portal-wide settings. This is an administrator permission. | Core Administration |

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| Corporate Preferences: Lockout Preferences - Manage | Grants ability to configure the Lockout Preferences on the Corporate Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Login Page - Manage | Grants the ability to create and edit custom login pages for the portal. Administrators with this permission can also enable or disable a custom login page and identify the default login page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Pages - Manage | Grants access to create and edit custom pages for the portal. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: View Modules | Allows administrator to view the deep links URLs. This is an administrator permission. | Core Administration |

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| Define Fiscal Year | Grants ability to set the fiscal year for aggregating annual training hours completed by users for display on the transcript page. This is an administrator permission. | Core Administration |

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| Display Preferences - Manage | Grants ability to configure Display Preferences, including Navigation Tab theme and settings and header logo displayed to end users. This is an administrator permission. | Core Administration |

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| Display Preferences - Upload Logo | Grants access to upload an image on the Display Preference Page. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Duplicate User Management Preferences - Manage | Grants ability to access and configure management of duplicate records, including parameters used to prevent duplicates. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Email - Edit From Address | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the Allow user to change email address option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |

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| Email Preferences - Manage | Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission. | Core Administration |

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| Employee Recognition Preferences - Manage | Grants ability to create and edit employee recognition awards for use by end users. This is an administrator permission. | Core Administration |

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| Form Completion - View and Edit OU and Employee Relation Fields | Allow users to view and modify organizational unit (OU) and employee relation fields when completing a form that contains the fields. The constraints on this permission determine which fields the user can view and edit when completing a form. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User Subordinates. This is an end user permission. | Core |

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| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Email Administration - View | Grants view only access to email templates/triggers and email logs at the global level for the portal. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Search - People | Grants ability to search for people via Global Search. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting.  Note: In Universal Profile > Bio > Career Preferences, this permission is required for users to search for jobs. | Core |

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| Global Search Preferences - Manage | Grants ability to configure Global Search Preferences. This is an administrator permission. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. By default, this permission is constrained to the organization. | Core Administration |

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| Grades - View | Grants ability to view the Grade Organizational Unit throughout the system, such as in availability drop down selectors, when editing users, etc. Those without this permission do not see the Grade OU on any screen. This is primarily an administrator permission, although organizational policy should determine whether the Grade OU should be visible to end users on reporting screens, etc. | Core Administration |

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| Grant Employee Recognition | Enables users to grant recognition awards to others, using a predefined list of awards created by administrators. This is an end user permission. | Core |

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| Group Preferences - Manage | Grants the ability to access and modify the Group Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Help Link - Manager | Provides access to view the User and Manager topics in online help. This is a manager permission. | Core |

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| Help Link - System Administrator | Provides access to view the User, Manager and System Administrator topics in online help. This is an administrator permission. | Core |

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| Help Link - User | Provides access to view the End User topics in online help. This is an end user permission. | Core |

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| Insights Dashboard | Allows user to access Insights Dashboard. This permission cannot be constrained. | Core |

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| Language Preferences - Manage | Grants ability to set default language for portal/OU and set whether end users may adjust their own portal display language. This is an administrator permission. | Core Administration |

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| Log In Message - Manage | Grants access to create a message that appears upon portal login to all users or a selected group/subset of users. This is an administrator permission. This permission can be constrained by OU and User's OU. | Core Administration |

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| Marketing Email Templates - Manage | Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission. | Core Administration |

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| Marketing Emails - Manage | Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - Manage | Grants the ability to manage the user device information for Multi-factor Authentication. This permission works with the MFA - Admin - User Device - View permission. Administrators can delete devices for user records within their constraints. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - View | Grants the ability to view the user device information for Multi-factor Authentication. Administrators can view the page for user records within their Users - View permission constraints, and additional constraints can be added to this permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Administration - Manage | Grants the ability to view and configure Multi-factor Authentication (MFA). This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| MFA - Administration - View | Grants the ability to view the Multi-factor Authentication (MFA) configuration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| My Account - Manage | Allow users to view and modify their preferences on the My Account screen. The user must have this permission to access My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Devices - Manage | Manage device registrations from My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Preferences - Manage | Grants access to the My Account Preferences page, which allows selection of which custom fields display in My Account by OU. Define whether custom fields appear as read only or are editable, and whether entry is required. Also provides ability to customize the names of the tabs that appear in My Account. This is an administrator permission. | Core Administration |

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| My Account Social - Manage | Grants ability to view and manage third party profile connections on the Social page in My Account. This is an end user permission. | Core |

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| MyTeam - Print | Grants ability to configure and print out a My Team profile. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| MyTeam Comments - Manage | Grants ability for manager (or others depending on constraints) to view Comments previously entered about their direct and indirect reports and also create new comments as well as attach files to comments. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Comments tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Core |

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| MyTeam Search by OU | Grants ability to allow users to search by division and position when viewing MyTeam. The constraints upon this permission determine the OUs that are available within the search. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| My Team/Talent Profile Preferences | Grants ability to set display preferences for the My Team and Talent Profile screens. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Navigation Tabs and Links - Manage | Grants ability to manage Navigation Tabs and Links for the portal. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Organizational Unit Custom Fields - Manage | Grant Access to create and edit custom fields for Org Units. This is an administrator permission. | Core Administration |

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| Org Chart - Preferences | Grants access to the Org Chart Preferences page. This permission cannot be constrained. | Core |

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| Org Chart - View | Grants access to the new Org Chart page for organizations with Cornerstone HR, Succession, or View. This permission can be constrained by OU, User’s OU, Users, User’s Self, User Self and Subordinates, User’s Manager, User’s Superiors, Employee Relationship, User’s Direct Subordinates, User's Subordinates. | Core |

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| Org Chart by Organization - View | Grants access to the Organization tab on the new Org Chart page. This permission cannot be constrained. This permission works in conjunction with the Org Chart - View permission. For users who do not have this permission, the Organization tab will not be available.  Note: This permission pertains to the new Org Chart functionality that is released with the February '17 release. The new Org Chart functionality is only available for organizations with Cornerstone HR, Succession, or View. | Core |

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| OU Group - Manage | Grants the ability to create, copy, and edit custom groups of users without allowing the ability to manage organizational units (OUs). This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - Update | Grants access to edit existing custom groups of users. This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - View | Grants access to view existing custom groups. This permission can be constrained by OU. This is an administrator permission. | Core Administration |

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| OU Hierarchy - Manage | Grants ability to create and update/edit organizational units. This permission grants access to all OU types, both standard and custom. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Password Preferences - Manage | Grants ability to manage Password Preferences, which includes specifying the settings for users to change their own password, or for the system to generate an anonymous password, set the specific password requirements and allowing users to reset password by answering security questions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| People Matrix | Grants access to the People Matrix functionality. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine which users are available in the People Matrix. This is a manager permission. | Core Administration |

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| People Matrix - Manage Preferences | This grants the ability to manage the People Matrix Settings. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Prevent Duplicate Users - Reconcile | Grants ability to view user accounts that have been identified as potential duplicates. Administrators can only view pending user records that were created by administrators who are within the constraints on this permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |

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| Report Delivery Preferences | Provides access to report delivery preferences, which enables administrators to set the preferences related to custom report delivery. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Reset Password and Public Keys - Manage | Grants ability to manage FTP account login password and public keys when applicable. Currently, this permission cannot be constrained. | Core Administration |

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| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Security Health Check - Edit Security Issues | Grants ability to edit security issue settings in the Security Health Check tool and set them to Cornerstone's recommended value. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Security Health Check - View | Grants ability to view the Security Health Check tool. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Self Registration Groups - Manage | Grants ability to create and update/edit self-registration groups, which are configured to make a self-registration page available to people who are not added to the portal via user feed. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Self Registration Groups - View | Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Self-Registration and User Record Custom Fields - Manage | Grants access to manage custom fields for user Self Registration and the user record in Custom Field Administration. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Share Manager/Approver Permissions | Enables managers and approvers to delegate certain types of approvals and MyTeam viewing permissions to others. This permission is only relevant to managers and approvers. | Core |

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| Single Sign On - CSOD Certificate | Grants ability to view, manage, and upgrade SSO certificates and configurations. This is an administrator permission. This permission cannot be constrained. | Core Administration |

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| Skills Profile - Critical Skills - View | Grants the ability to view the Critical Skills table for any user. This permission cannot be constrained. This is an administrator permission.  Administrators must also have permission to access the user's Skills Profile. | Core Administration |

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| SSO Link to Cornerstone Success Center | Grants access to an in-portal link to the Cornerstone Success Center sign in page. This is an administrator permission that should be limited to authorized client users of the Cornerstone Success Center. | Core Administration |

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| Support Information - Manage | Grants ability to manage Support Information, which includes specifying an email address and phone number for end users to contact for portal support. This permission works in conjunction with the Corporate Preferences permission. This is an administrator permission. | Core Administration |

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| Task - View | Grants ability to view assigned tasks via Scheduled Tasks screen and Welcome Page My Tasks widget. This is an end user permission. | Core |

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| Time Zone Preferences - Manage | Grants ability to set default time zone for portal/OU and set whether end users may adjust their own portal time zone. This is an administrator permission. | Core Administration |

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| Training Data Merge - Manage | Grants ability to merge the training records of multiple existing accounts and deactivate one of the accounts, if necessary. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. The applied constraints limit the users that are available to be merged and that are displayed in the History section. This is an administrator permission. | Core Administration |

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| Training Data Merge - View | Grants ability to view past training record merges. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. Which records are displayed in the History section is dependent on creator constraints. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Create Users | Grants ability to access the User Record Administration page and to create new users in the system. When creating a new user, this permission grants the ability to add general information, which includes first name, last name, username, assigned OUs, and custom relationships. The administrator must have additional permissions to add any additional fields. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Edit Users | Grants ability to edit user records in the system. The administrator must have additional permissions to edit specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. Note: This permission DOES NOT grant the ability to view user records in the system. Administrators must have the Universal Profile - User Record - View Users permission in order to view user records. | Core Administration |

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| Universal Profile - User Record - View Users | Grants ability to view user records in the system. Administrators can view the Modification History page for user records within their constraints. The administrator must have additional permissions to view specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| User - Edit Absent Status on My Account Page | Allows user to change absent status on My Account page. This is an end user permission. | Core |

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| User Permission and Constraint Details - View | Grants ability to access the Permissions Constraints Details page for a user. This permission also grants ability to see the Permissions Constraints Details link on the Permissions page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| User Preferences - Core Information: View | Grants ability to view the User Preferences administrator page. This permission does not allow administrators to modify the preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Leave Types: Manage | Grants ability to manage Leave Types on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Reasons for Change: Manage | Grants ability to define and configure Reasons for Change on the User Preferences administrator page, which may be used when modifying the user record. The administrator must also have the User Preferences - Core Information: View permission to access the User Preferences page.  This permission is also required to view and set the Reason for Change field when editing a user record.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Termination Reasons: Manage | Grants ability to manage Termination Reasons on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Statuses: Manage | Grants ability to manage User Statuses on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Types and Subtypes: Manage | Grants ability to manage User Types and Subtypes on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Rating Scales - Manage | Grants ability to manage rating scales for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Rating Templates - Manage | Grants ability to manage feedback templates for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Ratings - Feedback Assignment | Grants ability to assign a feedback request to a specific user. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, User's Self, and User's Direct Subordinates. The constraints on this permission determine which users can be selected in the feedback assignment. | Core Administration |

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| User Ratings - Feedback on specific person | Grants ability to request 360 feedback about a specific user. This permission is intended for administrators, managers, or other leadership roles. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates.  It is recommended to constrain this permission. Managers should be constrained to "User's Direct Reports." Administrators can constrain themselves or others to a diverse pool of potential raters. | Core Administration |

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| User Ratings - Request Others to Provide Feedback on Themselves | Grants ability to request that someone rate themself. This permission is intended for administrators, managers, or other leadership roles. This permission cannot be constrained. | Core Administration |

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| User Ratings - View All Shared Ratings | Grants the ability to view all ratings shared with others in addition to the rater. This permission applies anywhere the ratings are displayed, such as the People Matrix and Skills Profile. This permission is intended for indirect managers or non-managers to view rating data for users over whom they have no oversight. This permission grants access to all OU types, both standard and custom. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine whose shared ratings the person can view. This is a manager permission. | Core Administration |

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| User Ratings - View Ratings and Feedback about Other User | Grants ability to view ratings history and rating details about other people regardless of the visibility settings on the ratings. Grants ability to view the My Feedback Requests page. Administrators with this permission can view all ratings and feedback about all other users, regardless of the visibility settings of the ratings. This permission cannot be constrained.  This permission does not bypass visibility ratings about yourself, which means users cannot use this permission to view ratings provided about themselves that are otherwise not visible to them.  This permission is intended for an administrator or talent partner who needs broad access to all ratings occurring within the portal. | Core Administration |

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| User Ratings | For end users, this permission grants the ability to perform ratings and view ratings. For administrators, this permission is required, along with the specific user rating administration permissions to edit rating scales or templates. This permission cannot be constrained. | Core Administration |

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| User Record Custom Field Configurable Validations - Manage | Grants ability to manage the configurable validations for user record custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. This permission is only available to organizations that are using Cornerstone HR. | Core Administration |

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| User Upload Photo | Enables users to upload their photo to their user record, via the My Account screen. This is an end user permission. | Core |

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| Users - Edit Bypass User Purging | Grants ability to set individual users to bypass user purging on the Edit Users page. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. The availability of this permission is controlled by a backend setting. To enable this functionality, contact Global Customer Support. | Core Administration |

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| Users - Edit Core Information | Grants ability to add users and edit core information on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View and Users - View Core and Edit Custom Fields permissions. This permission cannot be constrained. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Create Users * Users - Edit General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users – Edit Custom Field Information | Grants ability to view and edit the custom fields on a user record. Administrators are only able to edit a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – Edit General Information | Grants ability to edit the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - Edit Local System ID | Enables administrator to modify the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Edit Middle Name | Grants ability to modify the middle name for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Mobile Phone | Grants ability to modify the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Personal Email Address | Enables administrator to edit the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - Edit Prefix | Grants ability to modify the prefix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Secure User Custom Fields - Unmasked | Grants the ability to edit secure user custom field info unmasked. This permission can be constrained by OU, Restrict to User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Applicability | Grants access to manage OU-based Applicability for user record custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Manage Secure User Custom Fields | Grants the ability to manage the setting secure user custom fields. This permission can be restrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Secure User Custom Fields - Masked | Grants the ability to view secure user custom field info masked. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Sensitive Information: Unmasked | Grants ability to view and edit unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view and edit the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Signature | Grants ability to modify the signature font for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Suffix | Grants ability to modify the suffix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit User ID | Enables administrator to modify the User ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Absent Status | Enables administrator to modify the Absent status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Active Status | Enables administrator to modify the Active status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Address | Enables administrator to modify the address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Approver | Enables administrator to modify the specified Approver for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Email | Enables administrator to modify the Email Address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Fax | Enables administrator to modify the Fax number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Language | Enables administrator to modify the portal display language for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Last Hire Date | Enables administrator to modify the Last Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Manager | Enables administrator to modify the assigned Manager for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Original Hire Date | Enables administrator to modify the Original Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Users Phone | Enables administrator to modify the Phone number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Users Photo | Enables administrator to upload a photo for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Users Reconciliation | Enables administrator to modify the Reconciliation status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Required Approvals | Enables administrator to modify the number of required training approvals for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Time Zone | Enables administrator to modify the portal time zone for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Type and Status | Enables administrator to view and modify the type and status information for a user via the User Record. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users – Effective Dating: Manage | Enables administrator to make effective dated changes to the user record. This permission only works when used in conjunction with the Users - Edit General Information permission. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Regex | Grants access to manage OU-based Regex patterns for user custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Unlock Accounts | Grants ability to unlock user accounts that are currently locked. This permission can be constrained by OU, User's OU, User's Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Approver Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned approver. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Core and Edit Custom Fields | Grants ability to view core information on a user record, including first name, last name, username, assigned OUs, custom relationships, and custom fields. This permission also includes the ability to edit any custom fields that are visible to the administrator. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Edit Users * Universal Profile - User Record - View Users * Users - Edit Custom Field Information * Users - View Custom Field Information * Users - View General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users - View Criteria Search | Enables those who can search for and view users via the Admin/User screen to search by OU and Group criteria. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users – View Custom Field Information | Grants ability to view the custom fields on a user record. Administrators are only able to view a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users – View General Information | Grants ability to view the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Universal Profile - User Record - View Users permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - View Local System ID | Enables administrator to view the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - View Manager Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned manager. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Middle Name | Grants ability to view the middle name for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Mobile Phone | Grants ability to view the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - View Modification Details | Grants ability to view the Modification Details on the User Record and view User Audits fields when creating a Reporting 2.0 report. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - View Personal Email Address | Enables administrator to view the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - View Prefix | Grants ability to view the prefix for a user's name via the Admin/User screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - View Sensitive Information: Masked | Grants ability to view masked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission cannot view the actual data. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - View Sensitive Information: Unmasked | Grants ability to view unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Signature | Grants ability to view the signature font for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - View Suffix | Grants ability to view the suffix for a user's name via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View User ID | Enables administrator to view the User ID for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Absent Status | Enables administrator to view the Absent status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Active Status | Enables administrator to view the Active status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Address | Enables administrator to view the address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Approver | Enables administrator to view the specified Approver for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Email | Enables administrator to view the Email Address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Fax | Enables administrator to view the Fax number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Language | Enables administrator to view the portal display language for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Last Hire Date | Enables administrator to view the Last Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Manager | Enables administrator to view the assigned Manager for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Original Hire Date | Enables administrator to view the Original Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Phone | Enables administrator to view the Phone number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Photo | Enables administrator to view a photo for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Reconciliation | Enables administrator to view the Reconciliation status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Required Approvals | Enables administrator to view the number of required training approvals for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Time Zone | Enables administrator to view the portal time zone for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Type and Status | Grants ability to view user type and status information on the User Record. This permission cannot be constrained. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |

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| Welcome Page - View | Grants access to view Welcome Page. This permission cannot be constrained. This is an end user permission. | Core |

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| Welcome Page Preferences - Manage | Grants ability to configure the look and feel of the Welcome Page that users see upon logging in to the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Work Force Planning - Administrator | Grants access to the Headcount Planning page. Users with this permission can also create new headcount plans for any part of the organization, as well as create subplans that have been assigned to them. Administrators can only view plans that they have created or to which they were assigned as a Co-Planner or Primary Planner. This is an administrator permission. | Core Administration |

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| Work Force Planning - Cost Model Manager | Allows user to upload and manage costing files and exchange rates for Planning. | Core Administration |

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| Work Force Planning - Owner | Grants owner-level access to plans. Users with this permission can view their assigned plans and can create plans. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Reporting Analyst | Grants reporting analyst-level access to plans. Users with this permission cannot create plans or edit plan metadata. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Subplanner | Grants the ability to complete subplans that have been assigned to the user as a Primary Planner or a Co-Planner. Users with this permission cannot create new headcount plans or view all plans. Within the plans assigned to them, users can assign subplans to their direct reports. | Core Administration |

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| Writing Tools - Manage | Grants ability to activate or deactivate spell checker and inappropriate language filter by module, and create/manage categories for Comment Assistant used in performance tasks. This is an administrator permission. | Core Administration |

Forms Management and Administration Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Form Proxy Completion - Manage | Allows administrator to configure the Proxy Availability settings for a form. These settings determine which users can complete the form on behalf of other users and for which users they can complete the form. This permission can be constrained by OU, User's OU, User, and Employee Relationship. This is an administrator permission. | Forms Administration |

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| Form Self-Service - Manage | Grants access to manage Form Self Service and Self-Service Submissions within Manage Forms. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Administration |

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| Form Task Snapshot - Manage | Grants access to the Form Task Snapshot functionality within Form Task Administration. This permission cannot be constrained. This is an administrator permission. | Forms Administration |

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| Form Task Administration - Manage | Grants access to the Form Task Administration functionality. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Administration |

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| Manage Forms - Manage | Grants access to the Manage Forms functionality. This permission can be constrained by OU and User's OU. This is an administrator permission.  Note: This permission enables access to the Form Management functionality that is part of Cornerstone HR functionality and the Onboarding module. This permission does not grant access to the Training Forms Management functionality. | Forms Management Administration |

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| Question Bank - Manage | Grants access to the Question Bank functionality. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Management Administration |

Universal Profile Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Action Items - EPM | Grants ability to view and take action upon Performance (EPM) items on the Action Items page and in the Your Action Items widget. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - Forms | Grants ability to view Form actions via the Universal Profile - Actions page or the Welcome/Custom page Actions widget. This permission cannot be constrained. | Universal Profile |

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| Action Items - LMS | Grants ability to view and take action upon Learning (LMS) items on the Action Items page. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| --- | --- | --- |
| Action Items - View | Grants ability to view action items on the Action Items page and in the Your Action Items widget. Users without this permission cannot access the Action Items page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, and User's Self. This is an end user permission. | Universal Profile |

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| Bio About - View | Enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.  On the Learner Home page, this permission also allows end users to view the Completions & Hours field, the training sidebar, and the Continue Learning carousel.  This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. Note: For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users. | Universal Profile |

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| Bio About Preferences - Manage | Enables administrator to access and edit the Bio About Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| --- | --- | --- |
| Bio Career Preferences - View | Grants ability to view the Bio - Career Preferences page for users within the permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| --- | --- | --- |
| Bio Resume - View | Enables user to view the Bio - Resume page for users within their permission constraints. If a user does not have permission to view the Bio - Resume page, then the Resume tab is not available. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| --- | --- | --- |
| Documents - Delete | Enables user to delete a file that has been uploaded to the Snapshot - Documents page. The constraints on this permission determine which documents the user can delete. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, Self and Direct Reports, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. | Universal Profile |

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| Feedback - Delete | Enables user to delete a feedback post or comment on a user's page. The user can delete feedback from the Feedback page of any user who is within the permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment, not the target user. | Universal Profile |

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| Feedback - Request | Enables user to request feedback from the Feedback page of their Universal Profile. Users can only request feedback from other users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. This is an end user permission.  Note: This permission should not be constrained by Employee Relationship, as this constraint would not be effective and does not stop the user from requesting feedback from users outside of Employee Relationship constraint if applied.  Note: This permission should not be constrained by Restrict to Employee Relationship because the User Picker is unable to evaluate this constraint. | Universal Profile |

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| Feedback - View and Post | Enables user to view the Feedback page of the Universal Profile and to post feedback. Users can only view the Feedback page for users within their permission constraints. Similarly, users can only post feedback for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Self, and Employee Relationship. This is an end user permission. | Universal Profile |

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| Feedback Details - View | Enables user to view the Feedback Details page and provide feedback when they are requested to provide feedback. This permission cannot be constrained. This is an end user permission. | Universal Profile |

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| Feedback Preferences - Manage | Enables administrator to access and edit the Feedback Preferences page. From this page, administrators can configure which options are available when users are requesting and providing feedback within the Universal Profile: Feedback page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Feedback - Request for other users | Enables user to request feedback on behalf of other users from their Feedback page. This permission can be constrained by User's Subordinates, Direct Reports, and Custom Relationship. | Universal Profile |

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| Snapshot - Badges | Enables user to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will always be able to view their own Badges widget when the widget is enabled. This permission also allows end users to view the Badges field on the Learner Home page.  This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Compensation | Enables user to view the Compensation widget within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Competencies | Enables user to view the Competencies widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Development Plans | Enables user to view the Development Plans widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - Manage | Enables user to manage their own goals, and others public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - View | Enables user to view their own goals, and others’ public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates.  Note: Managers can assign this permission to select subordinates when they are away from the office for an extended period. | Universal Profile |

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| Snapshot - Leaderboard | Enables user to view the Leaderboard widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Any user with this permission will always be able to view their own Leaderboard widget when the widget is enabled. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Peers | Grants ability to view the Peers widget within the Universal Profile - Snapshot page. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Self, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot - Reviews | Enables user to view the Reviews widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Documents - View | Grants ability to view the Documents widget and subpage within the Universal Profile - Snapshot page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot Folder Preferences - Manage | Enables administrator to view the Folder Preferences Admin page and manage folder creation, access, and deletion for the Documents page within Universal Profile: Snapshot. This permission cannot be constrained. This is an administrator permission. | Universal Profile |

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| Snapshot Main - View | Enables user to view the Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Preferences – Manage | Enables administrator to access and edit the Snapshot Preferences page. This permission can be constrained by Employee Relationship, OU, and User's OU. This is an administrator permission. | Universal Profile |

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| Snapshot Succession – Manage | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view and manage successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. | Universal Profile |

|  |  |  |
| --- | --- | --- |
| Snapshot Succession - View | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| --- | --- | --- |
| Universal Profile Preferences - Manage | Enables administrator to access and edit the Universal Profile General Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

Workflow Engine Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Workflows - Global Settings | Grants access to manage Global Workflow Settings. | Workflow Engine |

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| Workflow Engine - Initiate Workflows | Grants ability to initiate the first step of a workflow. | Workflow Engine |

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| Workflow Executions - Manage | Grants access to manage Workflow Executions. | Workflow Engine |

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| Workflow - Management Page | Grants access to manage their Workflows, Global Workflow Settings, and view Workflow Executions. | Workflow Engine |

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| Workflow - Mass Enrollment | Grants access to the mass enrollment functionality. This permission cannot be constrained. | Workflow Engine |

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| Workflow Engine - Workflow Library - Manage | Grants access to view, edit, and publish workflows in the Workflow Library. This is an administrator permission. | Workflow Engine |

View Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| View Data: Preferences | Grants access View Data Preferences. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, User's Subordinates, User's Direct Subordinates, and User's Corporation. | View |

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| View Data: View | Grants access to View Data. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, User's Subordinates, User's Direct Subordinates, and User's Corporation. | View |

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| View People Preferences Page | Grants access to the View People Preferences page, which allows administrators to configure the View People page according to their needs per organizational unit (OU). This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Subordinates. | View |

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| View People: Share | Grants access to open View People to view shared lists. Can dynamically grant access to users to only view the lists that have been shared with the user. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, User's Direct Reports, and User's Subordinates. | View |

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| --- | --- | --- |
| View People: View | Grants access to open View People to see results and share lists. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Subordinates. | View |

Edge and Data Load Permissions

Data Load Wizard Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Reporting Permissions

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reports - Dashboards Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - System (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Track Employee (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Permissions for Edge

This page contains permissions that may apply to organizations using Edge functionality, such as Edge Import, Edge Marketplace, Connectors, APIs, etc.

Data Load Wizard Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| --- | --- | --- |
| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| --- | --- | --- |
| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| --- | --- | --- |
| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| --- | --- | --- |
| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| --- | --- | --- |
| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| --- | --- | --- |
| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| --- | --- | --- |
| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| --- | --- | --- |
| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| --- | --- | --- |
| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| --- | --- | --- |
| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Permissions for Learning

This page contains permissions that may apply to organizations using the Learning solution.

Connect Permissions (Old Connect)

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Connect - View | Enables users to access Connect live feed and profile screens. This is an end user permission.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect Administration | Grants access to create, edit and delete Connect topics, including designating topic moderators, topic availability and posting types allowed within topics. This is an administrator permission.  Note: This permission applies to the legacy version of Connect. | Connect - Administration |

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| Connect Community Management | Enables users to manage Connect communities for which they are designated leaders. This permission should be included in the Connect Community Leader security role, which is dynamically assigned to users who are designated as leaders to one or more Connect communities.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect Preferences - Manage | Enables users to configure Connect preferences. This is an administrator permission.  Note: This permission applies to the legacy version of Connect. | Connect - Administration |

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| Connect Topic Expert | Enables users to answer questions in Connect topics for which they are a designated expert. This permission should be included in the Connect Topic Expert security role, which is dynamically assigned to users who are designated as "experts" for one or more Connect topics.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect Topic Management | Enables users to manage Connect topics which they are designated moderators. This permission should be included in the Connect Topic Moderator security role, which is dynamically assigned to users who are designated as "moderators" for one or more Connect topics.  Note: This permission applies to the legacy version of Connect. | Connect |

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| Connect User Search | Use of this permission enables you to constrain the people search results within Connect. Without adding a constraint, this permission has no impact to the user. If constrained however, the people found in a Connect search will be limited accordingly.  Note: This permission applies to the legacy version of Connect. | Connect |

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| MyTeam Connect Profile - Manage | Allows manager to view limited Connect data for their direct and indirect reports (or others depending on constraints) via the MyTeam screen. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Connect link is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.Note: This permission applies to the legacy version of Connect. | Connect |

Core Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access FTP Account - View | Grants access to the FTP account landing page where the available accounts are displayed. Currently, this permission cannot be constrained. | Core Administration |

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| Access Partner Authorization - Manage | Grants ability to manage partner authorized access to portal via Partner Access Administration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Announcements - Post | Grants ability to view, create and update/edit announcements that will appear to populations of users via the Welcome Page Inbox widget or Announcements page. This is an administrator permission. | Core |

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| Announcements - View | Grants ability to view announcements created by others, via the Welcome Page Inbox widget or the Announcements page. This is an end user permission. | Core |

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| Authentication Preferences - Manage | Grants ability to configure which credentials are used for authentication/re-authentication purposes throughout the system. This permission works in conjunction with the preferences that are set within each workflow that uses authentication/re-authentication. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Available Languages - Modify | Grants access to choose what languages to which learning objects may be associated when users search for training. This is an administrator permission. | Core Administration |

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| Badge & Point Preferences - Manage | Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration. |

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| Batch Edit Users | Grants ability to modify user records in bulk. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Bypass IP Security Controls | Grants ability to bypass defined IP Security restrictions, allowing user to log in to the portal from IP addresses that are not authorized via the IP Whitelist screen. This is an administrator permission recommended only for system administrators. | Core Administration |

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| Bypass Required Group Preview | When the Group Preview functionality is enabled and the Require Preview Before Saving Edits toggle is enabled in Group Preferences, administrators with this permission can save edits to a Group or publish a draft without generating a preview. Administrators with this permission still have the option to generate a preview.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Edit | Grants ability to access the Capability Models Library and create and edit Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Manage | Grants ability to access the Capability Models Library and create, edit, and deactivate Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Library Builder | Grants ability to import relevant Cornerstone Skills Graph skills based on user profile data and generate skill suggestions via the Skills Library Builder page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Profile - View | Grants the ability to view an employee Skills Profile. Users with this permission may view the Skills Profile for anyone in the organization. However, individual ratings have privacy settings that control visibility within the Skills Profile. This permission cannot be constrained. This is an end user permission. | Core Administration |

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| Capabilities - Skills Quick Start Wizard - Manage | Grants access to the Skills Quick Start Wizard administrator experience, which helps administrators configure and deploy skills within their organization. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Categories | Grants access to the Capability Categories functionality, where administrators can create and manage capability categories. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Edit | Grants the ability to create, edit, and copy capabilities via the Capability Library. Administrators with this permission cannot delete capabilities or change the status of a capability. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Manage | Grants the ability to create, edit, copy, delete, import, and approve capabilities via the Capability Library. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Preferences - Manage | Grants the ability to create and edit expertise levels and rating scales for capabilities via Capabilities Preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Care ? Community | Grants access to the Success Center link in Navigation Tabs and Links. This page enables administrators to use Single Sign On (SSO) to access the Success Center directly from their portal. This is an administrator permission. | Core Administration |

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| Change User Passwords - Administrator | Grants ability to change the portal password of another user. This permission works in conjunction with the Users - View permission. This permission can be constrained by User's Corporation, OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Connect FTP Folders - Manage | Grants ability to connect to an FTP folder from the FTP Account Access page. This permission can be constrained by FTP Account. When constraining this permission, administrators can select any FTP account that has been associated with the portal. The constraints on this permission determine to which FTP accounts the administrator can connect. This is an administrator permission. | Core |

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| Copy Down - Cancel | Allows administrator to access the Copy Down tool, view and cancel copy downs, and subscribe or unsubscribe to email notifications. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Core Features Activation | Grants ability to manage Core Feature Activation Preferences in which administrators can enable and disable certain features. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Corporate Logo List - View | Grants access to select header logo from the corporate list of images. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Corporate Preferences - Manage | Grants the ability to manage Corporate Preferences, which includes several portal-wide settings. This is an administrator permission. | Core Administration |

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| Corporate Preferences: Lockout Preferences - Manage | Grants ability to configure the Lockout Preferences on the Corporate Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Login Page - Manage | Grants the ability to create and edit custom login pages for the portal. Administrators with this permission can also enable or disable a custom login page and identify the default login page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Pages - Manage | Grants access to create and edit custom pages for the portal. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: View Modules | Allows administrator to view the deep links URLs. This is an administrator permission. | Core Administration |

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| Define Fiscal Year | Grants ability to set the fiscal year for aggregating annual training hours completed by users for display on the transcript page. This is an administrator permission. | Core Administration |

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| Display Preferences - Manage | Grants ability to configure Display Preferences, including Navigation Tab theme and settings and header logo displayed to end users. This is an administrator permission. | Core Administration |

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| Display Preferences - Upload Logo | Grants access to upload an image on the Display Preference Page. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Duplicate User Management Preferences - Manage | Grants ability to access and configure management of duplicate records, including parameters used to prevent duplicates. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Email - Edit From Address | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the Allow user to change email address option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |

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| Email Preferences - Manage | Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission. | Core Administration |

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| Employee Recognition Preferences - Manage | Grants ability to create and edit employee recognition awards for use by end users. This is an administrator permission. | Core Administration |

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| Form Completion - View and Edit OU and Employee Relation Fields | Allow users to view and modify organizational unit (OU) and employee relation fields when completing a form that contains the fields. The constraints on this permission determine which fields the user can view and edit when completing a form. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User Subordinates. This is an end user permission. | Core |

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| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Email Administration - View | Grants view only access to email templates/triggers and email logs at the global level for the portal. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Search - People | Grants ability to search for people via Global Search. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting.  Note: In Universal Profile > Bio > Career Preferences, this permission is required for users to search for jobs. | Core |

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| Global Search Preferences - Manage | Grants ability to configure Global Search Preferences. This is an administrator permission. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. By default, this permission is constrained to the organization. | Core Administration |

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| Grades - View | Grants ability to view the Grade Organizational Unit throughout the system, such as in availability drop down selectors, when editing users, etc. Those without this permission do not see the Grade OU on any screen. This is primarily an administrator permission, although organizational policy should determine whether the Grade OU should be visible to end users on reporting screens, etc. | Core Administration |

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| Grant Employee Recognition | Enables users to grant recognition awards to others, using a predefined list of awards created by administrators. This is an end user permission. | Core |

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| Group Preferences - Manage | Grants the ability to access and modify the Group Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Help Link - Manager | Provides access to view the User and Manager topics in online help. This is a manager permission. | Core |

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| Help Link - System Administrator | Provides access to view the User, Manager and System Administrator topics in online help. This is an administrator permission. | Core |

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| --- | --- | --- |
| Help Link - User | Provides access to view the End User topics in online help. This is an end user permission. | Core |

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| Insights Dashboard | Allows user to access Insights Dashboard. This permission cannot be constrained. | Core |

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| Language Preferences - Manage | Grants ability to set default language for portal/OU and set whether end users may adjust their own portal display language. This is an administrator permission. | Core Administration |

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| Log In Message - Manage | Grants access to create a message that appears upon portal login to all users or a selected group/subset of users. This is an administrator permission. This permission can be constrained by OU and User's OU. | Core Administration |

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| Marketing Email Templates - Manage | Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission. | Core Administration |

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| Marketing Emails - Manage | Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - Manage | Grants the ability to manage the user device information for Multi-factor Authentication. This permission works with the MFA - Admin - User Device - View permission. Administrators can delete devices for user records within their constraints. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - View | Grants the ability to view the user device information for Multi-factor Authentication. Administrators can view the page for user records within their Users - View permission constraints, and additional constraints can be added to this permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Administration - Manage | Grants the ability to view and configure Multi-factor Authentication (MFA). This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| MFA - Administration - View | Grants the ability to view the Multi-factor Authentication (MFA) configuration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| My Account - Manage | Allow users to view and modify their preferences on the My Account screen. The user must have this permission to access My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Devices - Manage | Manage device registrations from My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Preferences - Manage | Grants access to the My Account Preferences page, which allows selection of which custom fields display in My Account by OU. Define whether custom fields appear as read only or are editable, and whether entry is required. Also provides ability to customize the names of the tabs that appear in My Account. This is an administrator permission. | Core Administration |

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| My Account Social - Manage | Grants ability to view and manage third party profile connections on the Social page in My Account. This is an end user permission. | Core |

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| MyTeam - Print | Grants ability to configure and print out a My Team profile. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| MyTeam Comments - Manage | Grants ability for manager (or others depending on constraints) to view Comments previously entered about their direct and indirect reports and also create new comments as well as attach files to comments. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Comments tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Core |

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| MyTeam Search by OU | Grants ability to allow users to search by division and position when viewing MyTeam. The constraints upon this permission determine the OUs that are available within the search. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| My Team/Talent Profile Preferences | Grants ability to set display preferences for the My Team and Talent Profile screens. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Navigation Tabs and Links - Manage | Grants ability to manage Navigation Tabs and Links for the portal. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Organizational Unit Custom Fields - Manage | Grant Access to create and edit custom fields for Org Units. This is an administrator permission. | Core Administration |

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| Org Chart - Preferences | Grants access to the Org Chart Preferences page. This permission cannot be constrained. | Core |

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| Org Chart - View | Grants access to the new Org Chart page for organizations with Cornerstone HR, Succession, or View. This permission can be constrained by OU, User’s OU, Users, User’s Self, User Self and Subordinates, User’s Manager, User’s Superiors, Employee Relationship, User’s Direct Subordinates, User's Subordinates. | Core |

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| Org Chart by Organization - View | Grants access to the Organization tab on the new Org Chart page. This permission cannot be constrained. This permission works in conjunction with the Org Chart - View permission. For users who do not have this permission, the Organization tab will not be available.  Note: This permission pertains to the new Org Chart functionality that is released with the February '17 release. The new Org Chart functionality is only available for organizations with Cornerstone HR, Succession, or View. | Core |

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| OU Group - Manage | Grants the ability to create, copy, and edit custom groups of users without allowing the ability to manage organizational units (OUs). This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - Update | Grants access to edit existing custom groups of users. This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - View | Grants access to view existing custom groups. This permission can be constrained by OU. This is an administrator permission. | Core Administration |

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| OU Hierarchy - Manage | Grants ability to create and update/edit organizational units. This permission grants access to all OU types, both standard and custom. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Password Preferences - Manage | Grants ability to manage Password Preferences, which includes specifying the settings for users to change their own password, or for the system to generate an anonymous password, set the specific password requirements and allowing users to reset password by answering security questions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| People Matrix | Grants access to the People Matrix functionality. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine which users are available in the People Matrix. This is a manager permission. | Core Administration |

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| People Matrix - Manage Preferences | This grants the ability to manage the People Matrix Settings. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Prevent Duplicate Users - Reconcile | Grants ability to view user accounts that have been identified as potential duplicates. Administrators can only view pending user records that were created by administrators who are within the constraints on this permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |

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| Report Delivery Preferences | Provides access to report delivery preferences, which enables administrators to set the preferences related to custom report delivery. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Reset Password and Public Keys - Manage | Grants ability to manage FTP account login password and public keys when applicable. Currently, this permission cannot be constrained. | Core Administration |

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| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Security Health Check - Edit Security Issues | Grants ability to edit security issue settings in the Security Health Check tool and set them to Cornerstone's recommended value. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Security Health Check - View | Grants ability to view the Security Health Check tool. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Self Registration Groups - Manage | Grants ability to create and update/edit self-registration groups, which are configured to make a self-registration page available to people who are not added to the portal via user feed. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Self Registration Groups - View | Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Self-Registration and User Record Custom Fields - Manage | Grants access to manage custom fields for user Self Registration and the user record in Custom Field Administration. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Share Manager/Approver Permissions | Enables managers and approvers to delegate certain types of approvals and MyTeam viewing permissions to others. This permission is only relevant to managers and approvers. | Core |

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| Single Sign On - CSOD Certificate | Grants ability to view, manage, and upgrade SSO certificates and configurations. This is an administrator permission. This permission cannot be constrained. | Core Administration |

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| Skills Profile - Critical Skills - View | Grants the ability to view the Critical Skills table for any user. This permission cannot be constrained. This is an administrator permission.  Administrators must also have permission to access the user's Skills Profile. | Core Administration |

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| SSO Link to Cornerstone Success Center | Grants access to an in-portal link to the Cornerstone Success Center sign in page. This is an administrator permission that should be limited to authorized client users of the Cornerstone Success Center. | Core Administration |

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| Support Information - Manage | Grants ability to manage Support Information, which includes specifying an email address and phone number for end users to contact for portal support. This permission works in conjunction with the Corporate Preferences permission. This is an administrator permission. | Core Administration |

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| Task - View | Grants ability to view assigned tasks via Scheduled Tasks screen and Welcome Page My Tasks widget. This is an end user permission. | Core |

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| Time Zone Preferences - Manage | Grants ability to set default time zone for portal/OU and set whether end users may adjust their own portal time zone. This is an administrator permission. | Core Administration |

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| Training Data Merge - Manage | Grants ability to merge the training records of multiple existing accounts and deactivate one of the accounts, if necessary. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. The applied constraints limit the users that are available to be merged and that are displayed in the History section. This is an administrator permission. | Core Administration |

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| Training Data Merge - View | Grants ability to view past training record merges. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. Which records are displayed in the History section is dependent on creator constraints. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Create Users | Grants ability to access the User Record Administration page and to create new users in the system. When creating a new user, this permission grants the ability to add general information, which includes first name, last name, username, assigned OUs, and custom relationships. The administrator must have additional permissions to add any additional fields. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Edit Users | Grants ability to edit user records in the system. The administrator must have additional permissions to edit specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. Note: This permission DOES NOT grant the ability to view user records in the system. Administrators must have the Universal Profile - User Record - View Users permission in order to view user records. | Core Administration |

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| Universal Profile - User Record - View Users | Grants ability to view user records in the system. Administrators can view the Modification History page for user records within their constraints. The administrator must have additional permissions to view specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| User - Edit Absent Status on My Account Page | Allows user to change absent status on My Account page. This is an end user permission. | Core |

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| User Permission and Constraint Details - View | Grants ability to access the Permissions Constraints Details page for a user. This permission also grants ability to see the Permissions Constraints Details link on the Permissions page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| User Preferences - Core Information: View | Grants ability to view the User Preferences administrator page. This permission does not allow administrators to modify the preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Leave Types: Manage | Grants ability to manage Leave Types on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Reasons for Change: Manage | Grants ability to define and configure Reasons for Change on the User Preferences administrator page, which may be used when modifying the user record. The administrator must also have the User Preferences - Core Information: View permission to access the User Preferences page.  This permission is also required to view and set the Reason for Change field when editing a user record.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Termination Reasons: Manage | Grants ability to manage Termination Reasons on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Statuses: Manage | Grants ability to manage User Statuses on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Types and Subtypes: Manage | Grants ability to manage User Types and Subtypes on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Rating Scales - Manage | Grants ability to manage rating scales for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Rating Templates - Manage | Grants ability to manage feedback templates for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Ratings - Feedback Assignment | Grants ability to assign a feedback request to a specific user. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, User's Self, and User's Direct Subordinates. The constraints on this permission determine which users can be selected in the feedback assignment. | Core Administration |

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| User Ratings - Feedback on specific person | Grants ability to request 360 feedback about a specific user. This permission is intended for administrators, managers, or other leadership roles. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates.  It is recommended to constrain this permission. Managers should be constrained to "User's Direct Reports." Administrators can constrain themselves or others to a diverse pool of potential raters. | Core Administration |

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| User Ratings - Request Others to Provide Feedback on Themselves | Grants ability to request that someone rate themself. This permission is intended for administrators, managers, or other leadership roles. This permission cannot be constrained. | Core Administration |

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| User Ratings - View All Shared Ratings | Grants the ability to view all ratings shared with others in addition to the rater. This permission applies anywhere the ratings are displayed, such as the People Matrix and Skills Profile. This permission is intended for indirect managers or non-managers to view rating data for users over whom they have no oversight. This permission grants access to all OU types, both standard and custom. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine whose shared ratings the person can view. This is a manager permission. | Core Administration |

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| User Ratings - View Ratings and Feedback about Other User | Grants ability to view ratings history and rating details about other people regardless of the visibility settings on the ratings. Grants ability to view the My Feedback Requests page. Administrators with this permission can view all ratings and feedback about all other users, regardless of the visibility settings of the ratings. This permission cannot be constrained.  This permission does not bypass visibility ratings about yourself, which means users cannot use this permission to view ratings provided about themselves that are otherwise not visible to them.  This permission is intended for an administrator or talent partner who needs broad access to all ratings occurring within the portal. | Core Administration |

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| User Ratings | For end users, this permission grants the ability to perform ratings and view ratings. For administrators, this permission is required, along with the specific user rating administration permissions to edit rating scales or templates. This permission cannot be constrained. | Core Administration |

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| User Record Custom Field Configurable Validations - Manage | Grants ability to manage the configurable validations for user record custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. This permission is only available to organizations that are using Cornerstone HR. | Core Administration |

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| User Upload Photo | Enables users to upload their photo to their user record, via the My Account screen. This is an end user permission. | Core |

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| Users - Edit Bypass User Purging | Grants ability to set individual users to bypass user purging on the Edit Users page. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. The availability of this permission is controlled by a backend setting. To enable this functionality, contact Global Customer Support. | Core Administration |

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| Users - Edit Core Information | Grants ability to add users and edit core information on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View and Users - View Core and Edit Custom Fields permissions. This permission cannot be constrained. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Create Users * Users - Edit General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users – Edit Custom Field Information | Grants ability to view and edit the custom fields on a user record. Administrators are only able to edit a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – Edit General Information | Grants ability to edit the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - Edit Local System ID | Enables administrator to modify the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Edit Middle Name | Grants ability to modify the middle name for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Mobile Phone | Grants ability to modify the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Personal Email Address | Enables administrator to edit the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - Edit Prefix | Grants ability to modify the prefix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Secure User Custom Fields - Unmasked | Grants the ability to edit secure user custom field info unmasked. This permission can be constrained by OU, Restrict to User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Applicability | Grants access to manage OU-based Applicability for user record custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Manage Secure User Custom Fields | Grants the ability to manage the setting secure user custom fields. This permission can be restrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Secure User Custom Fields - Masked | Grants the ability to view secure user custom field info masked. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Sensitive Information: Unmasked | Grants ability to view and edit unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view and edit the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Signature | Grants ability to modify the signature font for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Suffix | Grants ability to modify the suffix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit User ID | Enables administrator to modify the User ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Absent Status | Enables administrator to modify the Absent status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Active Status | Enables administrator to modify the Active status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Address | Enables administrator to modify the address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Approver | Enables administrator to modify the specified Approver for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Email | Enables administrator to modify the Email Address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Fax | Enables administrator to modify the Fax number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Language | Enables administrator to modify the portal display language for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Last Hire Date | Enables administrator to modify the Last Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Manager | Enables administrator to modify the assigned Manager for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Original Hire Date | Enables administrator to modify the Original Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Phone | Enables administrator to modify the Phone number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Photo | Enables administrator to upload a photo for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Reconciliation | Enables administrator to modify the Reconciliation status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Required Approvals | Enables administrator to modify the number of required training approvals for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Time Zone | Enables administrator to modify the portal time zone for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Type and Status | Enables administrator to view and modify the type and status information for a user via the User Record. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users – Effective Dating: Manage | Enables administrator to make effective dated changes to the user record. This permission only works when used in conjunction with the Users - Edit General Information permission. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Regex | Grants access to manage OU-based Regex patterns for user custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Unlock Accounts | Grants ability to unlock user accounts that are currently locked. This permission can be constrained by OU, User's OU, User's Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Approver Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned approver. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Core and Edit Custom Fields | Grants ability to view core information on a user record, including first name, last name, username, assigned OUs, custom relationships, and custom fields. This permission also includes the ability to edit any custom fields that are visible to the administrator. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Edit Users * Universal Profile - User Record - View Users * Users - Edit Custom Field Information * Users - View Custom Field Information * Users - View General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users - View Criteria Search | Enables those who can search for and view users via the Admin/User screen to search by OU and Group criteria. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users – View Custom Field Information | Grants ability to view the custom fields on a user record. Administrators are only able to view a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – View General Information | Grants ability to view the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Universal Profile - User Record - View Users permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Local System ID | Enables administrator to view the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - View Manager Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned manager. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Middle Name | Grants ability to view the middle name for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Mobile Phone | Grants ability to view the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - View Modification Details | Grants ability to view the Modification Details on the User Record and view User Audits fields when creating a Reporting 2.0 report. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - View Personal Email Address | Enables administrator to view the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - View Prefix | Grants ability to view the prefix for a user's name via the Admin/User screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Masked | Grants ability to view masked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission cannot view the actual data. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Unmasked | Grants ability to view unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Signature | Grants ability to view the signature font for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. This is an administrator permission. | Core Administration |

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| Users - View Suffix | Grants ability to view the suffix for a user's name via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View User ID | Enables administrator to view the User ID for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Absent Status | Enables administrator to view the Absent status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Active Status | Enables administrator to view the Active status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Address | Enables administrator to view the address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Approver | Enables administrator to view the specified Approver for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Email | Enables administrator to view the Email Address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Fax | Enables administrator to view the Fax number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Language | Enables administrator to view the portal display language for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Last Hire Date | Enables administrator to view the Last Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Manager | Enables administrator to view the assigned Manager for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Original Hire Date | Enables administrator to view the Original Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Phone | Enables administrator to view the Phone number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Photo | Enables administrator to view a photo for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Reconciliation | Enables administrator to view the Reconciliation status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Required Approvals | Enables administrator to view the number of required training approvals for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Time Zone | Enables administrator to view the portal time zone for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Type and Status | Grants ability to view user type and status information on the User Record. This permission cannot be constrained. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |

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| Welcome Page - View | Grants access to view Welcome Page. This permission cannot be constrained. This is an end user permission. | Core |

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| Welcome Page Preferences - Manage | Grants ability to configure the look and feel of the Welcome Page that users see upon logging in to the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Work Force Planning - Administrator | Grants access to the Headcount Planning page. Users with this permission can also create new headcount plans for any part of the organization, as well as create subplans that have been assigned to them. Administrators can only view plans that they have created or to which they were assigned as a Co-Planner or Primary Planner. This is an administrator permission. | Core Administration |

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| Work Force Planning - Cost Model Manager | Allows user to upload and manage costing files and exchange rates for Planning. | Core Administration |

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| Work Force Planning - Owner | Grants owner-level access to plans. Users with this permission can view their assigned plans and can create plans. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Reporting Analyst | Grants reporting analyst-level access to plans. Users with this permission cannot create plans or edit plan metadata. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Subplanner | Grants the ability to complete subplans that have been assigned to the user as a Primary Planner or a Co-Planner. Users with this permission cannot create new headcount plans or view all plans. Within the plans assigned to them, users can assign subplans to their direct reports. | Core Administration |

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| Writing Tools - Manage | Grants ability to activate or deactivate spell checker and inappropriate language filter by module, and create/manage categories for Comment Assistant used in performance tasks. This is an administrator permission. | Core Administration |

eCommerce Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Billing Entity - Manage | Grants ability to add and edit the Billing Entity value for any learning object. This permission can be constrained by OU and User's OU. | eCommerce |

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| Billing Information Preferences | Grants ability to manage which payment options are available to users. Administrators can determine which payment options are available and how the options appear during the configuration process and purchasing process. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| Client Account OU - Manage | Allows administrations to view, create, and edit Client Account organizational units (OU) and manage the Manage Client Accounts page. This is an administrator permission. | eCommerce - Administration |

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| Client Account OU - View | Allows administrations to view Client Account organizational units. This permission can be constrained by OU. This is an administrator permission. | eCommerce - Administration |

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| Coupon Admin - Manage | Provides manage access to Coupon Administration screen, enabling admins to view, add, delete and edit coupons. This permission can be constrained by Provider, ILT Provider, OU, User's OU, and User's LO Availability. This is an administrator permission. | eCommerce - Administration |

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| Coupon Admin - View | Provides view only access to Coupon Administration screen, enabling user to view details of existing coupons, but not add, edit or delete coupons. This permission can be constrained by Provider, ILT Provider, OU, User's OU, and User's LO Availability. This is an administrator permission. | eCommerce - Administration |

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| Coupon Preferences - Manage | Grants ability to access and manage Coupon Preferences, where administrators can create and edit pre-defined discount amounts. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| Course Reviews and Ratings - Manage | Grants ability to delete other users' reviews/ratings. This is an administrator permission. | eCommerce - Administration |

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| Course Reviews and Ratings Preference - Manage | Grants ability to configure course reviews and ratings functionality by division. This is an administrator permission. | eCommerce - Administration |

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| Inventory - Manage | Grants ability to purchase multiple learning object licenses with the intent to assign that training to other users at a later time. This permission can be constrained by OU and User's OU. | eCommerce |

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| Inventory - Update | Allows the user to adjust inventory purchases to reduce the total amount of purchased inventory. This is an administrator permission and cannot be constrained. | eCommerce |

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| Inventory - View All | Allows the user to view all inventory purchases for the entire organization on the Inventory Management page, regardless of who purchased the inventory . | eCommerce |

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| Invoice Preferences - Admin | Grants access to Invoice Preferences. This page enables administrators to customize the invoices that users receive. Administrators can create invoices for users in order to meet certain requirements, such as the requirements of a different country. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| My Account Orders - View | Grants ability to view the Orders page in My Account. This permission cannot be constrained. This is an end user permission. | eCommerce |

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| Order History Details - Edit | Grants ability to edit the Order History Details page of My Account, which displays all of the details for orders, including transaction date, transaction ID, payment method, reference number, order status, secondary address, and the details of each item purchased. Users with this permission can edit their own transaction information. This permission can be constrained by User's OU. This is an end user permission. | eCommerce |

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| Order History Details - View | Grants access to Order History Details page of My Account, which displays all of the details for orders, including transaction date, transaction ID, payment method, reference number, order status, and the details of each item purchased. This permission cannot be constrained. This is an end user permission. | eCommerce |

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| Payment Account - Modify | Grants ability to create payment profiles to determine the routing of users' payments. This permission cannot be constrained. This is an administrator permission. | eCommerce - Administration |

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| Price Adjust - Manage | Grants ability to define a custom price for a user in purchase by proxy. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Proxy Checkout | Grants ability to purchase learning objects on behalf of other users. This permission can be constrained by OU and User's OU. The permission constraints determine the users for which the administrator can purchase learning objects. This is an administrator permission. | eCommerce - Administration |

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| Refund Training | Grants ability to issue a refund for a training item while removing it from the user's transcript. This is an administrator permission. | eCommerce - Administration |

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| Shopping Cart Preferences - Manage | Grants ability to configure shopping cart preferences, which allows the administrator configure aspects of the shopping cart page to be viewed by users making shopping cart purchases. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Subscription - Manage | Allows administrations to view, create, and edit Subscriptions and manage the Manage Subscriptions page. This is an administrator permission. | eCommerce - Administration |

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| Subscription OU - View | Allows administrations to view Subscription organizational units. This permission can be constrained by OU. This is an administrator permission. | eCommerce - Administration |

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| Tax Exemption - Manage | Grants ability to manage Tax Exemption and Exemption Certificate on a user record. | eCommerce |

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| Tax Exemption - User Edit | Grants ability to edit Tax Exemption and Exemption Certificate for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| Tax Exemption - View | Grants ability to view Tax Exemption and Exemption Certificate for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| Tax Override - Manage | Grants ability to add and edit the Override value for users in the E-Commerce Information section of the User Record page. This permission cannot be constrained. This is an administrator permission. This permission only works when used in conjunction with the Users - View permission. | eCommerce |

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| Tax Override - View | Grants ability to view the Override value for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| Training Unit Assignment - View | Grants ability to view assignments of training units without being able to add or edit assignments. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Training Unit Assignment | Grants ability to assign a block of training units to an org unit or group and to edit training units once they have been created. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Training Unit Distribution | Dynamically assigned permission which a user receives when designated as a “distributor” of one or more training unit assignments. With this permission the distributor is able to allocate training units to specific users within the target population of the training unit assignment. | eCommerce |

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| Training Unit Preferences | Grants ability to configure certain aspects or behaviors of training units at the organizational or division level. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| Training Unit Revocation - Manage | Grants ability to revoke a user's training units granted, via the user administration page. This is an administrator permission. | eCommerce - Administration |

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| Transaction Manager - Manage | Grants ability to access the Manage Transaction page and also create and edit transactions. On the Order History Details page, the administrator can edit the order status, adjust prices, issue refunds, or enter comments. This permission can be constrained by User's OU. This is an administrator permission. | eCommerce - Administration |

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| Transaction Manager - View | Grants ability to view the Manage Transaction page where the administrator can review the transactions that meet their permission constraints. This permission can be constrained by User's OU. This is an administrator permission. | eCommerce - Administration |

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| User Payment Preferences - Manage | Grants ability to manage user payment preferences, which includes determining the payment methods allowed and percentage of overall price that users must pay when purchasing learning content. This permission can be constrained by OU and User's OU. This is an administrator permission. | eCommerce - Administration |

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| VAT Number - Manage | Grants ability to add and edit the VAT number for users in the E-Commerce Information section of the User Record page. This permission cannot be constrained. This is an administrator permission. This permission only works when used in conjunction with the Users - View permission. | eCommerce - Administration |

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| VAT Number - User Edit | Grants ability to add and edit the VAT number for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

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| VAT Number - View | Grants ability to view the VAT number for users on their Payment Methods in My Account. This permission cannot be constrained. | eCommerce |

Mobile Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| My Account Devices - Manage | Grants ability to access the Devices tab of My Account. The Devices tab enables users to register their mobile devices with the Cornerstone application. This permission cannot be constrained. This is an end user permission. | Mobile |

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| Mobile Preferences | Grants ability to manage Mobile Preferences. This permission cannot be constrained. | Mobile |

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| Offline Content Administration | Grants ability to access and manage the Offline Preferences page. This permission also enables the administrator to select which learning objects are available for use with the new Offline Player via the Course Catalog. This permission cannot be constrained. This is an administrator permission. | Mobile |

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| Offline Content | Grants ability to download and complete training items offline via a mobile device or the new Offline Player. This permission cannot be constrained. This is an end user permission. | Mobile |

Learning Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Activate Exempt Reason Preferences | Grants ability to choose which exempt training reasons will be available to choose when requesting exemption from training or when administrator marks a user exempt from completing a learning object. This is an administrator permission. | Learning - Administration |

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| Activate Required Training Requirements Preferences | Grants ability to activate Required Training Requirements by organizational unit. This permission can be constrained by OU and User. When activated, these reasons are available to administrators when assigning training from Learning Assignment Tool (LAT). | Learning - Administration |

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| Activate Session Cancellation Reasons Preferences | Grants ability to activate Session Cancellation Reasons by organizational unit. When activated, these reasons are available to administrators when canceling a session. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Activate Session Withdrawal Reasons Preferences | Grants ability to activate Session Withdrawal Reasons by organizational unit. When activated, these reasons are available to users when withdrawing from a session and to administrators when withdrawing a user from a session. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Activate Training Removal Reasons Preferences | Grants ability to activate Training Removal Reasons by organizational unit. When activated, these reasons are available to administrators when removing training from a transcript. | Learning - Administration |

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| Admin Compliance Dashboard - View | Grants ability to view the new Admin Compliance Dashboard. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Admin Search Preferences - Manage | Grants ability to configure preferences for Global Search and Course Catalog within Search Preferences. The constraints of this permission are inherited from the Global Search Preferences - Manage permission. This is an administrator permission. | Learning - Administration |

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| Approval Template Administration - Manage | Grants ability to manage approval templates that can be applied to learning objects. Defaults must be overridden at the learning object level by those who create and manage them. This permission can be constrained by OU, User's OU, and Training Type. This is an administrator permission. | Learning - Administration |

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| Approval Template Administration - View | Grants ability to view approval templates that can be applied to learning objects. Defaults must be overridden at the learning object level by those who create and manage them. This permission can be constrained by OU, User's OU, and Training Type. This is an administrator permission. | Learning - Administration |

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| Approve Exemption Request | Grants ability to view and respond to pending training exemption requests via the Welcome Page Inbox widget. This is an administrator permission. | Learning - Administration |

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| Approve Training by Approver | Grants ability to approve training requests of those for whom the user is the designated approver. | Learning |

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| Approve Training by Cost Center Approver | Grants ability to approve training requests of those for whom the user is the designated cost center approver. | Learning |

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| Approve Training by Manager | Grants ability to approve training requests of those for whom the user is the designated manager.  Note: Delegating this permission only applies when "Manager" is designated in the Approval Workflow. If the Approval Workflow contains a custom employee relationship - even if the Manager happens to fill that role - the approval will not flow to the delegate. | Learning |

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| Asset Administrator | Grants access to the Asset Administrator, which enables uploading and updating of all image, video and audio files for use in online courses. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| Assign Training | Grants ability to assign learning objects to the transcripts of those for whom the user is the assigned manager, approver or cost center approver. This is a manager/approver permission. | Learning |

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| Assign Training with Constraints | This permission grants any Role, User, or Organizational Unit (standard and custom, including groups) the ability to assign training to other users. This permission, along with its constraints, seamlessly integrates with the existing Assign Training permission. Users with either the new permission or both will be redirected to a new interface and will use the constraints associated with the Assign Training with Constraints permission. This permission can be constrained by the following:   * User's direct subordinates * User's subordinates * Organizational Units (including Groups) - Standard and Custom * Provider * Training Type * Training Item (specific training)   Multiple constraints on the permission between User/OU and LO are treated as AND constraints, whereas constraints between User/OU are treated as OR constraints. | Learning - Administration |

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| Assignment Tool - Bypass User Payment | Grants ability to bypass user payment when creating a Learning Assignment. When user payment is bypassed, users are automatically registered into the training regardless of whether or not payment is required. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Delete Draft | Grants ability to delete any draft learning assignment. This includes drafts that were submitted for override, drafts created by self, or any other unneeded drafts created by other administrators. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission.  Administrators can only delete drafts that were created by administrators who are within the constraints on this permission. | Learning - Administration |

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| Assignment Tool - Dynamic Reassignment | Grants ability to enable/disable Dynamic Re-assignment for an assignment after submission. When Dynamic Re-assignment is enabled, users that meet the User Criteria again (after previously being dynamically removed) are re-assigned. This permission is dependent on the Assignment - Standard, Dynamic - Standard and Dynamic, and Dynamic Assignment - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Dynamic Removal | Grants ability to enable/disable Dynamic Removal from within the Learning Assignment create workflow and/or the Assignment Summary page. When Dynamic Removal is enabled, users that no longer meet the User Criteria are removed from the Learning Assignment. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Edit Assignment Due Date | This permission grants the administrator the ability to edit the due date of dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by the following:   * OUs​ * User’s OUs​ | Learning - Administration |

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| Assignment Tool - Edit Assignment Title | This permission grants the administrator the ability to edit the title of both standard and dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by the following:   * OUs​ * User’s OUs​ | Learning - Administration |

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| Assignment Tool - Edit Required Training TAG and reason | Grants the administrator the ability to edit the Required Training reason and TAG of dynamic learning assignments via the Assignment Summary page for the assignment. This permission can be constrained by OU and User's OU. | Learning - Administration |

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| Assignment Tool - Email Settings - Manage | Grants ability to manage email settings when creating a Learning Assignment. This includes the ability to select all four email settings, set up Custom Emails (create new emails and set existing emails as active/inactive), set up Ad-Hoc Emails, and enable/disable Assign Training and Register Training email triggers when Training Specific Emails is selected. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. If this permission is constrained, then only users within the constraints will receive the emails. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Email Settings - View | Grants ability to view and select email settings when creating a Learning Assignment. This includes the ability to select Training Specific Emails, Custom Emails, or No Emails but does not grant ability to manage the actual Email Settings (cannot configure Custom Emails or Ad-Hoc Email and cannot enable/disable Assign Training and Register Training email triggers when Training Specific Emails is selected). This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. If this permission is constrained, then only users within the constraints will receive the emails. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Force Removal | Grants ability to force the removal of training assigned by a standard or dynamic learning assignment on the Assignment Summary page. This is an administrator permission. This permission can be constrained by OU and Users, and the user can be limited to only being able to use this functionality for assignments they created. | Learning - Administration |

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| Assignment Tool - Restrict to Users' LO Availability | This permission does not grant ability to any specific functionality and can only be constrained by Users' LO Availability. If this permission is constrained, then the user creating the Learning Assignment can only select and assign training that is within the users own availability. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Standard | Grants ability to create Standard (one-time) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to and view assignments created by users within the constraints. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Standard and Dynamic | Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to and view assignments created by users within the constraints. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Standard and Dynamic - Recurrence | Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. Also grants ability to enable/disable Recurrence when creating a Dynamic Learning Assignment. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to and view assignments created by users within the constraints. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Submit Draft | Grants ability to create and submit a learning assignment that exceeds the High User Count threshold even if the Restrict Submission toggle is enabled in Assignment Tool Preferences. Administrators with this permission can also resume and submit a draft learning assignment that was created by another administrator that exceeded the High User Count threshold. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission.  Administrators can only submit learning assignments that were created by administrators who are within the constraints on this permission. | Learning - Administration |

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| Assignment Tool - Training Start Date | Grants ability to configure a Training Start Date when creating a Standard Learning Assignment. The Training Start Date is the date that users will be able to start the training. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - View all Drafts | Grants ability to view any learning assignment draft. This includes both drafts that need an override and drafts created by other administrators.​ This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission.  Administrators can only view drafts that were created by administrators who are within the constraints on this permission. | Learning - Administration |

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| Assignment Tool Preferences | Grants access to Assignment Tool Preferences where an administrator can activate the new Assignment Tool and configure the processing options and settings to create Learning Assignments. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Attachments in Transcript - Manage | Grants ability to upload new attachments and delete existing attachments for LOs on a user's transcript. Users with this permission are automatically granted permission to view attachments. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's self, User's ILT Provider, ILT Provider, and Instructor. | Learning Administration |

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| Attachments in Transcript - View | Grants ability to view attachments that have been uploaded for LOs on a user's transcript. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's self, User's ILT Provider, ILT Provider, and Instructor. | Learning |

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| Browse for Training Preferences - Manage | Grants ability to configure the Browse for Training features, including which subjects appear in the Browse for Training widget. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Browse For Training | Grants access to the Browse For Training Page. This is an end user permission. | Learning |

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| Bulk Training Removal - Manage | Grants ability to bulk remove training from users’ transcripts. This permission can be constrained by OU and User's OU. Creator constraints also apply. This is an administrator permission. | Learning - Administration |

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| Certification - Bulk Approval - Manage | Grants the ability to bulk approve certification approval requests. If the administrator or certification owner does not have this permission, the Approve button for bulk approval will not display on the Manage Pending Requests page. This permission can be constrained by OU and User’s OU. This is an administrator permission. | Learning - Administration |

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| Certification - Categories Admin | Grants administrators ability to manage certification categories. This is an administrator permission. | Learning - Administration |

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| Certification - Enroll Certified | Grants administrator ability to enroll certified users into a certification. This is an administrator permission. | Learning - Administration |

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| Certification - Family Admin | Grants administrators ability to manage certification families. This is an administrator permission. | Learning - Administration |

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| Certification - Manage | Grants administrators ability to manage certifications. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Certification - Owner | Grants user ability to act as the certification owner, which enables them to view and approve requests for the certification, manage users in the certification, and edit the due date/expiration date for users in the certification. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Certification - Update Credit | Grants administrator ability to update the number of acquired credits on a user's certification progress report page. This also enables administrators or users to "certify" users by adjusting the number of credits received. This is an administrator permission. | Learning - Administration |

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| Certification - User View | Grants users ability to view their certifications via the transcript screen and also alters the look and feel of the transcript screen, displaying user photo and navigation bar to toggle between learning transcript and certifications. This permission can be constrained by OU and User's OU. This is an end user permission. | Learning |

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| Citrix Portal Preferences - GotoMeeting - Manage | Grants ability to manage GotoMeeting Preferences within Citrix Portal Preferences. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Cohort Roster - Email Registered Users | Grants ability to send a custom email message to all students listed on the roster for a cohort. An additional link appears on the Cohort Roster page for sending such messages. This is an administrator permission. | Learning - Administration |

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| Cohort Roster - Manage | Grants ability to manage cohort rosters. A variety of other features are available depending upon additional roster permissions. This permission works in conjunction with Cohorts - Manage or Cohorts - Edit permissions and the Cohort Roster - View permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Cohort Roster - View | Grants view-only access to cohort rosters. This permission works in conjunction with the Cohorts - Manage or Cohorts - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Configure External Training | Grants ability to configure external training preferences at global/OU level. This is an administrator permission. | Learning - Administration |

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| Content Launching Preference - Manage | Grants ability to configure Content Launching Preferences which defines how online course content launches on users' desktops. These preferences allow administrators to delineate the data encryption associated with the course launch and how the system is to react to plug-ins (e.g., Shockwave). This permission can be constrained by OU, User's OU, or User's Corporation. This is an administrator permission. | Learning - Administration |

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| Content Licenses - Manage | Grants ability to assign or remove available LCMS licenses to/from users. When a content license is assigned, the user is able to create and/or publish online courses (if they also have appropriate LCMS permissions assigned). This is an administrator permission. | Learning - Administration |

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| Content Request Preferences - Manage | Grants ability to set learning Content Requesting Preferences, which enables administrators to configure whether a manager or approver can assign a training item to their subordinates even if their subordinates are not within the training item's availability. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Course Catalog - Manage Screen Resolution | Grants ability to manage screen resolution for courses at the learning object level, via the course catalog. This permission works in conjunction with the Course Catalog - Update permission. This is an administrator permission. | Learning - Administration |

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| Course Catalog - Update | Grants ability to manage and edit training items listed in the Course Catalog and also grants access to the Course Console, where training can also be managed and edited. This permission also grants access to the Popular Requests and Highest Rated widgets on the Learning Admin Console (in conjunction with the Learning Admin Console - View permission). This permission also allows administrators to reversion online courses via the Course Console page. This permission also allows administrators to access an Edit Training option for training items included as objectives in Development plans.  This permission can be constrained by OU, User's OU, Training Type, Training Item, Provider, ILT Provider, User's ILT Provider, User, User Self and Subordinates, and User's LO Availability. This is an administrator permission.  Note: Adding an OU constraint and a provider constraint to this permission results in an "AND" statement. | Learning - Administration |

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| Course Catalog - View | Grants access to view the learning objects in the course catalog and enables administrators to view the Course Console and the Popular Requests and Highest Rated widgets on the Learning Admin Console (in conjunction with the Learning Admin Console - View permission). This permission can be constrained by OU, User's OU, Training Type, Training Item, Provider, ILT Provider, User's ILT Provider, and User's LO Availability. This is an administrator permission.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement. | Learning - Administration |

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| Course Code -Edit | Grants ability to edit Training Course Codes. This is an administrator permission. | Learning - Administration |

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| Course Code - Manage | Grants ability to access and manage the Course Code Preferences. This is an administrator permission. | Learning - Administration |

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| Course Code - View | Grants ability to view Training Course Codes. This is an administrator permission. | Learning - Administration |

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| Course Publisher | Grants access to LCMS Course Publisher, which enables upload and publishing of SCORM and AICC compliant online courses, created either in the LCMS Course Builder, or from a third party course building tool. Administrators must also be granted a content license from the Manage Licenses page. This is an administrator permission.  After Content Publisher is activated in the system, users with this permission are automatically granted the permissions to upload and publish online classes via the Content Publisher, and also the permission to view the Upload History page. | Learning - Administration |

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| Course Publisher Update | Grants ability to update existing online training courses previously published via the course publisher. Administrators must also be granted a content license from the Manage Licenses page. This is an administrator permission.  With the Oct '17 release, after the Content Publisher is activated in the system, users with this permission are automatically granted the permission to modify online classes. | Learning - Administration |

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| Create Tool Admin | Grants the administrators access to Create Tool. Administrators must also have the Create Tool permission. Administrators can manage content created by anyone in the organization. This permission cannot be constrained. | Learning |

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| CSV Bulk Certification Removal - Manage​ | Grants administrators access to the Certification Removal Tool. The Certification Removal tool can be used to remove users from a certification in bulk.  This permission can be constrained by the following: Restrict to User’s Organization Units,​ Restrict to Custom Organizational Units​, Restrict to Organizational Units​, Restrict to Groups.  Any constraints on this permission are applied to the jobs displayed on the Certification Removal Tool job page. The constraints do not apply to the users included in the CSV file.  Constraints Example: Admin A is part of Division A and has this permission constrained to Division: Division B. Admin A would see any certification removal jobs that they created AND any certification removal jobs that were created by administrators that are in Division B. | Learning - Administration |

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| Currency Conversion Rate Preferences | Grant Access to Conversion Rate Preferences, which enables setting currency conversion rates for all currencies supported in the portal. The combination of each column places settings that will be applied to the system where pricing and transactions are involved. This is an administrator permission. | Learning - Administration |

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| Currency Preferences - Manage | Grants access to Currency Preferences screen and Currency Conversion Rates screen for purposes of billing for learning objects. This permission works in conjunction with the User Payment Preferences permission. This is an administrator permission. | Learning - Administration |

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| Curricula Admin - Manage | Grants ability to create new and edit/update existing curricula. This permission can be constrained by OU, User's OU, Provider, and User's LO Availability. This is an administrator permission.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement.  Tip: Do not constrain this permission to your entire corporation; it can cause long page load times and timeout errors. Applying this constraint is functionally the same as leaving the permission unconstrained, but omitting this constraint does not cause the system to do the unnecessary constraint checks as in the former scenario. | Learning - Administration |

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| Curricula Preferences | Grants ability to configure Curricula Preferences, which grants the ability to allow or disallow the same learning object (LO) from being added to multiple recurring curricula. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Curricula Version - Manage | The constraints on this permission determine for which users the administrator can assign a new version of a curriculum when reversioning the curriculum. This permission works in conjunction with the Curricula Admin - Manage permission. The constraints on this permission determine for which users the administrator can assign a new version of a curriculum when reversioning a material that is contained within a curriculum. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Learning - Administration |

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| Curriculum Admin - View | Grants view only access to curriculum details via Curriculum Administration screen. Does not include ability to view details of users enrolled in curricula. This permission can be constrained by Provider, OU, User's OU, and User's LO Availability.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement.  Tip: Do not constrain this permission to your entire corporation; it can cause long page load times and timeout errors. Applying this constraint is functionally the same as leaving the permission unconstrained, but omitting this constraint does not cause the system to do the unnecessary constraint checks as in the former scenario. | Learning - Administration |

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| Curriculum Owner | Grants ability for those designated as owner of one or more existing curricula to make edits/updates to those curricula. This is an administrator permission. | Learning - Administration |

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| Curriculum Player Options | Grants ability to enable Curriculum Player feature via the General step when creating or editing a curriculum. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Curriculum Worksheet Manager | Grants ability to manage curriculum worksheets and modify users' curriculum requirements. This is an administrator permission. | Learning - Administration |

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| Custom Certificate Management | Grants ability to create custom certificates of completion for training. This permission can be constrained by OU and user's OU. This is an administrator permission. | Learning - Administration |

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| Default Approval Requirements by Training Type | Grants ability to set Default Approval Requirements by Training Type that apply when users request training. Defaults may be overridden at learning object level by those who create and manage the learning objects. This is an administrator permission. | Learning - Administration |

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| Default Training Completion Signature Preferences | Grants ability to manage Default Training Completion Signature preferences at the portal level. This enables the administrator to set the default setting for whether an electronic training completion signature is required. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Default Training Image Preferences | Grants access to Default Training Image Preferences page where an administrator can configure custom default images for training by type. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Display all Training Custom Fields | Enables display of all training custom field values including blank fields when viewing details of training on transcript. Without this permission, the custom field will only appear if it is populated with a value. This is an end user permission. | Learning |

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| Edit Online Course Providers | Grants ability to edit the Provider field for an online course via the Course Catalog and Course Console. User must also have permission to view the Course Catalog. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Edit Transcript Items | Grants ability to modify training due dates, statuses, and scores on other user's transcripts (training records) when viewing training details for particular learning objects on the transcript. User must also have permission to add external training in order to add or edit another user's external training. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Self.  Note: Users with this permission also will also see the Add SF-128 link on the transcript. | Learning - Administration |

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| Emails by Learning Object - Manage | Grants access to create, edit and delete custom email templates/triggers at the learning object level. When viewing Course Console, this permission also grants ability to view and manage email triggers at the LO level. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| Emails by Learning Object - View | Grants access to view custom email triggers at the learning object level. When viewing Course Console, this permission also grants ability to view email triggers at the LO level. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| Enable Curricula Auto-Launch Option | Grants ability to enable the curricula auto-launch feature via the Structure step when creating or editing a curriculum. This is an administrator permission. | Learning - Administration |

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| Equipment Requests - Manage | Grants ability to approve or deny requests for use of Resources for instructor led training sessions. User must also be designated as resource owner to approve the request. | Learning - Administration |

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| Evaluation Defaults - Modify | Allows admin to define the default level 1, level 2 and level 3 evaluations. | Learning - Administration |

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| Evaluation Preferences - Manage | Grants ability to manage Evaluation Preferences, which includes configuring options for each evaluation level and defining the default Likert scale used for evaluation questions. This is an administrator permission. | Learning - Administration |

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| Events - Create | Grants ability to create new instructor led training events. This permission works in conjunction with Events - View permission. This permission can be constrained by OU, User's OU, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Events - Edit | Grants ability to edit/update existing instructor led training events. This permission works in conjunction with Events - View permission. This permission can be constrained by OU, User's OU, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Events - View | Grants view-only access to instructor led training events, enabling the user to view all details/options that were selected when the event was created. This permission can be constrained by OU, User's OU, User's ILT Provider, and ILT Provider. This is an administrator permission. | Learning - Administration |

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| Events Calendar | Grants access to view Events Calendar page. This permission also makes the Event Calendar button on the Learning Search page visible. This is an end user permission. | Learning |

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| Exceptions - Manage | Grants ability to approve or deny Instructor Led Training Exception requests (e.g. availability exceptions, pre-requisite exceptions). This permission works in conjunction with the Event - View and Exceptions - View permissions. This is an administrator permission. | Learning - Administration |

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| Exceptions - View | Grants view-only access to instructor led training exception requests, via the ILT Events and Session screen. This permission works in conjunction with the Events - View permission. This is an administrator permission. | Learning - Administration |

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| Exempt Reason Preferences | Grants ability to create and edit/update bank of Training Exempt Reasons that can be used across the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Express Class - Create Material | This permission controls whether a user can create a material training item via Express Class. This permission cannot be constrained. Materials created via Express Class will be visible within Material Administration and Course Catalog, but by default, end users cannot search for them. To make materials created via Express Class searchable, the administrator can set availability for the material within the Course Catalog after the new material has been created. | Learning - Administration |

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| Express Class - CSV Upload | This permission grants the ability to upload CSV files for attendees included in an Express Class. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. This is an end user permission. | Learning - Administration |

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| Express Class - Manage | Grants the ability to create and add users to an Express Class for a facilitated training session. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. This is an end user permission. | Learning - Administration |

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| Express Class Preferences | Grants ability access the Express Class Preferences page, which allows administrators to set a default provider for material training items created through Express Class. | Learning - Administration |

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| Express Class - View Training | Grants ability to select training via Express Class. This permission can be constrained by any of the following criteria, but keep in mind that adding an OU constraint and a training-related constraint to this permission results in an "AND" statement:   * User's ILT Provider * User's Self * User's LO Availability * User's Subordinates * User's Corporation * User's Division * User's Position * User's Grade * User's Cost Center * User's Location * User's Group * User's Self Registration Group * Provider * Training Type * ILT Provider * User * Training Item * Division * Position * Grade * Cost Center * Location * Group * Self Registration Group | Learning - Administration |

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| External Training - Add | Grants a user the ability to add or edit their own external training. When viewing another user's transcript, the user must also have permission to edit transcript items in order to add or edit the user's external training. This permission cannot be constrained. This is an end user permission. | Learning |

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| Facilities - Create | Grants ability to create new facilities (locations) via ILT/Facilities and Resources. This is an administrator permission. | Learning - Administration |

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| Facilities - Update | Grants ability to edit/modify existing facilities (locations) via ILT/Facilities and Resources. This is an administrator permission. | Learning - Administration |

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| Facilities - View | Grants view-only access to existing facilities (locations) and their details, from the ILT Facilities and Resources screen. This is an administrator permission. | Learning - Administration |

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| Facility Requests - Manage | Grants ability to approve or deny Facility Requests for instructor led training sessions. ILT sessions remain in a "pending" status until the facility (location) owner approves use of the facility for the session, when approval is required. User must also be designated "owner" of the facility (location). This permission works in conjunction with Facilities - View permission. This is an administrator permission. | Learning - Administration |

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| Facility Requests - Update | Grants ability to approve or deny requests of Facilities for instructor led training sessions. User must also be designated as facility owner to approve the request. | Learning - Administration |

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| Facility Requests - View | Grants view-only access to instructor led training session Facility Requests. This is an administrator permission. | Learning - Administration |

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| Global Search – Certifications | Grants ability to search for certifications via Global Search. This permission cannot be constrained. This is an end user permission. The availability of this permission is controlled by a backend setting. | Learning |

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| Global Search - Training | Grants ability to search for training via Global Search. This permission also grants users the ability to view Subjects in Learner Home. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting. | Learning |

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| ILT Evaluations - Print | Grants ability to print evaluations at the session level for any session within the permission constraints. This permission can be constrained by Instructor, ILT Provider, User's ILT Provider, and User as Instructor. This is an administrator permission. | Learning - Administration |

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| ILT Evaluations - Update | Grants ability to configure training evaluation settings at instructor led training event or session level, including choosing which evaluation template to use, and indicating whether an evaluation is active and required for the event or session. This is an administrator permission. | Learning - Administration |

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| ILT Evaluations - View | Grants ability to view evaluation questions and user responses to those questions for evaluations associated with instructor led training events and sessions. This permission works in conjunction with Events - View permission. This is an administrator permission. | Learning - Administration |

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| ILT Preferences - Manage | Grants ability to configure a variety of default settings that apply to new instructor led training events and sessions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| ILT Schedule Part Occurrence | Allows the admin to create more than one ILT session schedule part at the same time using a part occurrence schedule wizard. This is an administrator permission. | Learning - Administration |

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| ILT Vendors - Create | Grants ability to create new training Vendors (Providers). This permission works in conjunction with the Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| ILT Vendors - Update | Grants ability to edit/update existing training Vendors (Providers). This permission works in conjunction with the Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| ILT Vendors - View | Grants view only access to instructor led training vendors (providers), via the ILT Vendors and Instructors screen. This is an administrator permission. | Learning - Administration |

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| ILT - Batch Create Sessions | Allows the admin to create more than one ILT session at the same time using a session schedule wizard. This is an administrator permission. | Learning - Administration |

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| Import Assets | Grants ability to Import Assets, which enables uploading updating of image, video and audio files for use in online courses. Can view and update assets imported by others if those assets are designated as editable by anyone. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| Instructor Requests - Manage | Grants ability to approve or deny instructor requests for ILT sessions. This permission works in conjunction with the Vendors - View, and Instructor Requests - View permissions. This is an administrator permission. | Learning - Administration |

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| Instructor Requests - View | Grants view-only access to instructor led training session Instructor Requests, via the ILT Vendors and Instructors screen. This permission works in conjunction with the Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| Instructors - Create | Grants the ability to add new instructors for Instructor Led Training Vendors. This permission works in conjunction with the Vendors - View, and Instructors - View permissions. This is an administrator permission. | Learning - Administration |

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| Instructors - Update | Grants ability to edit/update existing instructors for Instructor Led Training Vendors. This permission works in conjunction with the Vendors - View, and Instructors - View permissions. This is an administrator permission. | Learning - Administration |

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| Instructors - View VILT Details | Allows user to see host ID and password for VILT site. This is an administrator permission. | Learning - Administration |

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| Instructors - View | Grants view-only access to ILT instructors via the ILT Vendors and Instructors screen. This permission works in conjunction with Vendors - View permission. This is an administrator permission. | Learning - Administration |

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| Interest Tracking - Manage | Grants ability to manage Interest Lists for instructor led training events, including adding and removing users from interest lists. This permission works in conjunction with Events - View, and Interest Tracking - View permissions. This is an administrator permission. | Learning - Administration |

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| Interest Tracking - View | Grants view-only access to instructor led training Interest Lists, via the ILT Events and Sessions screen, enabling the user to view the Interest Lists for various ILT events. This permission works in conjunction with the Events - View permission. This is an administrator permission. | Learning - Administration |

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| Knowledge Bank - View | Grants access to view Knowledge Bank. This is an end user permission. | Learning |

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| Knowledge Bank Administration | Grants ability to create new Knowledge Bank topics and edit existing topics, including designating topic managers and setting availability for each KB topic. This is an administrator permission. | Learning - Administration |

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| Knowledge Bank Topic Expert | Grants ability to post answers to questions posted to topics for which the user is designated as Topic Expert. Only Topic Experts may respond to Q&A posts in Knowledge Bank topics. | Learning |

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| Knowledge Bank Topic Manager | Grants ability to add postings to Knowledge Bank topics for which the user is designated as Topic Manager. Also grants ability to specify experts, require posting approval and modify key words for those topics. | Learning |

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| Launch Curriculum Player | Grants users the ability to launch a curriculum in the curriculum player view if the curriculum player option is enabled for the particular curriculum. This is an end user permission. | Learning - Administration |

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| LCMS Course Administrator | Grants ability to create and manage online training courses using modules created in the Module Builder. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Create Courses | Grants ability to create online training courses using modules created in the Module Builder. Can view and copy courses created by others. Can edit courses created by others if appropriate setting is activated by creator. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Create Modules | Grants ability to create online training course modules that are used in the course builder to create a custom online course. Can view and copy modules created by others. Can edit modules created by others if appropriate setting is activated by the creator. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Design Templates - Manage | Grants ability to create and edit design templates for use in building online training modules and courses in the LCMS. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| LCMS Module Administrator | Grants ability to create and view/update all online training course modules that are used in the course builder to create a custom online course. Also requires assignment of LCMS license. This is an administrator permission. | Learning - Administration |

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| Learner Home | Grants access to the Learner Home and the Learning Search page. This is an end user permission. This permission cannot be constrained. | Learning |

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| Learner Home Preferences | Grants access to the Learner Home Preferences, where the administrator can configure the arrangement of content on Learner Home, as well as other settings. This permission also grants access to the Learning Search Preferences page, where the administrator can configure Learning Search options. This permission can be constrained by organizational unit (OU) and User's OU. This is an administrator permission. | Learning - Administration |

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| Learning Badge - View | Grants ability to view the Badge field on the Learning Details page and the Training Completion page. This permission cannot be constrained. | Learning |

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| Learning Points - View | Grants ability to view the Points field on the Learning Details page and the Training Completion page. This permission cannot be constrained. | Learning |

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| Learning Preferences | Grant access to Learning Preferences. This permission must be combined with other permissions in order for specific preference links to appear. This is an administrator permission. | Learning - Administration |

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| Level 1 Evaluation Administration | Grant Access to create and manage level 1 (reaction) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 1 Evaluations - Manage | Grants ability to create and edit Level 1 (Reaction) learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 1 Evaluations. This permission works in conjunction with the Level 1 Evaluation Administration, Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 2 Evaluations - Manage | Grants ability to create and edit Level 2 learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 2 Evaluations. This permission works in conjunction with the Level 2 Evaluation Administration (knowledge and scored), Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 2 Knowledge (Non-Scored) Evaluation Administration | Grant Access to create and manage level 2 knowledge (non-scored) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 2 Scored Evaluation Administration | Grant Access to create and manage level 2 (scored) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 3 Evaluation Administration | Grant Access to create and manage level 3 (behavior) evaluations associated with learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Level 3 Evaluation - Manage | Grants ability to create and edit Level 3 (Behavior) learning evaluations that can be associated with learning objects. When viewing Course Console, this permission also grants the ability to view the status of Level 3 Evaluations. This permission works in conjunction with the Level 3 Evaluation Administration, Course Catalog - Update, and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Library Administration - Manage | Grants access to Library Administration screen, which enables administrators to create and manage libraries within the system. Only non-Cornerstone online courses can be added to a library. This is an administrator permission. | Learning - Administration |

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| Local Network Player - Download Courses from Catalog | Grants access to the Download Network Player link in Course Catalog. Also, grants access to download courses to the local network from the Course Catalog. Users must also have permission to access the Course Catalog. A user can download any course to which the user has permission to view within the Course Catalog. This permission is controlled by a backend setting. This permission is recommended for end users of the LMS, local trainers, and LMS administrators. | Learning |

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| Local Network Player - File Download Link - View | Grants access to the Download Network Player link in Course Catalog and on the Transcript. Users must also have permission to access the Course Catalog. This permission cannot be constrained. This permission is recommended for local trainers who deliver course content remotely. This is an end user and local trainer permission. If the user no longer needs to view the download link after installation, this permission can be removed for those users. | Learning |

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| Local Network Player - Launch Courses Offline Through the Network Player | Enables users to see the Launch Locally link on their transcript for courses that have been downloaded and can be launched through the local network. This permission cannot be constrained. This permission is recommended for end users of the LMS. | Learning |

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| Local Network Player - Set Network Player Download Paths Preference | Grants ability to set the preference that allows administrators to set the download paths to which users can choose to download courses. This permission is controlled by a backend setting. This permission can be constrained by OU or User's OU. This permission is recommended for local trainers and LMS administrators. | Learning |

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| LO Attachments - Manage | Grants ability to upload attachments to learning objects. Administrators with this permission are automatically granted the LO Attachments - View permission. This permission can be constrained by User's ILT Provider, Provider, and ILT Provider. This is an administrator permission. | Learning - Administration |

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| LO Attachments - View | Grants ability to view the learning object attachments that are set to be available to administrators. This permission can be constrained by User's ILT Provider, Provider, and ILT Provider. This is an administrator permission. | Learning - Administration |

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| LO Completion Approvals - Manage | Grants ability, when editing a learning object via the course catalog, to specify number of approvals required when a user attempts to mark the learning object complete. This permission works in conjunction with the Course Catalog - Update permission. This is an administrator permission. | Learning - Administration |

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| LO Required Approvals - Manage | Grants ability, when editing a learning object (LO) via the course catalog, to specify number of approvals required when users request that learning object. When viewing the Course Console, this permission also grants the ability to view the number of training approvals a user must receive when requesting the LO. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This is an administrator permission. | Learning - Administration |

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| Manage Custom Payment Types - Manage | Grants access to the Manage Custom Payment Types page. As a best practice, this page should only be accessed and modified by Cornerstone. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Mark Training Complete | Grants ability to mark learning objects complete for other users, via the training details page when viewing the learning object from the user's transcript. This permission does not grant ability to mark a user's learning object complete from their Transcript page. This permission can be constrained by OU, User's OU, User, User's Self, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Mark Transcript Exempt | Grants ability to exempt users from a learning object, using the "Mark Exempt" link on the top right corner of the target user's Transcript/Training details page. This permission can be constrained by OU, User's OU, and User's Subordinates. This is an administrator permission.  With the May '17 release, this permission also applies to prerequisites, pre-work, and post-work. Users without this permission cannot mark any training type exempt for a user. | Learning - Administration |

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| Material Management - View Users | Grants ability to view all users who have any version of the material on their transcript. Administrators with this permission can also access the transcript of enrolled users. This permission works in conjunction with the Materials Management permission. This permission can be constrained by OU, User's OU, and Provider. The constraints on this permission determine for which materials the administrator is able to view users and which users the administrator is able to view on the Enrolled Employees page. This is an administrator permission. | Learning - Administration |

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| Material Version with Append - Manage | Grants ability to create versions of a material. This permission works in conjunction with the Materials Management permission. This permission can be constrained by OU, User's OU, and Users.  This permission only applies to organizations that are using Versioning with Append for materials. | Learning - Administration |

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| Material Version - Replace Only - Manage | Grants ability to assign a new version of a material to a user. The constraints on this permission determine to which users the administrator can assign a new version of a material. This permission works in conjunction with the Materials Management permission. Without this permission, administrators cannot upload new material source files. This permission can be constrained by OU, User's OU, and Users. This is an administrator permission.  This permission only applies to organizations that are using Simplified Versioning for materials. | Learning - Administration |

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| Materials - Add Type | Grants ability to add and edit Material learning object types. This permission works in conjunction with the Materials Management permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Materials Management | Grants ability to view the Material Administration page and create, edit, and copy materials. Once created, these "materials" can be managed like other learning objects via the course catalog. This permission can be constrained by OU, User's OU, and Provider. The constraints on this permission determine which materials the administrator is able to view, edit, copy, and create. This is an administrator permission. | Learning - Administration |

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| MyTeam Certifications - Manage | Enables managers To view details of direct and indirect reports' (or others depending on constraints) certifications (old designations module - retired May 2019). This permission can be constrained by OU, User's OU, and User's Direct Reports. This is primarily a manager permission. The permission constraints determine for which users the Certifications tab is available when viewing a user in My Team.  Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role.  Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Learning |

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| MyTeam Transcript - Manage | Enables managers To view details of direct and indirect reports' (or others depending on constraints) to view transcripts (training records). This permission can be constrained by OU, User's OU, User's Direct Reports, User, User's Self, and User Self and Subordinates. The permission constraints determine for which users the Transcript tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Learning - Administration |

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| Offline Learning - Download application file from Transcript | Grants ability to view the Download Offline Learning link on the transcript. This is an end user permission. | Learning - Administration |

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| Offline Player Network Learning - Flag courses to be available Offline from a network location | Grants administrators the ability to designate online courses as available to be completed offline a network location using the Offline Network Player. This designation is done via the Course Catalog. This permission is only available if the Offline Network Player is enabled. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Offline Player Network Learning - Launch courses from a network location | Grants end users the ability to access and utilize the Offline Network Player. This permission is only available if the Offline Network Player is enabled. This permission cannot be constrained. | Learning |

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| Offline Player Network Learning - Manage download courses and sync users' data | Grants administrators the ability to download courses in order to be launched from a local network location. This permission also grants administrators the ability to sync users' data. This permission is only available if the Offline Network Player is enabled. This permission can be constrained by OU, User's OU, User, User's Self, User's Direct Reports, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Old Offline Player Administration | Enables the administrator to select which learning objects are available for use with the old Offline Player via the Course Catalog. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Old Offline Player | Enables the user to access to the old offline player functionality. Users with this permission can download courses to the old offline player as well as upload training results from the old offline player. Without the permission, users cannot see the link on the transcript page to retrieve the offline player key, they cannot log in to the offline player, and no uploaded results are accepted. This permission cannot be constrained. This is an end user permission. | Learning |

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| Online Class - Download Files | Grants access to the download option in Course Console for administrators to download Online Class zip files. | Learning - Administration |

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| On the Job Training - Edit | Grants ability to edit the On the Job Training section in Material Administration. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| On the Job Training - Manage | Grants access for Observers to record On the Job Training (OJT) completion on the OJT page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an end user permission. | Learning - Administration |

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| On the Job Training - Notify Observers | Grants access for users to select On The Job Training Observers. This is an end user permission. | Learning - Administration |

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| On the Job Training - Observation History From Transcript | Grants access for users to view On the Job Training Observation History from Transcript Details. This permission cannot be constrained. This is an end user permission. | Learning - Administration |

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| On the Job Training - View | Grants ability to view the On the Job Training section in Material Administration. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| On the Job Training Preferences - Manage | Grants ability to view and edit the On the Job Training Preferences in Learning Preferences. This permission cannot be constrained.This is an administrator permission. | Learning - Administration |

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| Pending (Completion) Approval Training Details | Grants ability to view the Approvals section of the Training Details page. This permission can be constrained by OU, User's OU, and Training Type. This is an end user permission. | Learning |

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| Pricing By OU | Grants access to create and maintain differing pricing for learning objects (LOs) based on OU or Group, when editing learning objects via the Course Catalog. This permission works in conjunction with the Course Catalog - Update and Course Catalog - View permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Proxy Enroll Session-Allow Seat Increase | Grants ability to increase the number of seats for an Instructor Led Training Session when creating a Proxy Enrollment/Assignment. This option to increase seats only appears if a Session is selected in the Proxy Enrollment/Assignment. This is an administrator permission. | Learning - Administration |

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| Assignment Tool - Upload CSV File | Grants ability to upload a .csv file as the User Criteria when creating a Learning Assignment. This permission is dependent on the Assignment Tool - Standard, Assignment Tool - Standard and Dynamic, and Assignment Tool - Standard and Dynamic - Recurrence permissions. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment for Certification - Create Dynamic | Grants administrator ability to create dynamic proxy enrollments for certifications. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment for Certification - Create Standard | Grants administrator ability to create standard proxy enrollments for certifications. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment for Certification – Remove Dynamic | Grants administrator ability to create a proxy enrollment for certifications in which users are dynamically removed. This is an administrator permission. | Learning - Administration |

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| Proxy Enrollment/Assignment Schedule Time - Manage | Grants ability to configure a Processing Start Time when creating a Proxy Enrollment/Assignment for Training and/or for Certifications. The Processing Start Time is the time of day that the Proxy Enrollment/Assignment will start to process users. This is an administrator permission. | Learning - Administration |

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| Remove Compliance Certification | Allows administrator to remove a compliance certification from a user via the Users page. This permission works in conjunction with the Users - View and View User Certification (Compliance) permissions, and is for the old Compliance module, not the new Certifications module. This is an administrator permission. | Learning - Administration |

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| Remove Required Training | Grants ability to remove required trainings if user has another training removal permission. This permission can be constrained by OU, User's OU, User's Corporation, User Self and Subordinates, User's Self, User's Direct Subordinates, and User. This is an administrator permission. | Learning |

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| Remove Training | Grants ability to remove training from other users' transcripts (training records) when viewing their transcript. This permission can be constrained by OU, User's OU, User's Corporation, User Self and Subordinates, User's Self, User's Direct Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| Remove Training - Directly Assigned | Allows a manager to remove directly-assigned training from their employee's transcript. This permission can be constrained by the following criteria:   * User's Direct Subordinates * User's Direct Reports * User's Self * Employee Relationship * User's Subordinates * User Self and Subordinates * User's Defined OUs | Learning |

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| Required Training Requirements Manage | Grants ability to add and edit/update Requirements, which can then be made to appear or not appear at the organizational unit level to administrators when setting up Required Training Learning Assignments. This is an administrator permission. | Learning - Administration |

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| Remove Training - Self Requested | Grants learners the ability to remove training that was self-requested from their active transcript and move it to the Removed tab of their transcript. This is an end user permission. This permission can be constrained by the following criteria:   * User's Direct Subordinates * Direct Reports * User's Self * Employee Relationship * User's Subordinates * User Self and Subordinates * User's Defined OUs | Learning |

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| Request Exemption from Training | Grants ability to request Exemption from completing an assigned learning object, via the "Request Exemption" link on the top right corner of the Training details page for any transcript item. The request is sent to the persons allowed to approve Exemption requests of the submitting user. This permission cannot be constrained. This is an end user permission. | Learning |

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| Resource Requests - View | Grants view-only access to instructor led training session facility Resource Requests (View Equipment Requests) via the ILT Facilities and Resources screen. This permission works in conjunction with the Facilities - View permission. This is an administrator permission. | Learning - Administration |

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| Resources - Create | Grants ability to create resources that can be associated with instructor led training sessions. This is an administrator permission. | Learning - Administration |

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| Resources - Update | Grants ability to edit existing resources that can be associated with instructor led training sessions. This is an administrator permission. | Learning - Administration |

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| Resources - View | Grants view-only access to existing facility Resources (re-usable and non-re-usable assets associated with a training facility (location), such as projectors, training workbooks, etc.) This permission works in conjunction with the Facilities - View permission. This is an administrator permission. | Learning - Administration |

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| Roster - Add Attachments | Grant user the ability to upload files to the Roster page. User must also have Manage Roster or View Roster permission. This is an administrator permission. | Learning - Administration |

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| Roster - Add Pending Users | Grant ability to add pending users to the ILT session roster. The administrator must also have the Roster - Manage or Roster - View permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Roster - Add Users | Grants ability to add named users to class rosters for instructor led training sessions. This permission works in conjunction with the Roster - View permission. This permission can be constrained by OU, User's OU, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Roster - Batch Withdrawal or Move Users | Grants ability to withdraw multiple users for an instructor led training session class roster, or to move them from one class roster to another. This permission works in conjunction with the Roster- View permission. | Learning - Administration |

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| Roster - Email Registered Users | Grants ability to send a custom email message to all students listed on the roster for an instructor led training session. An additional link appears on ILT roster page for sending such messages. This is an administrator/ILT instructor permission. | Learning - Administration |

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| Roster - Increase Seats | Grant user the ability to increase the session's available seats when adding users to the session roster if the added users exceed the number of available or reserved seats. User must also have Manage Roster or View Roster permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Roster - Manage | Grants ability to manage instructor led training session rosters, including updating attendance, and marking the ILT session complete to update student transcripts. A variety of other features are available depending upon additional roster permissions. This permission works in conjunction with Events - View, Sessions - View, and Roster - View permissions. This permission can be constrained by Instructor, User as Instructor, ILT Provider, and User's ILT Provider. This is an administrator permission. | Learning - Administration |

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| Roster - Revert Sessions Inside Curricula | Grants the ability to revert instructor led training session rosters that are completed. This permission works in conjunction with Roster - Manage and Roster - View permissions and supports reverting sessions that are part of one or more curricula. This is an administrator permission. | Learning - Administration |

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| Roster - View Evaluation Status | Grants ability to view whether students' learning evaluations are pending for a given session. Without this permission, the admin sees status "completed" for any users who are actually in pending evaluation status on the roster This permission works in conjunction with Roster - View permission. This is an administrator permission. | Learning - Administration |

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| Roster - View | Grants view-only access to instructor led training session rosters. This permission works in conjunction with Events - View and Sessions - View permissions. This permission can be constrained by Instructor, ILT Provider, User's ILT Provider, and User as Instructor. This is an administrator permission. | Learning - Administration |

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| Roster - Withdrawal Penalty Override | Grants ability to override the withdrawal penalty when withdrawing a student from an ILT session. This permission works in conjunction with the Events - View, Sessions - View, Roster - View and Roster - Manage permissions. This is an administrator permission. | Learning - Administration |

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| Session Details - View Student Roster | Allows user to view student roster for a given ILT session via a link on ILT session details screen when searching for training, and from transcript details screen after a session has been added to the user's transcript. This is an end user permission. | Learning |

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| Sessions - Cancel | Grants ability to cancel instructor led training sessions. This permission works in conjunction with Events - View and Sessions - View permissions. This is an administrator permission. | Learning - Administration |

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| Sessions - Create Child Sessions | Grants ability to create new instructor led training child sessions available when the backend setting to allow multiple providers for a session is enabled. When the multiple providers backend setting is enabled, administrators need this permission to create child sessions even if they have the Sessions - Create permission. This permission works in conjunction with Events - View and Sessions - View permissions. This is an administrator permission.  Note: This permission is visible in the system even if the backend setting to allow multiple providers for a session is disabled. However, the functionality to create child sessions is only granted when the backend setting is enabled. | Learning - Administration |

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| Sessions - Create | Grants ability to create new instructor led training sessions. This permission works in conjunction with Events - View and Sessions - View permissions. Administrators can only create sessions for events for which they have the availability to view. When adding users to a session in which the session roster is full, this permission grants the ability to increase the session's available seats. This permission can be constrained by OU, User's OU, Instructor, User as Instructor, Facility, Facilities Owned by User, ILT Provider, User's ILT Provider, User, and User Self and Subordinates. This is an administrator permission.  Note: The "Restrict to User as Instructor" constraint is available, but it does not actually constrain the permission. | Learning - Administration |

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| Sessions - Edit | Grants ability to edit/update existing instructor led training sessions. This permission works in conjunction with Events - View and Sessions - View permissions. Administrators can only edit sessions for which they have the availability to view and edit. When adding users to a session in which the session roster is full, this permission grants the ability to increase the session's available seats. This permission can be constrained by OU, User's OU, Instructor, User as Instructor, Facility, Facilities Owned by User, ILT Provider, User's ILT Provider, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Sessions - View | Grants view-only access to instructor led training sessions, enabling the user to view all details/options that were selected when the session was created. This permission works in conjunction with the Events - View permission. This permission can be constrained by OU, User's OU, Instructor, Facility, Facilities Owned by User, ILT Provider, User's ILT Provider, User, User as Instructor, and User Self and Subordinates. This is an administrator permission.  Adding an OU constraint and a provider constraint to this permission results in an "AND" statement. | Learning - Administration |

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| SF-182 Add Approver | Allows users to view and click on the +Add Approver on the SF-182 Training details page. This permission can be constrained by OU, User's OU, and User Self. This is an end user permission. | Learning - Administration |

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| Social Learning Cohorts - Edit | Grants ability to access the Manage Cohorts page and to edit existing cohort learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Cohorts - Manage | Grants ability to access the Manage Cohorts page and to view, create, and edit cohort learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Programs - Edit | Grants ability to access the Manage Programs & Cohorts page and edit existing program learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Programs - Manage | Grants ability to access the Manage Programs & Cohorts page and view, create, and edit program learning objects. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Social Learning Programs - View Instructors | Grants ability to search for instructors for program learning objects. The constraints on this permission limit which instructors the administrator can view when searching for instructors. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Learning - Administration |

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| Subject Preferences - Manage | Grants ability to configure what training subjects display to users within specific divisions, which effectively controls by what subjects (topics) they may browse for training from the Welcome Page when the Browse for Training widget is enabled. This is an administrator permission. | Learning - Administration |

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| Subjects - Manage | Grants ability to create and edit Subjects (Training Topics) that can be associated with learning objects to facilitate training searches by end users. This is an administrator permission. | Learning - Administration |

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| Survey Administrator | Grants ability to create and edit survey templates and launch survey tasks. This is an administrator permission. A content license is needed in addition to this permission in order to allow administrators to create and manage surveys. | Learning - Administration |

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| Test Engine - Grader | This permission is not visible within the system because it is a dynamically assigned permission that is assigned to a user when they are added to a test as the grader. Users with this permission can access the Test Questions Pending Grading page. Constraints can be applied to this permission by applying constraints to the Test Engine Grader Constraints permission. | Learning |

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| Test Engine Grader Constraints | Grants ability to apply org unit constraints to designated test graders. If no constraints are applied to this permission, then the grader can see all users for all tests for which they are a grader. If this permission is added to the security profile of a user that has not been dynamically assigned the Test Engine - Grader permission, then the user can access the Test Questions Pending Grading page but there will be no results visible. | Learning |

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| Test Engine - Manage | Grants ability to create and edit/manage tests via the Test Engine. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Engine - Review | Grants ability to view details of user results for tests, via the test engine. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Engine - View | Grants ability to view existing tests in the test engine. Administrators with this permission can view each section of a test and print tests. Administrators with this permission can enter changes when viewing a test, but these changes cannot be saved. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Partial Scoring - Manage | Grants ability to view and edit Partial Scoring for test engine Multiple Choice/Multiple Answer response type. | Learning - Administration |

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| Test Question Bank - Category | Grants ability to create and edit/update categories for classifying test engine questions. This permission can be constrained by OU, User's OU, User, User's Self, and User's Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Question Bank – Manage | Grants ability to create and edit/update test questions in the test engine question bank. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Test Question Bank – View | Grants ability to view the test engine question bank. This permission can be constrained by OU, User’s OU, User, User’s Self, and User’s Subordinates. This is an administrator permission. | Learning - Administration |

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| Training Certificate - Admin | Grants access for administrators to view and print training certificates of completion on behalf of users. The link appears on the Transcript Details page for a user's completed learning objects. This is an administrator permission. | Learning - Administration |

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| Training Certificate - Self | Grants access for users to view and print training certificates of completion for learning objects they have completed. The link appears on the Transcript Details page for the user's completed learning objects. This is an end user permission. | Learning - Administration |

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| Training Completion Page Preferences - Manage | Grants ability to access and edit the Training Completion Page Preferences where the administrator can configure the default behavior for training completion pages, including whether a completion page is enabled by default for each learning object (LO) type and the default completion message that appears on the Training Completion page. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| Training Completion Signature Preferences | Grants ability to manage Training Completion Signature preferences, to configure a required electronic training completion signature. This permission works in conjunction with the Learning Preferences permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Custom Fields | Grants ability to create and edit custom fields to be used for one or more learning object types. This is an administrator permission. | Learning - Administration |

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| Training Equivalency - Manage | Allow users to define equivalent training items via the Course Catalog. This is an administrator permission. | Learning - Administration |

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| Training Equivalency - View | Allow users to view equivalent training items when searching for training. This is an end user permission. | Learning - Administration |

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| Training Forecast Administration | Grants access to create and edit training plans. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Plan Co-Owner | This permission is not visible within the system because it is a dynamically assigned permission that is assigned to a user when they are designated as a co-owner for a training plan. Users with this permission can access the Training Forecast Administration page and can only access training plans for which they are a co-owner. | Learning |

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| Training Plan Co-Planner - Add | Grants ability to add a training plan co-planner if co-planners are enabled for the training plan. The permission constraints determine who can be selected as co-planner. This permission can be constrained by OU, User's OU, User Self & Subordinates, Manager, or Superiors. This is an end user permission. | Learning |

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| Training Plans - Manage | Grants access to Training Plans screen, which allows plan managers and plan contributors to access their assigned training plans. This permission cannot be constrained. This is an end user permission. | Learning |

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| Training Plans Budgeting - Manage | Grants ability to define and edit budgets for training plans. Users with this permission can view the company training budget. Users must also have the Training Forecast Administration permission. This permission cannot be constrained. | Learning |

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| Training Plans Budgeting - View | Grants ability to view budgets for training plans. This permission cannot be constrained. | Learning |

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| Training Providers - Manage | Grants ability to view all Training Providers (Vendors) and mark them active or inactive as needed. This is an administrator permission. | Learning - Administration |

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| Training Purpose - Edit User's Purpose | Grants access to edit the training purpose and category on the user's transcript details. Admin must have access to user's transcript. This is an administrator permission. | Learning - Administration |

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| Training Purpose Administration - Manage | Grants ability to manage Training Purposes. This is an administrator permission. | Learning - Administration |

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| Training Purpose Categories - Manage | Grants access to manage Training Purpose categories. This is an administrator permission. | Learning - Administration |

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| Training Reasons Preferences - Cancellations Tab - Manage | Grants access to the Cancellations tab on the Training Reason Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Reasons Preferences - Withdrawals Tab - Manage | Grants access to the Withdrawals tab on the Training Reason Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Removal Catalog - View | This permission enables constraining of training removal requests to learning objects that are available to the administrator as a user when searching for training. This permission works in conjunction with the Bulk Training Removal - Manage permission. This permission can be constrained by User and LO Availability. This is an administrator permission. | Learning - Administration |

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| Training Removal Reasons - Manage | Grants ability to add and edit/update Training Removal Reasons, which can then be made to appear or not appear at the organizational unit level to administrators when removing Training from user transcripts. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Removal - Remove Completed | Grants administrators the ability to bulk remove training in Completed, Completed (Equivalent), and Exempt statuses from users' transcripts. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| Training Update Tool | Grants access to the Training Update Tool. This tool enables administrators to mark multiple user transcripts complete for a single online course, quick course, test, or video via the upload of a csv file that includes user IDs, completion status, score and completion date. This is an administrator permission. | Learning - Administration |

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| Training-Restrict Prerequisite Pre-Work Post-Work | Grants ability to restrict the select training popup, for prerequisites, pre-work, and post-work. This is an administrator permission. | Learning - Administration |

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| Transcript Preferences - Manage | Grants ability to set Transcript Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Learning - Administration |

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| User Generated Content Video LO | Grants ability to upload and submit video content from an iOS mobile device to the Pending Videos tab within Video Administration. The Add Training tab within the mobile app is only available with this permission. This permission cannot be constrained. | Learning - Administration |

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| Vendor Custom Fields - Manage | Grants access to manage training vendor (provider) custom fields. | Learning - Administration |

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| Versioning Dashboard Page - View | Grants ability to view the Versioning Dashboard Page. This permission cannot be constrained. This permission works in conjunction with the Course Catalog - View and Admin Compliance Dashboard - View permissions. This is an administrator permission. | Learning |

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| Video Administration - Manage | Grants ability to create and manage video learning objects (LOs). The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, Provider, Self and Subordinates, and User. This is an administrator permission.  Note: If this permission is constrained to a group or OU, and a user becomes inactive or falls out of the availability of the group, NO ONE else in the group can edit the user's videos. Be sure to transfer ownership of videos to other active users prior to the original video creator leaving the group. The ownership of a video can only be transferred via billable work order. | Learning - Administration |

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| Video Administration - View | Grants ability to view video learning objects (LOs) on the Video Administration page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, Provider, Self and Subordinates, and User. This is an administrator permission. | Learning - Administration |

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| View Catalog Transactions | Grants view-only access to Transactions tab when editing learning objects via the course catalog. This permission works in conjunction with the Course Catalog - Update permission. This is an administrator permission. | Learning - Administration |

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| Training Mobile - Manage | Grants ability to configure the Mobile field for a training in the Catalog. This permission is dependent on the Course Catalog - View permission. This permission cannot be constrained. This is an administrator permission. | Learning - Administration |

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| View My Interests and Waitlists | Grants access for users to view ILT interest lists and waitlists to which they've been added, and to take action when a matching ILT session is offered. This is an end user permission. | Learning |

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| View Transcript Item | Grants ability to view details of learning objects that appear on the transcript (training record), by clicking on the name of the learning object. Users must also have the Bio About - View permission in order to access the transcript within Universal Profile. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, or User's Self. This is an end user permission. | Learning - Administration |

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| VILT Webex Extended Options : Set Defaults | Allow Webex admin to set defaults options for Webex extended options for the entire portal. | Learning - Administration |

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| Web Service - CompleteLO - Request | Grants ability to complete a learning object (LO) on a user's transcript via SOAP Web Services. This permission is required to perform the CompleteLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetCertifications - Request | Grants ability to retrieve details of a certification via SOAP Web Services. This permission is required to perform the GetCertificationsDetails SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetCertificationsTranscript - Request | Grants ability to retrieve a user's certification transcript details via SOAP Web Services. This permission is required to perform the GetCertificationsTranscript SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetTranscriptandTask - Request | Grants ability to retrieve a user's transcript and task details via SOAP Web Services. This permission is required to perform the GetTranscriptandTask SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - GetUser - Request | Grants ability to retrieve user details via SOAP Web Services. This permission is required to perform the GetUser SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - ReconcileOUS - Request | Grants ability to deactivate OUs for reconciliation via SOAP Web Services. This permission is required to perform the ReconcileOUS SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - ReconcileUser - Request | Grants ability to deactivate users for reconciliation via SOAP Web Services. This permission is required to perform the ReconcileUsers SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - RegisterLO - Request | Grants ability to register users for a learning object (LO) via SOAP Web Services. This permission is required to perform the RegisterLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - RemoveLO - Request | Grants ability to remove a learning object (LO) from a user's transcript via SOAP Web Services. This permission is required to perform the RemoveLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - RequestLO - Request | Grants ability to request a learning object (LO) for users via SOAP Web Services. This permission is required to perform the RequestLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - SetOU - Request | Grants ability to create and edit organizational units (OUs) via SOAP Web Services. This permission is required to perform the SetOU SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - SetUser - Request | Grants ability to create and edit a user's User Profile via SOAP Web Services. This permission is required to perform the SetUser SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Web Service - WithdrawLO - Request | Grants ability to withdraw a user from a learning object (LO) via SOAP Web Services. This permission is required to perform the WithdrawLO SOAP web service. This permission cannot be constrained. This is an administrator permission. | Learning |

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| Waitlists - Manage | Grants ability to approve or deny instructor led training waitlist requests. This permission works in conjunction with the Events - View and Waitlists - View permissions. This is an administrator permission. | Learning - Administration |

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| Waitlists - View | Grants view-only access to instructor led training session waitlists, via the ILT Events and Sessions screen, enabling the user to view the waitlists for various ILT sessions. This permission works in conjunction with Events - View and Sessions - View permissions. | Learning - Administration |

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| Withdraw Users from Sessions | Allows administrators and managers to withdraw users from sessions on their behalf. This is done from the user's Transcript page. Note: There is a setting in the Session Defaults for an event that may prevent users from being able to withdraw from sessions. When this option is selected, users, managers, and administrators are prevented from withdrawing from sessions for themselves or on behalf of other users. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Subordinates, and User's Direct reports. This is a manager or administrator permission. | Learning |

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| xAPI - Retrieve users' data from LRS | Grants ability to retrieve xAPI data from the portal's LRS. This is an administrator permission. | Learning - Administration |

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| xAPI - View Learning Records on Transcript | Allows users to view xAPI Learning Records on the Transcript. | Learning |

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| xAPI - Write data to the LRS on behalf of users | Grants ability to write data to the LRS on behalf of users. This is an administrator permission. | Learning - Administration |

New Connect Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Create Media User Update | Grants ability to associate links and files with user updates and tasks. This permission cannot be constrained. | New Connect |

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| Delete Connect Post/Comment | Grants ability to delete Connect user posts and comments within the user's permission constraints. This permission does not apply to activity updates. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment. | New Connect |

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| Edit Availability Knowledge Bank/Communities | Grants ability to configure the availability when editing communities or when creating or editing topics. This permission does not grant the ability to edit a community; users can only edit a community or topic if they have the Manage Knowledge Bank/Communities Administration or if they are a moderator for the community or topic. When creating a topic, the constraints on this permission are automatically applied to the topic's availability. If the user also has the Manage Knowledge Bank/Communities Administration permission, then the constraints on that permission are automatically applied to the topic's availability. This permission can be constrained by OU, User's OU, and User's Corporation. | New Connect |

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| Global Search – Connect | Grants ability to search for Knowledge Bank and community postings via Global Search. This permission cannot be constrained. The user's ability to view a posting is determined by the user's ability to view the posting's Knowledge Bank or community topic. This is an end user permission. The availability of this permission is controlled by a backend setting. | New Connect |

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| Manage Dynamic Teams | Grants ability to manage and create dynamic Connect teams. This permission can be constrained by Facilities Owned by User, OU, and User's OU. The constraints on this permission determine which teams the user can manage on the Manage Dynamic Teams page. The constraints on this permission do not determine which users can be added or removed from a team. | New Connect |

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| Manage Knowledge Bank/Communities Administration | Grants ability to view the New Knowledge Bank Administration page and manage Action Groups. Based on permission constraints, administrators with this permission can create and delete topics and subtopics. Administrators with this permission can view all communities, topics, sub-topics and postings, regardless of availability. In addition, administrators can add a posting to the Course Catalog. When creating a topic, the constraints on this permission are automatically applied to the topic's availability. This permission can be constrained by OU and User's OU. This permission is assigned to the default Administrator role by default. | New Connect |

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| New Team | Grants ability to create new teams within the new Connect. This permission cannot be constrained. Which users are available is determined by the constraints upon the user's permission to view the Universal Profile - Bio page. | New Connect |

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| Send Connection Request | Grants ability to send connection requests to other users within the new Connect. This permission can be constrained by OU and User's OU. The constraints that are placed upon this permission determine to whom the user can send connection requests. If a user is constrained by a specific OU, then the user can only send connection requests to users within that OU. | New Connect |

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| Update Broadcast | Grants ability to broadcast organization-wide user updates within the new Connect. This permission cannot be constrained. | New Connect |

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| View Knowledge Bank/Communities | Grants ability to view the Knowledge Bank and Communities pages. This permission can be constrained by OU and User's OU. This permission is assigned to the default Administrator role by default. | New Connect |

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| View New Connect Preferences | Grants ability to view and manage the New Connect Preferences. This permission can be constrained by OU and User's OU. | New Connect |

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| View New Connect | Grants ability to view the new Connect pages, including Live Feed, All Teams, Team Overview, Team Feed, Team Tasks, Task Details, and Connections. This permission cannot be constrained. | New Connect |

Training Forms Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Training Forms - Manage | Allows user to create and manage custom training form templates and create and assign training form tasks. This is an administrator permission. | Training Forms Administration |

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| Training Order Forms - Manage | Grants access to the Manage Order Forms page, which allows administrators to create and manage order forms. The order forms act as promotional purchase pages which are displayed to end users. This is an administrator permission. | Training Forms Administration |

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| Training Request Form - Manage | Grant access to create and edit training request forms, manage request form statuses, and manage form statuses for users. This is an administrator permission. | Training Forms Administration |

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| Training Request Form - Owner | Allows user to act as Training Request Form Owner. The Training Request Form Owner is able to view and manage request form statuses for users by session. Owners can only see the Training Request Forms for which they are an owner. This permission is dynamically assigned when a user is selected as an owner for a training request form. This is an administrator permission. | Training Forms Administration |

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| Training Request Form Custom Fields - Manage | Grants access to create and edit custom fields used for Training Request Forms. This is an administrator permission. | Training Forms Administration |

Universal Profile Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Action Items - EPM | Grants ability to view and take action upon Performance (EPM) items on the Action Items page and in the Your Action Items widget. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - Forms | Grants ability to view Form actions via the Universal Profile - Actions page or the Welcome/Custom page Actions widget. This permission cannot be constrained. | Universal Profile |

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| Action Items - LMS | Grants ability to view and take action upon Learning (LMS) items on the Action Items page. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - View | Grants ability to view action items on the Action Items page and in the Your Action Items widget. Users without this permission cannot access the Action Items page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, and User's Self. This is an end user permission. | Universal Profile |

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| Bio About - View | Enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.  On the Learner Home page, this permission also allows end users to view the Completions & Hours field, the training sidebar, and the Continue Learning carousel.  This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. Note: For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users. | Universal Profile |

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| Bio About Preferences - Manage | Enables administrator to access and edit the Bio About Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Bio Career Preferences - View | Grants ability to view the Bio - Career Preferences page for users within the permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Bio Resume - View | Enables user to view the Bio - Resume page for users within their permission constraints. If a user does not have permission to view the Bio - Resume page, then the Resume tab is not available. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Documents - Delete | Enables user to delete a file that has been uploaded to the Snapshot - Documents page. The constraints on this permission determine which documents the user can delete. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, Self and Direct Reports, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. | Universal Profile |

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| Feedback - Delete | Enables user to delete a feedback post or comment on a user's page. The user can delete feedback from the Feedback page of any user who is within the permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment, not the target user. | Universal Profile |

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| Feedback - Request | Enables user to request feedback from the Feedback page of their Universal Profile. Users can only request feedback from other users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. This is an end user permission.  Note: This permission should not be constrained by Employee Relationship, as this constraint would not be effective and does not stop the user from requesting feedback from users outside of Employee Relationship constraint if applied.  Note: This permission should not be constrained by Restrict to Employee Relationship because the User Picker is unable to evaluate this constraint. | Universal Profile |

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| Feedback - View and Post | Enables user to view the Feedback page of the Universal Profile and to post feedback. Users can only view the Feedback page for users within their permission constraints. Similarly, users can only post feedback for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Self, and Employee Relationship. This is an end user permission. | Universal Profile |

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| Feedback Details - View | Enables user to view the Feedback Details page and provide feedback when they are requested to provide feedback. This permission cannot be constrained. This is an end user permission. | Universal Profile |

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| Feedback Preferences - Manage | Enables administrator to access and edit the Feedback Preferences page. From this page, administrators can configure which options are available when users are requesting and providing feedback within the Universal Profile: Feedback page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Feedback - Request for other users | Enables user to request feedback on behalf of other users from their Feedback page. This permission can be constrained by User's Subordinates, Direct Reports, and Custom Relationship. | Universal Profile |

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| Snapshot - Badges | Enables user to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will always be able to view their own Badges widget when the widget is enabled. This permission also allows end users to view the Badges field on the Learner Home page.  This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Compensation | Enables user to view the Compensation widget within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Competencies | Enables user to view the Competencies widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Development Plans | Enables user to view the Development Plans widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - Manage | Enables user to manage their own goals, and others public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - View | Enables user to view their own goals, and others’ public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates.  Note: Managers can assign this permission to select subordinates when they are away from the office for an extended period. | Universal Profile |

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| Snapshot - Leaderboard | Enables user to view the Leaderboard widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Any user with this permission will always be able to view their own Leaderboard widget when the widget is enabled. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Peers | Grants ability to view the Peers widget within the Universal Profile - Snapshot page. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Self, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| --- | --- | --- |
| Snapshot - Reviews | Enables user to view the Reviews widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Documents - View | Grants ability to view the Documents widget and subpage within the Universal Profile - Snapshot page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot Folder Preferences - Manage | Enables administrator to view the Folder Preferences Admin page and manage folder creation, access, and deletion for the Documents page within Universal Profile: Snapshot. This permission cannot be constrained. This is an administrator permission. | Universal Profile |

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| Snapshot Main - View | Enables user to view the Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Preferences – Manage | Enables administrator to access and edit the Snapshot Preferences page. This permission can be constrained by Employee Relationship, OU, and User's OU. This is an administrator permission. | Universal Profile |

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| Snapshot Succession – Manage | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view and manage successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. | Universal Profile |

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| --- | --- | --- |
| Snapshot Succession - View | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Universal Profile Preferences - Manage | Enables administrator to access and edit the Universal Profile General Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

Edge and Data Load Permissions

Data Load Wizard Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| --- | --- | --- |
| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| --- | --- | --- |
| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Reporting Permissions

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reports - Billing (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Content Sales Transaction Report | Grants access to the Content Sales Transaction Report, which allows administrators to track revenue and profit for content sales. | Reports - Billing |

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| Cost Center Billing Report | Grants access to Cost Center Billing Report, which displays all learning transactions grouped by cost center. | Reports - Billing |

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| Credit Card Billing Report | Grants access to Credit Card Billing Report, allowing administrators to reconcile sales records based on credit card transactions. The output is separated by course title, rather than transaction. | Reports - Billing |

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| Delivery Report for Billing | Grants access to Delivery Report for Billing, which allows administrators to view Pay as you Go delivery usage summary. | Reports - Billing |

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| Enterprise Billing Report | Grants access to Enterprise Billing Report, which summarizes all learning transactions by cost center, provider or employee. Also provides detailed reporting on individual transactions. | Reports - Billing |

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| Enterprise Custom Billing Report | Grants access to Enterprise Custom Billing Report, which displays all learning transactions for a specified date period. A variety of filter and grouping options are available when running the report. | Reports - Billing |

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| Inventory Purchase Report | Grants access to Inventory Purchase report, which displays transaction details on learning objects purchased for future assignment via the Inventory purchase feature. | Reports - Billing |

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| Library Registration Report | Grants access to Library Registration Report, which displays registrations and costs for pre-configured content libraries. | Reports - Billing |

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| Prepaid Content License Tracking Report | Grants access to Prepaid Content License Tracking report, allowing administrators to access their prepaid content license information in order to track licenses usage. When content is prepaid, that means the client has a contract with either the system or a third party to prepay for a given number of content licenses. | Reports - Billing |

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| Prepaid Delivery Tracking Report | Grants access to Prepaid Delivery Tracking Report, which allows administrators to view their prepaid content delivery usage summary. When content is prepaid, that means the client has a contract with either the system or a third party to prepay for a given number of content licenses. | Reports - Billing |

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| Processing Fees Report | Grants access to Processing Fees Report, which breaks down the processing fees for each transaction that is made using the LMS and EXE functionality within a selected date range. | Reports - Billing |

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| Sales Tax Report | Grants access to Sales Tax Report, which displays the tax breakdown of each item or transaction that has been taxed upon purchase using the LMS and EXE functionality. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. (Requires CyberSource integration) | Reports - Billing |

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| User Billing Report | Grants access to User Billing Report, which displays all learning transactions for a specified date period, grouped by user. | Reports - Billing |

Reports - Connect (Old Connect) (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Connect Community Report | Grants access to Connect Community Report, which displays community-specific information including designated community leaders, member count and community type. | Reports - Connect |

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| Connect Profile Comments Report | Grants access to Connect Profile Comments Report, which displays comments that have been left on users' Connect Profiles. | Reports - Connect |

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| Connect Topic Expert Report | Grants access to Connect Topic Expert Report, which displays topics that users have been designated Topic Experts for and the number of questions they have answered. | Reports - Connect |

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| Connect Topic Moderator Report | Grants access to Connect Topic Moderator Report, which displays topics that users have been designated Topic Moderators for and the number of postings associated with those topics. | Reports - Connect |

Reports - Dashboards Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - ILT (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| ILT Enrollment Summary Report | Grants access to ILT Enrollment Summary report, which displays enrollment summary information for Instructor Led training sessions. | Reports - ILT |

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| ILT Interest Tracking Report | Grants access to the Interest Tracking report which displays ILT events for which users have expressed interest in attending future sessions. | Reports - ILT |

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| ILT No-Show Report | Grants access to No-Show Report, which displays attendance rates and lists of no-shows (registered students who did not attend any parts of the session) for each instructor led training session. | Reports - ILT |

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| ILT Requests Summary Report | Grants access to ILT Requests Summary Report, which displays a summary of requests for each instructor led training session made by a specified population of users. | Reports - ILT |

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| ILT Session Cancellation Report | Grants access to ILT Session Cancellation Report, which displays a list of cancelled instructor led training sessions, including reason for cancellation. | Reports - ILT |

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| ILT Session Cost Report | Grants access to ILT Session Cost Report, which displays the costs associated with each instructor led training session. The costs categories are portal specific and cost dollars are set at the session level by ILT administrators when creating sessions. | Reports - ILT |

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| ILT Session Withdrawal Report | Grants access to ILT Session Withdrawal Report, which displays a list of users who registered for instructor led training sessions and later withdrew their registration, including reasons for withdrawal. | Reports - ILT |

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| Instructor Calendar Report | Grants access to Instructor Calendar Report, which displays scheduled ILT sessions for instructors for a one week period. | Reports - ILT |

Reports - System (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Track Employee (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Reports - Training (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Certification Summary Report | Grants access to Certification Summary report, which displays summary information on users' certification statuses on one or more certifications. | Reports - Training |

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| Certifications Details Report | Grants access to Certifications Details Report, which displays users' progress for each learning object within a certification. | Reports - Training |

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| Content Provider Summary Report | Grants access to Content Provider Summary Report, which displays training Registration, Completion, and In Progress transcript status totals per provider. | Reports - Training |

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| Course Assessment Question Item Analysis Report | Provides access to Course Assessment Question Item Analysis report, which displays SCORM 2004 online course assessment data organized by question components. | Reports - Training |

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| Course Assessment Results Report | Grants access to the Course Assessment Results Report, which displays a summary of information for SCORM 2004 online course assessment data. This report is used to report on course test data. The constraints that are placed upon this permission limit the users that are available when running the report. | Reports - Training |

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| Curriculum Report | Grants access to Curriculum Report which displays user progress for a curriculum at a summary or detailed level. | Reports - Training |

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| Divisional Incomplete Online Training Report | Grants access to Divisional Incomplete Training Report, which displays training not completed by those assigned to user's own division within 30, 60, 90 or 120 days of registration. | Reports - Training |

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| Divisional Training Report | Grants access to Divisional Training Report, which displays training statuses for all LOs assigned or requested by those assigned to user's own division within a specified period of time. | Reports - Training |

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| Enterprise Incomplete Training Report | Grants access to Incomplete Training Report, which displays training not completed within 30, 60, 90 or 120 days of registration. | Reports - Training |

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| Enterprise Past Due Training Report | Grants access to Enterprise Past Due Training Report, which displays list of employees with incomplete training for which the assigned due date has passed. | Reports - Training |

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| Enterprise Training Report | Grants access to the Enterprise Training Report, which displays training statuses for all LOs assigned or requested by users within a specified period of time. | Reports - Training |

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| Exception Training Report | Grants access to Exception Training Report, which displays a list of users who do not have a specific learning object on their learning transcript within a specified date range. | Reports - Training |

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| ILT Interest Tracking Report | Grants access to the Interest Tracking report which displays ILT events for which users have expressed interest in attending future sessions. | Reports - ILT |

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| Learning Evaluation Comparison Report | Grants access to the Learning Evaluation Comparison report, which compares the average pre and post training test scores for a group of training items. | Reports - Training |

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| Level 1 Evaluation Report | Grants access to Level 1 Evaluation report, which will return results for a single level 1 evaluation based on selected criteria. | Reports - Training |

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| Level 2 Evaluation Report | Grants access to the Level 2 Evaluation report, which compares pre and post training test scores for a particular training item. | Reports - Training |

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| LO Equivalency Report | Grants access to LO Equivalency Report which allows administrators to view all items that are set to equivalent in the course catalog. | Reports - Training |

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| Online Course Attempts Report | Grants access to Online Course Attempts Report, which displays registration number, transcript status and score for recurring and non-recurring training. | Reports - Training |

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| Online Training Status Report | Grants access to Online Training Status Report, which displays transcript status and progress information for online training courses. | Reports - Training |

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| Required Class Completion Report | Grants access to Required Class Completion Report, which displays users' transcript statuses for learning objects that are designated as required when setting user availability. | Reports - Training |

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| Required/Suggested Training Report | Grants access to Required/Suggested Training Report, which displays courses designated as required or suggested for a population of users. | Reports - Training |

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| SCORM 2004 Course Progress Chart Report | Grants access to the SCORM 2004 Course Progress Chart Report, a report that displays various types of summary and detail information for results on a SCORM 2004 course for a manager's subordinates. This permission cannot be constrained. This is a manager permission. | Reports - Training |

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| Survey Report | Grants access to the Survey Report, which displays summary of responses for a particular survey task or view cumulative responses from all instances of this survey over a certain time period. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. | Reports - Training |

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| Test Analysis Report | Grants access to Test Analysis report, which displays summary information about users' test attempts, grouped by test name. | Reports - Training |

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| Test Question Item Analysis Report | Grants access to Test Question Item Analysis report, which displays summary data about user responses to test questions. This permission can be constrained by OU, User’s OU, User’s Self and Subordinates, and Provider. | Reports - Training |

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| Top Training Registrations Report | Grants access to Top Training Registration Report, which displays learning objects with most frequent registrations within a specified time period. User may choose from a drop down to control the total number of courses to include in the report. | Reports - Training |

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| Training - Curriculum Details Report | Grants access to Curriculum Details report, which displays statuses for all learning objects within one or more curricula. This permission can be constrained by OU, User's OU, and User Self And Subordinates. | Reports - Training |

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| Training Acknowledgement Report | Grants access to Training Acknowledgement Report, which displays summary information for completed training acknowledgements, including comments. | Reports - Training |

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| Training Demand Forecast Accuracy Report | Grants access to the Training Demand Forecast Accuracy report, which compares a training plan forecast with transcript data. | Reports - Training |

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| Training Demand Forecast Summary Report | Grants access to the Training Demand Forecast Summary report, which enables the administrator to report on training plans and training need requests. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Training |

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| Training Evaluation Report | Grants access to the Training Evaluation report, which displays summary information from completed learning evaluations, levels 1,2 (non-scored) and 3. | Reports - Training |

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| Training Hours Report | Grants access to Training Hours Report, which displays training hours completed by populations of users. This permission can be constrained by User's Corporation, User's OU, and OU. | Reports - Training |

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| Training Progress Summary Pie Chart Report | Grants access to Training Progress Summary Pie Chart Report, which displays the percentage of users with certain transcript statuses for a particular learning object. This permission can be constrained by User Self and Subordinates, User's LO Availability, User's Corporation, OU, User's OU, and Training Item. | Reports - Training |

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| Training Unit (Key Code) Report | Grants access to Training Unit (Key Code) report, which displays the activity for a specific key code during a specific time period. | Reports - Training |

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| Training Unit Purchase Report | Grants access to the Training Unit Purchase report, which tracks training units purchased by users. | Reports - Training |

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| Training Unit Redemption Report | Grants access to the Training Unit Redemption report, which tracks training units redeemed by users. | Reports - Training |

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| Training Unit User Report | Grants access to the Training Unit User report, which tracks the number of training units in a user's account. | Reports - Training |

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| Transcript Status Report | Grants access to Transcript Status Report, which displays status and progress information on a user's transcript for one or multiple users. | Reports - Training |

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| User Transcript Audit Report | Grants access to User Transcript Audit report, which displays user transcript approval history from the Training Details page for any training in the transcript. The report results are limited by the permission constraints. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - Training |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Permissions for Performance

This page contains permissions that may apply to organizations using the Performance solution.

Compensation Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Compensation Adjustment Guidelines - Manage | Grants ability to define and maintain compensation recommendations and guidelines for both salary and hourly employees. This permission can be constrained by User. This is an administrator permission. | Compensation - Administration |

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| Compensation Approved Plan - Edit | Grants ability to edit an approved compensation plan and bypass the approval workflow. This permission does not extend to plans that are in a status of Not Started or In Progress. This permission works in conjunction with the Compensation Task Administration or Compensation Task Administration - Manage permission. This permission can be constrained by OU, User's OU, and User's Subordinates. This is an administrator permission. | Compensation - Administration |

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| Compensation Base Types | Grants ability to create, modify, deactivate, and delete compensation base types. This is an administrator permission. | Compensation - Administration |

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| Compensation Bonus Types - Manage | Grants ability to create and manage additional bonus components within the compensation module. This is an administrator permission. | Compensation - Administration |

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| Compensation Currency Rates | Grants ability to define currency conversion rates and decimals of precision. This is an administrator permission. | Compensation - Administration |

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| Compensation Custom Fields - Manage | Grants ability to define custom fields for the employee compensation statement. This is an administrator permission. | Compensation - Administration |

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| Compensation Custom Statements | Grants ability to create templates for compensation statements to add to compensation planning tasks. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Deferral Guidelines | Grants ability to manage the deferral guidelines that are applied to specific compensation components during compensation planning. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Individual Targets | Grants ability to set bonus and equity targets for individual users. With individual targets, adjustment guidelines that have a bonus or equity type component have the option of setting target values to individual targets. This is an administrator permission. | Compensation - Administration |

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| Compensation Individual Targets - View | Grants ability to view bonus and equity targets for individual users. The administrator can view the Individual Target history and Modification History for the user. However, the administrator is not able to create, edit, or delete a target. With individual targets, adjustment guidelines that have a bonus or equity type component have the option of setting target values to individual targets. This permission can be constrained by OU, User's OU, or User. This is an administrator permission. | Compensation - Administration |

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| Compensation Non-Monetary Types - Manage | Grants ability to define non-monetary types for an organization for compensation plans. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Plan Approvals | Grants the ability to access Compensation Plan Approval page, where they can approve/deny any plans pending their approval. This is an end user permission but should only be assigned to users reasonably expected to serve as an approver for one or more compensation plans. | Compensation |

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| Compensation Plan Templates | Grants ability to create and manage compensation plan templates for base, bonus, and equity compensation. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Salary Structure by Currency | Grants ability to define the salary ranges for the organization by currency. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Share Price | Grants ability to enter the current stock price for purposes of equity compensation. This is an administrator permission. | Compensation - Administration |

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| Compensation Tag Management | Manage Tags for Compensation fields for use in Custom Formulas and Compensation Statements - Manage. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Task Administration | Grants ability to configure and assign compensation planning and modeling tasks to managers in the organization. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Task Administration - Manage | Grants access to the Compensation Task Administration page, and grants ability to view and manage compensation planning and modeling tasks from the Compensation Task Administration page. Administrators can only view a compensation task if they have this permission and are also included in the Visibility settings for the compensation task. Note: Administrators with the Compensation Task Administration permission can view and manage all compensation tasks and do not require this permission. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Compensation Type - Edit | Grants access to the Compensation Types page to create, edit, inactivate, and delete Compensation Types. This permission is only granted to administrators who have Employee Salary Management – Edit permission. This is an administrator permission. | Compensation - Administration |

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| Compensation Type - View | Grants view-only access to the Compensation Types page. This permission is only granted to administrators who also have Employee Salary Management permission. This is an administrator permission. | Compensation - Administration |

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| Compensation Wage Types - View | Grants ability to view compensation wage types. Administrators with this permission cannot create or edit wage types. Wage types can only be created or activated by contacting Global Customer Support. This permission cannot be constrained. This is an administrator permission. | Compensation - Administration |

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| Employee Compensation Management - Audit | Grants permission to view the Employee Compensation Modification History page. This is an administrator permission. | Compensation - Administration |

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| Employee Salary Management | Grants access to the Employee Salary Management page to edit, add, and view users' salaries or rates. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Compensation - Administration |

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| Employee Salary Management - View | Grants access to the Employee Salary Management page to view users' salaries or rates. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Compensation - Administration |

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| User Compensation Statement | Grants ability to view and print a user's own current and previous compensation statements. This is an end user permission. | Compensation |

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| Users - View Compensation Currency | Allows view of employees' currency code on the user record. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This is an administrator permission. | Compensation - Administration |

Core Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access FTP Account - View | Grants access to the FTP account landing page where the available accounts are displayed. Currently, this permission cannot be constrained. | Core Administration |

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| Access Partner Authorization - Manage | Grants ability to manage partner authorized access to portal via Partner Access Administration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Announcements - Post | Grants ability to view, create and update/edit announcements that will appear to populations of users via the Welcome Page Inbox widget or Announcements page. This is an administrator permission. | Core |

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| Announcements - View | Grants ability to view announcements created by others, via the Welcome Page Inbox widget or the Announcements page. This is an end user permission. | Core |

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| Authentication Preferences - Manage | Grants ability to configure which credentials are used for authentication/re-authentication purposes throughout the system. This permission works in conjunction with the preferences that are set within each workflow that uses authentication/re-authentication. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Available Languages - Modify | Grants access to choose what languages to which learning objects may be associated when users search for training. This is an administrator permission. | Core Administration |

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| Badge & Point Preferences - Manage | Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration. |

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| Batch Edit Users | Grants ability to modify user records in bulk. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Bypass IP Security Controls | Grants ability to bypass defined IP Security restrictions, allowing user to log in to the portal from IP addresses that are not authorized via the IP Whitelist screen. This is an administrator permission recommended only for system administrators. | Core Administration |

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| Bypass Required Group Preview | When the Group Preview functionality is enabled and the Require Preview Before Saving Edits toggle is enabled in Group Preferences, administrators with this permission can save edits to a Group or publish a draft without generating a preview. Administrators with this permission still have the option to generate a preview.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Edit | Grants ability to access the Capability Models Library and create and edit Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Manage | Grants ability to access the Capability Models Library and create, edit, and deactivate Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Library Builder | Grants ability to import relevant Cornerstone Skills Graph skills based on user profile data and generate skill suggestions via the Skills Library Builder page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Profile - View | Grants the ability to view an employee Skills Profile. Users with this permission may view the Skills Profile for anyone in the organization. However, individual ratings have privacy settings that control visibility within the Skills Profile. This permission cannot be constrained. This is an end user permission. | Core Administration |

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| Capabilities - Skills Quick Start Wizard - Manage | Grants access to the Skills Quick Start Wizard administrator experience, which helps administrators configure and deploy skills within their organization. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Categories | Grants access to the Capability Categories functionality, where administrators can create and manage capability categories. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Edit | Grants the ability to create, edit, and copy capabilities via the Capability Library. Administrators with this permission cannot delete capabilities or change the status of a capability. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Manage | Grants the ability to create, edit, copy, delete, import, and approve capabilities via the Capability Library. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Preferences - Manage | Grants the ability to create and edit expertise levels and rating scales for capabilities via Capabilities Preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Care ? Community | Grants access to the Success Center link in Navigation Tabs and Links. This page enables administrators to use Single Sign On (SSO) to access the Success Center directly from their portal. This is an administrator permission. | Core Administration |

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| Change User Passwords - Administrator | Grants ability to change the portal password of another user. This permission works in conjunction with the Users - View permission. This permission can be constrained by User's Corporation, OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Connect FTP Folders - Manage | Grants ability to connect to an FTP folder from the FTP Account Access page. This permission can be constrained by FTP Account. When constraining this permission, administrators can select any FTP account that has been associated with the portal. The constraints on this permission determine to which FTP accounts the administrator can connect. This is an administrator permission. | Core |

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| Copy Down - Cancel | Allows administrator to access the Copy Down tool, view and cancel copy downs, and subscribe or unsubscribe to email notifications. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Core Features Activation | Grants ability to manage Core Feature Activation Preferences in which administrators can enable and disable certain features. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Corporate Logo List - View | Grants access to select header logo from the corporate list of images. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Corporate Preferences - Manage | Grants the ability to manage Corporate Preferences, which includes several portal-wide settings. This is an administrator permission. | Core Administration |

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| Corporate Preferences: Lockout Preferences - Manage | Grants ability to configure the Lockout Preferences on the Corporate Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Login Page - Manage | Grants the ability to create and edit custom login pages for the portal. Administrators with this permission can also enable or disable a custom login page and identify the default login page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Pages - Manage | Grants access to create and edit custom pages for the portal. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: View Modules | Allows administrator to view the deep links URLs. This is an administrator permission. | Core Administration |

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| Define Fiscal Year | Grants ability to set the fiscal year for aggregating annual training hours completed by users for display on the transcript page. This is an administrator permission. | Core Administration |

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| Display Preferences - Manage | Grants ability to configure Display Preferences, including Navigation Tab theme and settings and header logo displayed to end users. This is an administrator permission. | Core Administration |

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| Display Preferences - Upload Logo | Grants access to upload an image on the Display Preference Page. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Duplicate User Management Preferences - Manage | Grants ability to access and configure management of duplicate records, including parameters used to prevent duplicates. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Email - Edit From Address | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the Allow user to change email address option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |

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| Email Preferences - Manage | Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission. | Core Administration |

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| Employee Recognition Preferences - Manage | Grants ability to create and edit employee recognition awards for use by end users. This is an administrator permission. | Core Administration |

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| Form Completion - View and Edit OU and Employee Relation Fields | Allow users to view and modify organizational unit (OU) and employee relation fields when completing a form that contains the fields. The constraints on this permission determine which fields the user can view and edit when completing a form. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User Subordinates. This is an end user permission. | Core |

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| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Email Administration - View | Grants view only access to email templates/triggers and email logs at the global level for the portal. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Search - People | Grants ability to search for people via Global Search. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting.  Note: In Universal Profile > Bio > Career Preferences, this permission is required for users to search for jobs. | Core |

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| Global Search Preferences - Manage | Grants ability to configure Global Search Preferences. This is an administrator permission. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. By default, this permission is constrained to the organization. | Core Administration |

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| Grades - View | Grants ability to view the Grade Organizational Unit throughout the system, such as in availability drop down selectors, when editing users, etc. Those without this permission do not see the Grade OU on any screen. This is primarily an administrator permission, although organizational policy should determine whether the Grade OU should be visible to end users on reporting screens, etc. | Core Administration |

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| Grant Employee Recognition | Enables users to grant recognition awards to others, using a predefined list of awards created by administrators. This is an end user permission. | Core |

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| Group Preferences - Manage | Grants the ability to access and modify the Group Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Help Link - Manager | Provides access to view the User and Manager topics in online help. This is a manager permission. | Core |

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| Help Link - System Administrator | Provides access to view the User, Manager and System Administrator topics in online help. This is an administrator permission. | Core |

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| Help Link - User | Provides access to view the End User topics in online help. This is an end user permission. | Core |

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| Insights Dashboard | Allows user to access Insights Dashboard. This permission cannot be constrained. | Core |

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| Language Preferences - Manage | Grants ability to set default language for portal/OU and set whether end users may adjust their own portal display language. This is an administrator permission. | Core Administration |

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| Log In Message - Manage | Grants access to create a message that appears upon portal login to all users or a selected group/subset of users. This is an administrator permission. This permission can be constrained by OU and User's OU. | Core Administration |

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| Marketing Email Templates - Manage | Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission. | Core Administration |

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| Marketing Emails - Manage | Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - Manage | Grants the ability to manage the user device information for Multi-factor Authentication. This permission works with the MFA - Admin - User Device - View permission. Administrators can delete devices for user records within their constraints. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - View | Grants the ability to view the user device information for Multi-factor Authentication. Administrators can view the page for user records within their Users - View permission constraints, and additional constraints can be added to this permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Administration - Manage | Grants the ability to view and configure Multi-factor Authentication (MFA). This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| MFA - Administration - View | Grants the ability to view the Multi-factor Authentication (MFA) configuration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| My Account - Manage | Allow users to view and modify their preferences on the My Account screen. The user must have this permission to access My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Devices - Manage | Manage device registrations from My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Preferences - Manage | Grants access to the My Account Preferences page, which allows selection of which custom fields display in My Account by OU. Define whether custom fields appear as read only or are editable, and whether entry is required. Also provides ability to customize the names of the tabs that appear in My Account. This is an administrator permission. | Core Administration |

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| My Account Social - Manage | Grants ability to view and manage third party profile connections on the Social page in My Account. This is an end user permission. | Core |

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| MyTeam - Print | Grants ability to configure and print out a My Team profile. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| MyTeam Comments - Manage | Grants ability for manager (or others depending on constraints) to view Comments previously entered about their direct and indirect reports and also create new comments as well as attach files to comments. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Comments tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Core |

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| MyTeam Search by OU | Grants ability to allow users to search by division and position when viewing MyTeam. The constraints upon this permission determine the OUs that are available within the search. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| My Team/Talent Profile Preferences | Grants ability to set display preferences for the My Team and Talent Profile screens. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Navigation Tabs and Links - Manage | Grants ability to manage Navigation Tabs and Links for the portal. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Organizational Unit Custom Fields - Manage | Grant Access to create and edit custom fields for Org Units. This is an administrator permission. | Core Administration |

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| Org Chart - Preferences | Grants access to the Org Chart Preferences page. This permission cannot be constrained. | Core |

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| Org Chart - View | Grants access to the new Org Chart page for organizations with Cornerstone HR, Succession, or View. This permission can be constrained by OU, User’s OU, Users, User’s Self, User Self and Subordinates, User’s Manager, User’s Superiors, Employee Relationship, User’s Direct Subordinates, User's Subordinates. | Core |

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| Org Chart by Organization - View | Grants access to the Organization tab on the new Org Chart page. This permission cannot be constrained. This permission works in conjunction with the Org Chart - View permission. For users who do not have this permission, the Organization tab will not be available.  Note: This permission pertains to the new Org Chart functionality that is released with the February '17 release. The new Org Chart functionality is only available for organizations with Cornerstone HR, Succession, or View. | Core |

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| OU Group - Manage | Grants the ability to create, copy, and edit custom groups of users without allowing the ability to manage organizational units (OUs). This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - Update | Grants access to edit existing custom groups of users. This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - View | Grants access to view existing custom groups. This permission can be constrained by OU. This is an administrator permission. | Core Administration |

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| OU Hierarchy - Manage | Grants ability to create and update/edit organizational units. This permission grants access to all OU types, both standard and custom. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Password Preferences - Manage | Grants ability to manage Password Preferences, which includes specifying the settings for users to change their own password, or for the system to generate an anonymous password, set the specific password requirements and allowing users to reset password by answering security questions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| People Matrix | Grants access to the People Matrix functionality. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine which users are available in the People Matrix. This is a manager permission. | Core Administration |

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| People Matrix - Manage Preferences | This grants the ability to manage the People Matrix Settings. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Prevent Duplicate Users - Reconcile | Grants ability to view user accounts that have been identified as potential duplicates. Administrators can only view pending user records that were created by administrators who are within the constraints on this permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |

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| Report Delivery Preferences | Provides access to report delivery preferences, which enables administrators to set the preferences related to custom report delivery. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Reset Password and Public Keys - Manage | Grants ability to manage FTP account login password and public keys when applicable. Currently, this permission cannot be constrained. | Core Administration |

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| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Security Health Check - Edit Security Issues | Grants ability to edit security issue settings in the Security Health Check tool and set them to Cornerstone's recommended value. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Security Health Check - View | Grants ability to view the Security Health Check tool. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Self Registration Groups - Manage | Grants ability to create and update/edit self-registration groups, which are configured to make a self-registration page available to people who are not added to the portal via user feed. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Self Registration Groups - View | Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Self-Registration and User Record Custom Fields - Manage | Grants access to manage custom fields for user Self Registration and the user record in Custom Field Administration. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Share Manager/Approver Permissions | Enables managers and approvers to delegate certain types of approvals and MyTeam viewing permissions to others. This permission is only relevant to managers and approvers. | Core |

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| Single Sign On - CSOD Certificate | Grants ability to view, manage, and upgrade SSO certificates and configurations. This is an administrator permission. This permission cannot be constrained. | Core Administration |

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| Skills Profile - Critical Skills - View | Grants the ability to view the Critical Skills table for any user. This permission cannot be constrained. This is an administrator permission.  Administrators must also have permission to access the user's Skills Profile. | Core Administration |

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| SSO Link to Cornerstone Success Center | Grants access to an in-portal link to the Cornerstone Success Center sign in page. This is an administrator permission that should be limited to authorized client users of the Cornerstone Success Center. | Core Administration |

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| Support Information - Manage | Grants ability to manage Support Information, which includes specifying an email address and phone number for end users to contact for portal support. This permission works in conjunction with the Corporate Preferences permission. This is an administrator permission. | Core Administration |

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| Task - View | Grants ability to view assigned tasks via Scheduled Tasks screen and Welcome Page My Tasks widget. This is an end user permission. | Core |

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| Time Zone Preferences - Manage | Grants ability to set default time zone for portal/OU and set whether end users may adjust their own portal time zone. This is an administrator permission. | Core Administration |

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| Training Data Merge - Manage | Grants ability to merge the training records of multiple existing accounts and deactivate one of the accounts, if necessary. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. The applied constraints limit the users that are available to be merged and that are displayed in the History section. This is an administrator permission. | Core Administration |

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| Training Data Merge - View | Grants ability to view past training record merges. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. Which records are displayed in the History section is dependent on creator constraints. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Create Users | Grants ability to access the User Record Administration page and to create new users in the system. When creating a new user, this permission grants the ability to add general information, which includes first name, last name, username, assigned OUs, and custom relationships. The administrator must have additional permissions to add any additional fields. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Edit Users | Grants ability to edit user records in the system. The administrator must have additional permissions to edit specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. Note: This permission DOES NOT grant the ability to view user records in the system. Administrators must have the Universal Profile - User Record - View Users permission in order to view user records. | Core Administration |

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| Universal Profile - User Record - View Users | Grants ability to view user records in the system. Administrators can view the Modification History page for user records within their constraints. The administrator must have additional permissions to view specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| User - Edit Absent Status on My Account Page | Allows user to change absent status on My Account page. This is an end user permission. | Core |

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| User Permission and Constraint Details - View | Grants ability to access the Permissions Constraints Details page for a user. This permission also grants ability to see the Permissions Constraints Details link on the Permissions page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| User Preferences - Core Information: View | Grants ability to view the User Preferences administrator page. This permission does not allow administrators to modify the preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Leave Types: Manage | Grants ability to manage Leave Types on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Reasons for Change: Manage | Grants ability to define and configure Reasons for Change on the User Preferences administrator page, which may be used when modifying the user record. The administrator must also have the User Preferences - Core Information: View permission to access the User Preferences page.  This permission is also required to view and set the Reason for Change field when editing a user record.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Termination Reasons: Manage | Grants ability to manage Termination Reasons on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Statuses: Manage | Grants ability to manage User Statuses on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Types and Subtypes: Manage | Grants ability to manage User Types and Subtypes on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Rating Scales - Manage | Grants ability to manage rating scales for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Rating Templates - Manage | Grants ability to manage feedback templates for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Ratings - Feedback Assignment | Grants ability to assign a feedback request to a specific user. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, User's Self, and User's Direct Subordinates. The constraints on this permission determine which users can be selected in the feedback assignment. | Core Administration |

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| User Ratings - Feedback on specific person | Grants ability to request 360 feedback about a specific user. This permission is intended for administrators, managers, or other leadership roles. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates.  It is recommended to constrain this permission. Managers should be constrained to "User's Direct Reports." Administrators can constrain themselves or others to a diverse pool of potential raters. | Core Administration |

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| User Ratings - Request Others to Provide Feedback on Themselves | Grants ability to request that someone rate themself. This permission is intended for administrators, managers, or other leadership roles. This permission cannot be constrained. | Core Administration |

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| User Ratings - View All Shared Ratings | Grants the ability to view all ratings shared with others in addition to the rater. This permission applies anywhere the ratings are displayed, such as the People Matrix and Skills Profile. This permission is intended for indirect managers or non-managers to view rating data for users over whom they have no oversight. This permission grants access to all OU types, both standard and custom. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine whose shared ratings the person can view. This is a manager permission. | Core Administration |

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| User Ratings - View Ratings and Feedback about Other User | Grants ability to view ratings history and rating details about other people regardless of the visibility settings on the ratings. Grants ability to view the My Feedback Requests page. Administrators with this permission can view all ratings and feedback about all other users, regardless of the visibility settings of the ratings. This permission cannot be constrained.  This permission does not bypass visibility ratings about yourself, which means users cannot use this permission to view ratings provided about themselves that are otherwise not visible to them.  This permission is intended for an administrator or talent partner who needs broad access to all ratings occurring within the portal. | Core Administration |

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| User Ratings | For end users, this permission grants the ability to perform ratings and view ratings. For administrators, this permission is required, along with the specific user rating administration permissions to edit rating scales or templates. This permission cannot be constrained. | Core Administration |

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| User Record Custom Field Configurable Validations - Manage | Grants ability to manage the configurable validations for user record custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. This permission is only available to organizations that are using Cornerstone HR. | Core Administration |

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| User Upload Photo | Enables users to upload their photo to their user record, via the My Account screen. This is an end user permission. | Core |

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| Users - Edit Bypass User Purging | Grants ability to set individual users to bypass user purging on the Edit Users page. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. The availability of this permission is controlled by a backend setting. To enable this functionality, contact Global Customer Support. | Core Administration |

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| Users - Edit Core Information | Grants ability to add users and edit core information on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View and Users - View Core and Edit Custom Fields permissions. This permission cannot be constrained. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Create Users * Users - Edit General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users – Edit Custom Field Information | Grants ability to view and edit the custom fields on a user record. Administrators are only able to edit a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – Edit General Information | Grants ability to edit the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Local System ID | Enables administrator to modify the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Edit Middle Name | Grants ability to modify the middle name for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Mobile Phone | Grants ability to modify the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Personal Email Address | Enables administrator to edit the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - Edit Prefix | Grants ability to modify the prefix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Secure User Custom Fields - Unmasked | Grants the ability to edit secure user custom field info unmasked. This permission can be constrained by OU, Restrict to User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Applicability | Grants access to manage OU-based Applicability for user record custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Manage Secure User Custom Fields | Grants the ability to manage the setting secure user custom fields. This permission can be restrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Secure User Custom Fields - Masked | Grants the ability to view secure user custom field info masked. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Sensitive Information: Unmasked | Grants ability to view and edit unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view and edit the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Signature | Grants ability to modify the signature font for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Suffix | Grants ability to modify the suffix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit User ID | Enables administrator to modify the User ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Absent Status | Enables administrator to modify the Absent status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Active Status | Enables administrator to modify the Active status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Address | Enables administrator to modify the address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Approver | Enables administrator to modify the specified Approver for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Email | Enables administrator to modify the Email Address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Fax | Enables administrator to modify the Fax number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Language | Enables administrator to modify the portal display language for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Last Hire Date | Enables administrator to modify the Last Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Manager | Enables administrator to modify the assigned Manager for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Original Hire Date | Enables administrator to modify the Original Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Users Phone | Enables administrator to modify the Phone number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Users Photo | Enables administrator to upload a photo for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users - Edit Users Reconciliation | Enables administrator to modify the Reconciliation status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Required Approvals | Enables administrator to modify the number of required training approvals for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Time Zone | Enables administrator to modify the portal time zone for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Type and Status | Enables administrator to view and modify the type and status information for a user via the User Record. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users – Effective Dating: Manage | Enables administrator to make effective dated changes to the user record. This permission only works when used in conjunction with the Users - Edit General Information permission. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Regex | Grants access to manage OU-based Regex patterns for user custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Unlock Accounts | Grants ability to unlock user accounts that are currently locked. This permission can be constrained by OU, User's OU, User's Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Approver Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned approver. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Core and Edit Custom Fields | Grants ability to view core information on a user record, including first name, last name, username, assigned OUs, custom relationships, and custom fields. This permission also includes the ability to edit any custom fields that are visible to the administrator. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Edit Users * Universal Profile - User Record - View Users * Users - Edit Custom Field Information * Users - View Custom Field Information * Users - View General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users - View Criteria Search | Enables those who can search for and view users via the Admin/User screen to search by OU and Group criteria. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| --- | --- | --- |
| Users – View Custom Field Information | Grants ability to view the custom fields on a user record. Administrators are only able to view a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

|  |  |  |
| --- | --- | --- |
| Users – View General Information | Grants ability to view the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Universal Profile - User Record - View Users permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - View Local System ID | Enables administrator to view the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - View Manager Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned manager. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Middle Name | Grants ability to view the middle name for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Mobile Phone | Grants ability to view the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - View Modification Details | Grants ability to view the Modification Details on the User Record and view User Audits fields when creating a Reporting 2.0 report. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - View Personal Email Address | Enables administrator to view the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - View Prefix | Grants ability to view the prefix for a user's name via the Admin/User screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Masked | Grants ability to view masked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission cannot view the actual data. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Unmasked | Grants ability to view unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Signature | Grants ability to view the signature font for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. This is an administrator permission. | Core Administration |

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| --- | --- | --- |
| Users - View Suffix | Grants ability to view the suffix for a user's name via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View User ID | Enables administrator to view the User ID for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Absent Status | Enables administrator to view the Absent status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Active Status | Enables administrator to view the Active status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Address | Enables administrator to view the address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Approver | Enables administrator to view the specified Approver for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Email | Enables administrator to view the Email Address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Fax | Enables administrator to view the Fax number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Language | Enables administrator to view the portal display language for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Last Hire Date | Enables administrator to view the Last Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Manager | Enables administrator to view the assigned Manager for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Original Hire Date | Enables administrator to view the Original Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Phone | Enables administrator to view the Phone number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Photo | Enables administrator to view a photo for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Reconciliation | Enables administrator to view the Reconciliation status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Required Approvals | Enables administrator to view the number of required training approvals for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Time Zone | Enables administrator to view the portal time zone for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Type and Status | Grants ability to view user type and status information on the User Record. This permission cannot be constrained. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |

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| Welcome Page - View | Grants access to view Welcome Page. This permission cannot be constrained. This is an end user permission. | Core |

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| Welcome Page Preferences - Manage | Grants ability to configure the look and feel of the Welcome Page that users see upon logging in to the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Work Force Planning - Administrator | Grants access to the Headcount Planning page. Users with this permission can also create new headcount plans for any part of the organization, as well as create subplans that have been assigned to them. Administrators can only view plans that they have created or to which they were assigned as a Co-Planner or Primary Planner. This is an administrator permission. | Core Administration |

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| Work Force Planning - Cost Model Manager | Allows user to upload and manage costing files and exchange rates for Planning. | Core Administration |

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| Work Force Planning - Owner | Grants owner-level access to plans. Users with this permission can view their assigned plans and can create plans. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Reporting Analyst | Grants reporting analyst-level access to plans. Users with this permission cannot create plans or edit plan metadata. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Subplanner | Grants the ability to complete subplans that have been assigned to the user as a Primary Planner or a Co-Planner. Users with this permission cannot create new headcount plans or view all plans. Within the plans assigned to them, users can assign subplans to their direct reports. | Core Administration |

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| Writing Tools - Manage | Grants ability to activate or deactivate spell checker and inappropriate language filter by module, and create/manage categories for Comment Assistant used in performance tasks. This is an administrator permission. | Core Administration |

Performance Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Assign OU Development Plans | Grants ability to create and assign Development Plans to all users within specified organizational units or custom groups. This is an administrator permission. | Performance - Administration |

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| Assign Roles | Grants ability to assign roles to those for whom the user is a manager or approver. This permission cannot be constrained. This is a manager/approver permission. | Performance |

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| Bypass Development Plan Approval During Assignment | Grants permission to bypass any development plan approval requirements when submitting or assigning a development plan. This permission does not apply to development plans as part of Reviews. This is a system administration permission. | Performance |

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| Check-Ins - Create | Grants ability for the user to create and update Check-Ins. The permission constraints determine with whom the user can create Check-In discussions. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Subordinates, User's Direct Reports, User's Self, User's Manager, User's Superiors, and Employee Relationship. Users with constraints in the “Check-Ins - Create” permission cannot create a new Check-In with anyone who is not part of the constraints, but can still view and update any Check-In in which they are a participant.  This is an end user permission.  Note: Permission constraint to Employee Relationship grants permission to dotted line or secondary managers to create Check-Ins with users that report to them in the matrix structure. A constraint "Restricted to Employee Relationship: Detail Supervisor" means that the Detail Supervisor can create a Check-In with their indirect subordinate but the indirect subordinate cannot create a Check-In with their Detail Supervisor. | Performance |

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| Check-Ins - Settings - Manage | Grants ability for the user to update global settings relating to Check-Ins. The permission constraints determine whom can modify the global Check-In settings. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Subordinates, User's Direct Reports, User's Self, User's Manager, User's Superiors, and Employee Relationship.  This is an administrator permission. | Performance |

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| Check-In Templates - Manage | Grants ability to manage Check-Ins Templates. This permission cannot be constrained. This is an administrator permission. | Performance |

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| Company Goals - Create | Grants access to create goals that appear to all users as "company goals." This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - Edit | Grants ability to edit competencies in the Competency Bank. Administrators can only edit a competency if they have this permission and are also included in the Admin Visibility settings for the competency. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Bank Admin - Manage | Grants ability to create, copy, edit, view, and delete competencies in the Competency Bank. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| --- | --- | --- |
| Competency Assessment Bank Admin - View | Grants ability to view competencies in the Competency Bank. Administrators can only view a competency if they have this permission and are also included in the Admin Visibility settings for the competency. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model Admin - Edit | Grants ability to edit competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| --- | --- | --- |
| Competency Assessment Model Admin - Manage | Grants ability to create, edit, delete, and view competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| --- | --- | --- |
| Competency Assessment Model Admin - View | Grants ability to view competency models. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Competency Assessment Model | Grants access to define competency categories, competency model categories, and the default rating scale for competency models. This permission cannot be constrained. This is an administrator permission.  For organizations using the Data Load Wizard Competency Bank Data General Information load, this permission is required to utilize custom fields in the data load. | Performance - Administration |

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| Competency Assessment Task Administration | Grants ability to create/assign competency assessment tasks and manage activity within those tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Performance - Administration |

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| Create Employee Goals - Align | When creating a goal for users other than self or subordinates, this permission allows users to search for goals by user when aligning the goal with another user's goal. Users with this permission can only search for and align their goals with users who are within their permission constraints. If a user does not have this permission, then the Search field is not available within the Alignment pop-up. This permission works in conjunction with the Create Employee Goals permission. This permission can be constrained by OU, User's OU, and User. This is an administrator permission. | Performance - Administration |

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| Development Plans - Approve | Grants ability to approve or deny development plans that are pending the user's approval. This is a manager/approver permission. | Performance |

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| Development Plan Activity Types - Manage | Grants ability to create and edit activity types used in the development plans and templates. This is an administrator permission. | Performance - Administration |

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| Development Plan Categories - Manage | Grants ability to create and edit categories used to classify development plans. This is an administrator permission. | Performance - Administration |

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| Development Plan Custom Fields - Manage | Grants access to create and edit custom fields used in development plans and templates. This is an administrator permission. | Performance - Administration |

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| Development Plan Objective Categories - Manage | Grants ability to create and edit objective categories used in the development plans and templates. | Performance - Administration |

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| Development Plan Preferences - Manage | Grants the ability to manage Development Plan Preferences, where various Development Plan features can be enabled or disabled according to the needs of the organization. This is an administrator permission. | Performance - Administration |

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| Development Plan Templates - Manage | Grants ability to create and edit development plan templates that can be made available for use by end users. This is an administrator permission. | Performance - Administration |

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| Email Digest Administration - Manage | Grants ability to create, edit, view, and delete email digests. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The permission constraints determine which email digests the administrator can edit and delete. This is an administrator permission. | Performance - Administration |

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| Email Digest Administration - View | Grants ability to view email digests. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Employee Goals - Create | Allow user to Create Goals for other employees (other than self and subordinates). The constraints on this permission determine with which employees a user can align their goals. This permission can be constrained by OU, User's OU, Employee Relationships, and User. This is an administrator permission.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance - Administration |

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| Employee Relationships - Define | Grants ability to create and manage custom user relationship roles and peer groups that are utilized in performance tasks. This is an administrator permission. | Performance - Administration |

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| Employee Relationships - Manage | Grants ability to add and remove user peers and approve or deny peers that are pending approval. This access may be granted for all users or a subset of users depending on constraints. This permission also grants access to the Peers section on custom User reports. This is an administrator permission. | Performance - Administration |

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| Goal Configuration | Grants ability to manage Goal Configuration, which enables configuration of goal fields as well as goal statuses. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Goal Locking | Grants ability to lock all goals for all users across entire portal from edits or updates, via option on the Corporate Preferences screen. This is an administrator permission. | Performance - Administration |

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| Goal Perspectives - Manage | Grants ability to create and manage goal perspectives and categories which are used to categorize and filter goals. This is an administrator permission. | Performance - Administration |

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| Goal Preferences - Manage | Grants ability to manage Goal Preferences, where various goal features can be enabled or disabled according to the needs of the organization. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Goals - Approve | Grants ability to approve or deny goals that are pending the user's approval. This is a manager/approver permission.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance |

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| Goals - Create | Grants ability for user to create goals for self, direct reports, and indirect reports only. Any constraint on this permission is operating as an "AND" function. This permission can be constrained by Employee Relationship, OU, User's OU, and User Self and Subordinates. This is an end user permission. | Performance |

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| Goals - Dynamic Assignment Option | Grants ability to specify a goal as dynamically assigned, when assigning the goal to a population of users. If a goal is dynamically assigned, users who later meet the criteria will receive the goal. | Performance |

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| Goals Library | Grants ability to create and edit/update goal templates within the goal library, which can then be used by employees when creating their goals. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Launch Ad Hoc Observation Checklist | Enables a user to launch an ad hoc observation checklist. Having this permission does not guarantee that the user can launch an ad hoc observation checklist, only that they will have access to the Launch Observation Checklist page. There must be at least one ad hoc checklist for which the user is defined as a verifier. This permission cannot be constrained. This is an end user permission. | Performance |

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| Launch Off-Cycle Performance Review Task | Enables a user to launch an off-cycle performance review task. Having this permission does not guarantee that the user can launch an off-cycle review, only that they will have access to the Launch Performance Review page. A task must still be configured properly for the user to successfully launch an off-cycle review task. This permission works only if user has been designated to launch at least one currently active off-cycle performance review task. This permission can be constrained by OU, User's Subordinates, and Employee Relationship. This is an end user permission and does not apply to an administrator role. |

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| Manage Shared and Dynamic Goals | Grants ability to turn off the dynamic behavior and edit a dynamic goal from the Edit Goals page. The administrator or manager can only view and edit goals created by users that exist within the OU constraints set for this permission. | Performance |

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| My Competency Assessments | Enables users to view their own competency assessment results from the Competency Assessment Results screen. In addition, when creating a development plan and adding an objective to the plan, this permission enables users to browse recommended training and developmental actions from competency models, when this functionality is enabled in Development Plan Preferences. This is an end user permission. | Performance |

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| MyTeam Competency Assessment - Manage | Grants access to MyTeam Competency Assessments page for subordinates (and other users depending on constraints). This is primarily a manager permission. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Competencies tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam Development Plans | Grants ability for manager (or others depending on constraints) to view and manage progress of development plans via MyTeam and Talent Profile. Managers can also edit a subordinate's development plan. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Dev Plans tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.  For organizations using the Redesigned Development Plans functionality, this permission enables the user to access the Development Plans List page. | Performance |

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| MyTeam Goals | Grants ability for manager (or others depending on constraints) to view, edit and manage progress of Goals for their direct and indirect reports via MyTeam and Talent Profile. This permission can be constrained by OU, User's OU, User's Direct Reports, User, Employee Relationships, and User Self and Subordinates. The permission constraints determine for which users the Goals tab is available when viewing a user in My Team.  Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role.  Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.  Note: If this permission is constrained by Employee Relationships, assigned co-planners can create, view, and approve goals. | Performance |

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| MyTeam Peer Relationships - Manage | Enables managers (and others depending on constraints) to view and approve peers for direct and indirect subordinates via the MyTeam screen. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Peers tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam Performance Reviews | Grants ability for manager (or others depending on constraints) to view Performance Review results for their direct and indirect reports, via MyTeam and Talent Profile. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Reviews tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| MyTeam To Do's - Manage | Grant's access for manager (or others depending on constraints) to view "to do" tasks for their team and also create new to do's and manage progress on behalf of the user. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Create To Do's action link and To Do's section is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Performance |

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| Observation Checklist - Add Verifier by OU | Grants access to add or remove verifiers (validators) for a Checklist using the Availability control. The user must also have the View or Manage permission for Performance Observation Checklist. This is an administrator permission. | Performance - Administration |

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| Observation Checklist - Verifier | Enables user to serve as the verifier for the observation checklist of another user. This permission should be included in the dynamic security role "Checklist Verifier." The role, when active, is dynamically assigned to any user who is designated as a verifier for one or more checklists. This permission can be constrained by OU and User's OU. This is an end user permission. | Performance |

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| Observation Checklist Admin - Manage | Grants access to create and edit Observation Checklists, as well as view progress of users assigned to a given checklist and/or remove users from a checklist. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Observation Checklist Admin - View | Grants access to view observation checklists. This permission also enables user to see progress of all users assigned to a given checklist. This is an administrator permission. | Performance - Administration |

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| Observation Checklist User - Manage Pending Checklists | Grants ability to access the Pending Checklists page and manage pending checklist approvals. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Observation Checklist User - View Checklist | Grants ability to access the My Checklists page and the Checklist Details page. This permission cannot be constrained. | Performance - Administration |

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| Observation Checklists - Edit Validation Details | Grants access to edit a validation record for a competency or item for a user's checklist. This is an administrator permission. | Performance - Administration |

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| Offline Performance Reviews | Allow users to download and upload offline reviews. This permission works in conjunction with active performance review tasks. If the user has this permission and is assigned one or more steps of an active performance review task, that user may download the review for offline completion. This permission can be constrained by OU and User's OU. This is an end user permission. | Performance |

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| OU Goals - Create | Grants ability to create and assign goals to all users within a selected organizational unit or group. This is an administrator permission.  The constraints on this permission overwrite the constraints on the Goals - Create permission. That is, if a user has both permissions, then the constraints on the OU Goals - Create permission are applied. | Performance - Administration |

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| Performance Co-Planner | Enables a manager to name a performance review co-planner if co-planners are enabled for the performance review task. This permission should be assigned to the default user role to avoid constraint issues. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Manager, and User's Superiors. This is an end user permission. | Performance |

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| Performance Features Self Activation | Grants access to the Feature Activation Preferences page, where an administrator can activate new features associated with Performance. This is an administrator permission. | Performance - Administration |

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| Performance Review Bulk Sign Off | Enables reviewers to electronically sign off on current performance review tasks in bulk. This permission cannot be constrained. This is primarily a manager permission. | Performance |

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| Performance Review Custom Fields - Manage | Grants access to create and edit custom fields for Performance Reviews. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Performance Review Distribution Report - Calibration | Grants ability to adjust final overall rating for performance reviews when viewing the Performance Review Distribution report. This permission works in conjunction with the Performance Review Distribution Report permission. This permission cannot be constrained. This is an administrator permission. | Performance - Administration |

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| Performance Review Form Sections - Manage | Grants ability to create and manage performance review questions and sections which are used in performance review tasks. This permission can be constrained by OU and User's OU. This is an administrator permission. | Performance - Administration |

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| Performance Review Print Preferences - Manage | Grants ability to configure formatting preferences for the PDF version of performance reviews. This is an administrator permission. This permission can be constrained by OU and User's OU. | Performance - Administration |

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| Performance Review Print Preferences New UI – Manage | Grants ability to configure formatting preferences for the PDF version of redesigned performance reviews. This is an administrator permission. This permission can be constrained by OU and User's OU. | Performance - Administration |

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| Performance Review Task Administration | Grants ability to create/assign performance review tasks and manage activity within those tasks. This permission also gives the ability to enable and view co-planners for a task from the administration pages. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Performance - Administration |

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| Performance Review Task - Manage | Grants ability to assign performance review tasks and manage activity within those tasks. This permission works in conjunction with the Admin Visibility settings for the performance review task. Administrators who have this permission and are within the Admin Visibility settings can view the task, edit the task, add users, and view the task details. However, the admin cannot edit the Admin Visibility settings for the task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission control which users can be added to the task. | Performance - Administration |

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| Recommended Learning - View Recommended Learning for Others | Grants ability to view the recommended learning that is generated by machine learning for another user. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU. This is a manager permission. | Performance |

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| Request Roles | Grants ability to request a role from the Skills Matrix. Users can only request roles for which they are within the availability. This permission cannot be constrained. This is an end user permission. | Performance |

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| Role Management | Grants ability to view, edit, and copy roles. When editing or copying a role, administrators can delete or modify an assignment. However, this permission does not grant the ability to select assignment criteria for a role. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Subordinates, and User's Direct Reports. These permission constraints limit the users to whom administrators can assign a role. | Performance |

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| Role Management – OU Assignment | Grants ability to create a role. Administrators can also select assignment criteria when creating or editing a role. This permission can be constrained by OU, User's OU, User, and Self and Subordinates. | Performance |

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| Select Peers and Reviewers | Grants ability to select peers and reviewers in off-cycle performance reviews. This permission can be constrained by User's Corporation, OU, and User's OU. This is an end user permission. | Performance |

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| Skills Matrix | Grants access to the Skills Matrix page. This permission can be constrained by OU, User's OU, User's Direct Reports, User, User's Subordinates Only, and User Self and Subordinates. The permission constraints determine which users are available to view in the Skills Matrix. | Performance |

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| Succession Log | Allows users to view and edit the Succession Log for users. The Succession Log can be accessed from Succession Tasks, Helicopter View, and Succession Snapshot. This permission cannot be constrained. However, the user must also have permission to access the target user in the corresponding locations in the system. This is an administrator and manager permission. | Performance |

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| User To Do's | Grants access for user to create and manage "to do" tasks for self. This is an end user permission. | Performance |

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| View Goals | Grants ability to view own goals and (depending on role and settings) goals of others (manager's visible goals, direct subordinate's goals, company goals, division goals). This permission can be constrained by Employee Relationship, OU, User's OU, and User Self and Subordinates. This is an end user permission. | Performance |

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| View Performance Reviews | Grants ability to view the Performance Reviews page, which displays a user's own past performance reviews as well as performance review task steps they've been assigned to complete. This also grants ability to view the Batch Rating page. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an end user permission. | Performance |

Talent/Succession Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Candidate Search | Grants ability to create, save and manage Candidate Searches, a search for users by various criteria such as performance and succession ratings, resume data, etc. The constraints that are applied to this permission determine the users that are available within a candidate search. This is an administrator permission. | Talent/Succession - Administration |

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| Career Center - View | Enables users to view the Career Center, including Career Pathing and Job Search, depending on enabled components and preferences. This permission enables users to view the Internal Job Search widget on the Welcome Page and custom pages. This permission is also required to post a requisition to an internal career site. This is an end user permission. | Talent/Succession |

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| Career Center Preferences - Manage | Grants access to set preferences for Career Center. This is an administrator permission. | Talent/Succession - Administration |

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| Career Preference Location Bank | Grants access to configuration of Locations on Career Preferences page for Career Center and Universal Profile - Resume. This is an administrator permission. | Talent/Succession - Administration |

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| Career Preference Questions - Manage | Grants access to configuration of Career Preference questions for use in the Career Center. This permission also grants access to Career Preferences section of the Set Resume and Career Preferences page if Universal Profile - Resume is enabled. This permission This is an administrator permission. | Talent/Succession - Administration |

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| Delegate SMP Task | Enables a succession task owner to name a succession task co-planner, if co-planners are enabled for the succession task. This permission should be added to the relevant security role to allow succession task owners to search for and select co-planners. This permission cannot be constrained. This is an administrator permission. | Talent/Succession - Administration |

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| Job Interests - Manage | Grants ability to create and edit/update bank of Job Interests that users can select when indicating interest in a job for career path reasons. This is an administrator permission. | Talent/Succession - Administration |

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| MyTeam Resume - Manage | Grants access to My Team Resume page for subordinates (and other users depending on constraints). This is primarily a manager permission. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Resume tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Talent/Succession |

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| MyTeam SMP - Manage | Grants access to My Team Succession page for subordinates (and other users depending on constraints). This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. This is primarily a manager permission. Within My Team, the Succession tab is only available when viewing a direct report of the user. Note: By design, for any My Team permission that is included in the Manager default security role, all the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint.With the February 2018 release, this permission no longer grants direct access to the independent Helicopter View page. This functionality is now controlled by the SMP Helicopter Evergreen Calibration permission. However, the MyTeam SMP - Manage permission still enables access to Talent Conference tasks. | Talent/Succession |

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| Organization Chart | Allow users to view organization chart and create draft organization charts for future organizational changes. | Talent/Succession |

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| Resume Administration | Grants access to resume administration, which enables configuration of resume sections, including custom resume fields. This permission cannot be constrained. This is an administrator permission. Note: This permission does not apply to the Universal Profile - Resume functionality. | Talent/Succession - Administration |

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| SMP Helicopter Evergreen Calibration | Allows users to view and calibrate Evergreen succession data within the Helicopter View. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Direct Subordinates. The constraints that are applied to this permission determine whose data can be viewed and calibrated within the Helicopter View. This is an administrator or manager permission. | Talent/Succession |

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| SMP Helicopter Task Calibration | Allows users to view and calibrate succession data from a task within the Helicopter View. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User's Direct Subordinates. The constraints that are applied to this permission determine whose data can be viewed and calibrated within the Helicopter View. This is an administrator or manager permission. | Talent/Succession |

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| SMP Metrics/Custom SMP Fields - Manage | Grants access to create Succession Management Planning (SMP) metrics and fields to be used for assessing talent incumbents and successors via SMP tasks. This permission can be constrained by OU and User's OU. This is an administrator permission. | Talent/Succession - Administration |

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| SMP PowerPoint Report Preferences | Enables administrators to manage templates and tags for specific fields for use in the SMP PowerPoint Template report. This is an administrator permission. | Talent/Succession - Administration |

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| SMP Task - View | Grants the ability to view succession tasks. This permission is dynamically assigned to a user when they are assigned any type of SMP task. However, this permission is not dynamically removed when the SMP task has ended. This permission cannot be constrained. | Talent/Succession |

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| SMP Task Administration | Grants access to create Succession Management Plan (SMP) tasks for assessing talent incumbents and successors, and manage activity within those tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Talent/Succession - Administration |

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| Succession - Successor User Search | Grants ability to search for potential successors in a succession task or in Succession Snapshot within Universal Profile. Users who do not have this permission cannot search for potential successors. The constraints that are applied to this permission limit the users who can be searched and added as potential successors. This permission can be constrained by OU, User's OU, Subordinates, Direct Reports, User, and User Self and Subordinates. This is an end user permission.  Note: This permission is not dynamically assigned to users who are designated as a co-planner. This permission must be added to the relevant security role in order for the co-planner to search for potential successors. | Talent/Succession |

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| Succession Management Plan Templates - Manage | Grants ability to create and edit Succession Management Plan (SMP) templates for use in assessing talent (incumbents and successors) in SMP tasks. This permission cannot be constrained. This is an administrator permission. | Talent/Succession - Administration |

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| Succession Management Preferences | Enables administrators to view and edit the Snapshot Succession Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Talent/Succession - Administration |

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| Talent Pools - Manage | Grants ability to create and manage Talent Pools. This permission also grants access the ability to add candidates to a job requisition. This permission can be constrained by OU and User's OU. This is an administrator permission. | Talent/Succession - Administration |

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| Talent Profile - View | Allow managers to view an employee's Talent Profile, which provides a quick view of the user's User Record, Resume, Connect, and Career Center data, as well as comments made about the user. This permission can be constrained by User, User Self and Subordinates, Subordinates, OU, and User's OU. | Talent/Succession |

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| Team Builder | Grants ability to create, save and manage teams of users based on resume data, via the Team Builder. This is an administrator permission. | Talent/Succession - Administration |

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| Users - Manage User Resume | Grants access to view and edit user resumes from Admin/User Search page. This permission only works when used in conjunction with the Users - View permission. | Talent/Succession - Administration |

Universal Profile Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Action Items - EPM | Grants ability to view and take action upon Performance (EPM) items on the Action Items page and in the Your Action Items widget. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - Forms | Grants ability to view Form actions via the Universal Profile - Actions page or the Welcome/Custom page Actions widget. This permission cannot be constrained. | Universal Profile |

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| Action Items - LMS | Grants ability to view and take action upon Learning (LMS) items on the Action Items page. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - View | Grants ability to view action items on the Action Items page and in the Your Action Items widget. Users without this permission cannot access the Action Items page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, and User's Self. This is an end user permission. | Universal Profile |

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| Bio About - View | Enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.  On the Learner Home page, this permission also allows end users to view the Completions & Hours field, the training sidebar, and the Continue Learning carousel.  This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. Note: For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users. | Universal Profile |

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| Bio About Preferences - Manage | Enables administrator to access and edit the Bio About Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Bio Career Preferences - View | Grants ability to view the Bio - Career Preferences page for users within the permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Bio Resume - View | Enables user to view the Bio - Resume page for users within their permission constraints. If a user does not have permission to view the Bio - Resume page, then the Resume tab is not available. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Documents - Delete | Enables user to delete a file that has been uploaded to the Snapshot - Documents page. The constraints on this permission determine which documents the user can delete. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, Self and Direct Reports, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. | Universal Profile |

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| Feedback - Delete | Enables user to delete a feedback post or comment on a user's page. The user can delete feedback from the Feedback page of any user who is within the permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment, not the target user. | Universal Profile |

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| Feedback - Request | Enables user to request feedback from the Feedback page of their Universal Profile. Users can only request feedback from other users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. This is an end user permission.  Note: This permission should not be constrained by Employee Relationship, as this constraint would not be effective and does not stop the user from requesting feedback from users outside of Employee Relationship constraint if applied.  Note: This permission should not be constrained by Restrict to Employee Relationship because the User Picker is unable to evaluate this constraint. | Universal Profile |

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| Feedback - View and Post | Enables user to view the Feedback page of the Universal Profile and to post feedback. Users can only view the Feedback page for users within their permission constraints. Similarly, users can only post feedback for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Self, and Employee Relationship. This is an end user permission. | Universal Profile |

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| Feedback Details - View | Enables user to view the Feedback Details page and provide feedback when they are requested to provide feedback. This permission cannot be constrained. This is an end user permission. | Universal Profile |

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| Feedback Preferences - Manage | Enables administrator to access and edit the Feedback Preferences page. From this page, administrators can configure which options are available when users are requesting and providing feedback within the Universal Profile: Feedback page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Feedback - Request for other users | Enables user to request feedback on behalf of other users from their Feedback page. This permission can be constrained by User's Subordinates, Direct Reports, and Custom Relationship. | Universal Profile |

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| Snapshot - Badges | Enables user to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will always be able to view their own Badges widget when the widget is enabled. This permission also allows end users to view the Badges field on the Learner Home page.  This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Compensation | Enables user to view the Compensation widget within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Competencies | Enables user to view the Competencies widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Development Plans | Enables user to view the Development Plans widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - Manage | Enables user to manage their own goals, and others public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - View | Enables user to view their own goals, and others’ public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates.  Note: Managers can assign this permission to select subordinates when they are away from the office for an extended period. | Universal Profile |

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| Snapshot - Leaderboard | Enables user to view the Leaderboard widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Any user with this permission will always be able to view their own Leaderboard widget when the widget is enabled. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Peers | Grants ability to view the Peers widget within the Universal Profile - Snapshot page. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Self, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| --- | --- | --- |
| Snapshot - Reviews | Enables user to view the Reviews widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Documents - View | Grants ability to view the Documents widget and subpage within the Universal Profile - Snapshot page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot Folder Preferences - Manage | Enables administrator to view the Folder Preferences Admin page and manage folder creation, access, and deletion for the Documents page within Universal Profile: Snapshot. This permission cannot be constrained. This is an administrator permission. | Universal Profile |

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| Snapshot Main - View | Enables user to view the Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Preferences – Manage | Enables administrator to access and edit the Snapshot Preferences page. This permission can be constrained by Employee Relationship, OU, and User's OU. This is an administrator permission. | Universal Profile |

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| Snapshot Succession – Manage | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view and manage successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. | Universal Profile |

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| --- | --- | --- |
| Snapshot Succession - View | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Universal Profile Preferences - Manage | Enables administrator to access and edit the Universal Profile General Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

Edge and Data Load Permissions

Data Load Wizard Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Reporting and Data Management Permissions

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reports - Compensation (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Budget Status Report | Grants access to Budget Status Report, which displays the current budget status of all users in the report criteria for a given compensation task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Compensation |

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| Bulk Compensation Statements | Grants access to Bulk Compensation Statements Report, which generates compensation statements for multiple employees in a single report. | Reports - Compensation |

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| Compensation Adjustment Guidelines Report | Grants access to Compensation Adjustment Guidelines report, which displays adjustment guidelines that apply to an employee during a specific period for a particular compensation component. | Reports - Compensation |

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| Compensation Adjustment Report | Provides access to the Compensation Adjustment Report, which displays adjustments for base, bonus, and/or equity for employees within a compensation task. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Reports - Compensation |

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| Compensation Audit History Report | Grants access to Compensation Audit History report, which displays the comment audit history for compensation tasks. | Reports - Compensation |

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| Compensation EEO Report | Grants access to Compensation Equal Employment Opportunity Report, which displays EEO data and compensation information for a specific task. In order to run this report, EEO data such as gender and diversity needs to be loaded into the system. This is an administrator permission. | Reports - Compensation |

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| Compensation Modeling Report | Grants access to Compensation Modeling Report, which displays budget projections based on compensation modeling tasks. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Compensation |

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| Compensation Promotion Report | Grants access to Compensation Promotion Report, which reports on the promotion details within compensation tasks. | Reports - Compensation |

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| Compensation Statement Report | Grants access to Compensation Statement Report which enables printing the compensation statement for one user at a time. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, and User's Subordinates. | Reports - Compensation |

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| Deferral Payments Report | Grants access to Deferral Payments Report, which tracks payment schedules of deferred compensation for a population of users. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Reports - Compensation |

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| Employee Salary Range Report | Grants access to Employee Salary Range Report, which displays the salary range of each employee in the report criteria. | Reports - Compensation |

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| Individual Targets Report | Grants access to Individual Targets Report, which reports on users' target values for defined Bonus and Equity components for a specific date period. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Compensation |

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| Pay For Performance Report | Grants access to Pay For Performance Report, which displays the comparison of adjusted compensation for an employee against specific performance metrics for a given task. | Reports - Compensation |

Reports - Dashboards Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - Performance (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Average Competency Rating Report | Grants access to Average Competency Rating Report, which displays average competency ratings in columns, by user for a particular competency assessment task. | Reports - Performance |

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| Competency Assessment Freeform Question Report | Grants access to Assessment Freeform Question report, which reports on responses to freeform questions from within a competency assessment tasks. | Reports - Performance |

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| Competency Assessment Gap Analysis Report | Grants access to Competency Assessment Gap Analysis Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU and User's OU. | Reports - Performance |

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| Competency Assessment Response Report | Grants access to Competency Assessment Response Report, which displays the percentage breakdown of responses per item/behavior within a competency assessment. | Reports - Performance |

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| Competency Assessment Score Comparison Report | Grants access to Assessment Score Comparison Report, which displays the percentage breakdown of competency assessment responses by item/behavior. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Development Plan Exception Report | Grants access to the Development Plan Exception report, which displays all users who do not have an active approved development plan within a specific time period. | Reports - Performance |

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| Development Plan Group Details Report | Grants access to Development Plan Group Details report, which displays the details of each development plan for a selected group of users that fall within a specific time period. | Reports - Performance |

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| Development Plan Status Report | Grants access to the Development Plan Status report, which summarizes the status of all development plans for specific users during a specific time period. | Reports - Performance |

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| Employee Competency Current Ratings Report | Grants access to Employee Competency Current Ratings Report, which displays current competency ratings from the user's resume or competency assessment, whichever is more recent. | Reports - Performance |

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| Employee Peers Report | Grants access to Employee Peers Report, which displays approved peers for any group of users in the organization. | Reports - Performance |

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| Enterprise Competencies Report | Grants access to Enterprise Competencies Report, which allows comparison of average competency scores of two groups of users. This permission can be constrained by User Self and Subordinates. | Reports - Performance |

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| Goal Details Report | Grants access to Goal Details Report, which displays the details of each goal a user owns that fall within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Exception Report | Grants access to Goal Exception Report, which displays all users who do not have an active approved goal within a specific time period. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

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| Goal Hierarchy Report | Grants access to Goal Hierarchy Report, which displays a visual representation of the full hierarchy for a specified user's goals. | Reports - Performance |

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| Goal Progress Report | Grants access to Goal Progress Report, which summarizes the progress of all goals for specific users during a specific time period. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Status Report | Grants access to the Goal Status Report, which summarizes the status of all goals for specific users during a specified date range. | Reports - Performance |

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| Goal Target Report | Grants access to the Goal Target report, which summarizes all goal targets for specific users during a specific time period, regardless of the goal to which they belong. This report can be run on multiple users, but is always grouped by user. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Goal Tasks Summary Report | Grants access to Goal Tasks Summary Report, which summarizes all goal tasks for specific users during a specific time period, regardless of the goal to which each task belongs. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Individual Competency Ratings Analysis Report | Grants access to Individual Competency Ratings Analysis Report, which displays assessment results in detail for one or more users. This permission can be constrained by User Self and Subordinates, OU, and User's OU. | Reports - Performance |

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| Observation Checklist Comments Report | Grants access to Observation Checklist Notes report, which displays notes made on observation checklists. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Observation Checklist Report | Grants access to the Observation Checklist report, which enables administrators to report on Observation Checklist data. This permission can be constrained by User Self and Subordinates, OU, User’s OU, and User. | Reports - Performance |

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| Performance - Task User Status | Grants access to Task User Status Report. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Details Report | Grants access to Performance Review Group Details report, which can display multiple performance reviews for the same user within a given time range, all in a single PDF output. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Distribution Report | Grants access to Performance Review Distribution Report, which provides a graphical representation of the distribution of ratings for a given performance review task. This permission can be constrained by OU, User's OU, User's Self and Subordinates, and User's Subordinates. | Reports - Performance |

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| Performance Review Report | Grants access to Performance Review report, which allows display and printing of a specific performance review for one user at a time. The constraints on this permission also determine for which users the administrator can print the review task PDF and review attachments when viewing the performance review task details. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Performance |

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| Performance Review Rating Report | Grants access to Performance Review Rating Report, which displays performance review task overall and section ratings for multiple users. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, and User's Subordinates. | Reports - Performance |

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| Performance Review Section Rating Comparison Report | Grants access to Performance Review Section Rating Comparison Report, which displays individual question ratings for a review section of a performance review task for a group of users. This permission can be constrained by OU, User's OU, and User's Subordinates. | Reports - Performance |

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| Performance Review Step Status Report | Grants access to Performance Review Step Status Report, which displays the status of review steps within a performance review task. This permission can be constrained by OU, User's OU, User's Direct Reports, and User Self and Subordinates. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Performance |

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| Skills Matrix Report | Grants access to Skills Matrix Report, which displays an aggregate gap analysis of each competency in an assessment for a group of users. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Reports - Performance |

Reports - System (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Talent/Succession (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Resume and Career Preferences Report | Grants access to Resume and Career Preferences PDF Report, for 1-100 users at a time. | Reports - Talent/Succession |

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| Resume Section Details Report | Grants access to Resume Section Details Report, which allows reporting on a designated Resume section and its corresponding fields, of the Resume. | Reports - Talent/Succession |

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| SMP External Candidate Report | Grants access to SMP External Candidate Report, which displays the external candidates added as successors for a specific SMP task. This permission cannot be constrained. | Reports - Talent/Succession |

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| SMP Metric Grid - Calibration | Allows for calibration on the SMP Metric Grid report (ability to move users from one grid position to another and save the changes to the related SMP task). This permission works in conjunction with the SMP Metric Grid Report permission; user must have both permissions in order to enable calibration access to the metric grid report. This is an administrator permission. | Reports - Talent/Succession |

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| SMP Metric Grid Report | Grants access to SMP Metric Grid report, which displays the grid rating of users on an SMP metric grid. Report can be run for most recent grid rating across multiple SMP tasks, or from a specific SMP task. This permission can be constrained by OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Talent/Succession |

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| SMP PowerPoint Template Report | Grants ability to create custom PowerPoint templates with which to report on incumbents for an SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Reports - Talent/Succession |

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| SMP Resume/Feedback Report | Grants access to SMP Resume/Feedback Report, which displays responses to SMP task Resume/Feedback sub-step for a group of users. This permission can be constrained by OU and User's OU. | Reports - Talent/Succession |

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| SMP Succession Report | Grants access to SMP Succession Report which displays most recently named successors for a group of users, or successors named in a specific SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| SMP Survey Step Report | Grants access to SMP Survey Step Report, which displays the answers to questions from a survey step within a SMP task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Succession Management Plan Report | Grants access to Succession Management Plan report, which displays the selected sections of a Succession Management Plan Task of a specific assessor. This permission can be constrained by OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. The permission constraints determine which users are available within the report. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Reports - Talent/Succession |

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| Succession Metric Ratings Report | Grants access to Succession Metric Ratings Report, which displays all the ratings for a rating scale metric on a SMP task for a set of users. This permission can be constrained by OU and User's OU. | Reports - Talent/Succession |

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| Successor Details by Incumbent Report | Grants access to Successor Details by Incumbent, which displays the most recently nominated successors, or nominated successors from a specific SMP task, for a group of incumbent employees. The report can include multiple successor metrics and/or custom user fields. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Successor Details by Successor Report | Grants access to Successor Details by Successor, which displays the most recent positions or incumbents for which a user is nominated as a successor to fill or replace, or from a specific SMP task. The report can include multiple successor metrics and/or custom user fields. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

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| Talent Pool Details Report | Grants access to Talent Pool Details Report, which displays users for a given talent pool, including their date added and talent pool status. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. | Reports - Talent/Succession |

Reports - Track Employee (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Permissions for Recruiting

This page contains permissions that may apply to organizations using the Recruiting solution.

Core Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access FTP Account - View | Grants access to the FTP account landing page where the available accounts are displayed. Currently, this permission cannot be constrained. | Core Administration |

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| Access Partner Authorization - Manage | Grants ability to manage partner authorized access to portal via Partner Access Administration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Announcements - Post | Grants ability to view, create and update/edit announcements that will appear to populations of users via the Welcome Page Inbox widget or Announcements page. This is an administrator permission. | Core |

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| Announcements - View | Grants ability to view announcements created by others, via the Welcome Page Inbox widget or the Announcements page. This is an end user permission. | Core |

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| Authentication Preferences - Manage | Grants ability to configure which credentials are used for authentication/re-authentication purposes throughout the system. This permission works in conjunction with the preferences that are set within each workflow that uses authentication/re-authentication. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Available Languages - Modify | Grants access to choose what languages to which learning objects may be associated when users search for training. This is an administrator permission. | Core Administration |

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| Badge & Point Preferences - Manage | Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration. |

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| Batch Edit Users | Grants ability to modify user records in bulk. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Bypass IP Security Controls | Grants ability to bypass defined IP Security restrictions, allowing user to log in to the portal from IP addresses that are not authorized via the IP Whitelist screen. This is an administrator permission recommended only for system administrators. | Core Administration |

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| Bypass Required Group Preview | When the Group Preview functionality is enabled and the Require Preview Before Saving Edits toggle is enabled in Group Preferences, administrators with this permission can save edits to a Group or publish a draft without generating a preview. Administrators with this permission still have the option to generate a preview.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Edit | Grants ability to access the Capability Models Library and create and edit Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Capability Models Library - Manage | Grants ability to access the Capability Models Library and create, edit, and deactivate Capability Models. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Library Builder | Grants ability to import relevant Cornerstone Skills Graph skills based on user profile data and generate skill suggestions via the Skills Library Builder page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capabilities - Skills Profile - View | Grants the ability to view an employee Skills Profile. Users with this permission may view the Skills Profile for anyone in the organization. However, individual ratings have privacy settings that control visibility within the Skills Profile. This permission cannot be constrained. This is an end user permission. | Core Administration |

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| Capabilities - Skills Quick Start Wizard - Manage | Grants access to the Skills Quick Start Wizard administrator experience, which helps administrators configure and deploy skills within their organization. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Categories | Grants access to the Capability Categories functionality, where administrators can create and manage capability categories. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Edit | Grants the ability to create, edit, and copy capabilities via the Capability Library. Administrators with this permission cannot delete capabilities or change the status of a capability. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Library - Manage | Grants the ability to create, edit, copy, delete, import, and approve capabilities via the Capability Library. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Capability Preferences - Manage | Grants the ability to create and edit expertise levels and rating scales for capabilities via Capabilities Preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Care ? Community | Grants access to the Success Center link in Navigation Tabs and Links. This page enables administrators to use Single Sign On (SSO) to access the Success Center directly from their portal. This is an administrator permission. | Core Administration |

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| Change User Passwords - Administrator | Grants ability to change the portal password of another user. This permission works in conjunction with the Users - View permission. This permission can be constrained by User's Corporation, OU, User's OU, User's Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Connect FTP Folders - Manage | Grants ability to connect to an FTP folder from the FTP Account Access page. This permission can be constrained by FTP Account. When constraining this permission, administrators can select any FTP account that has been associated with the portal. The constraints on this permission determine to which FTP accounts the administrator can connect. This is an administrator permission. | Core |

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| Copy Down - Cancel | Allows administrator to access the Copy Down tool, view and cancel copy downs, and subscribe or unsubscribe to email notifications. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Core Features Activation | Grants ability to manage Core Feature Activation Preferences in which administrators can enable and disable certain features. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Corporate Logo List - View | Grants access to select header logo from the corporate list of images. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Corporate Preferences - Manage | Grants the ability to manage Corporate Preferences, which includes several portal-wide settings. This is an administrator permission. | Core Administration |

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| Corporate Preferences: Lockout Preferences - Manage | Grants ability to configure the Lockout Preferences on the Corporate Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Login Page - Manage | Grants the ability to create and edit custom login pages for the portal. Administrators with this permission can also enable or disable a custom login page and identify the default login page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Custom Pages - Manage | Grants access to create and edit custom pages for the portal. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This is an administrator permission. | Core Administration |

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| Deep Link: Base URL Control | Allows administrator to define the Base URL for all SSO module links. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Deep Link: View Modules | Allows administrator to view the deep links URLs. This is an administrator permission. | Core Administration |

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| Define Fiscal Year | Grants ability to set the fiscal year for aggregating annual training hours completed by users for display on the transcript page. This is an administrator permission. | Core Administration |

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| Display Preferences - Manage | Grants ability to configure Display Preferences, including Navigation Tab theme and settings and header logo displayed to end users. This is an administrator permission. | Core Administration |

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| Display Preferences - Upload Logo | Grants access to upload an image on the Display Preference Page. User must also have Display Preference permission. This is an administrator permission. | Core Administration |

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| Duplicate User Management Preferences - Manage | Grants ability to access and configure management of duplicate records, including parameters used to prevent duplicates. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Email - Edit From Address | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the Allow user to change email address option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |

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| Email Preferences - Manage | Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission. | Core Administration |

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| Employee Recognition Preferences - Manage | Grants ability to create and edit employee recognition awards for use by end users. This is an administrator permission. | Core Administration |

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| Form Completion - View and Edit OU and Employee Relation Fields | Allow users to view and modify organizational unit (OU) and employee relation fields when completing a form that contains the fields. The constraints on this permission determine which fields the user can view and edit when completing a form. This permission can be constrained by OU, User's OU, User, User Self and Subordinates, and User Subordinates. This is an end user permission. | Core |

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| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Email Administration - View | Grants view only access to email templates/triggers and email logs at the global level for the portal. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Global Search - People | Grants ability to search for people via Global Search. If this permission is constrained to a specific OU, then that constraint is automatically applied within Global Search, including search filters and search results. This is an end user permission. The availability of this permission is controlled by a backend setting.  Note: In Universal Profile > Bio > Career Preferences, this permission is required for users to search for jobs. | Core |

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| Global Search Preferences - Manage | Grants ability to configure Global Search Preferences. This is an administrator permission. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. By default, this permission is constrained to the organization. | Core Administration |

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| Grades - View | Grants ability to view the Grade Organizational Unit throughout the system, such as in availability drop down selectors, when editing users, etc. Those without this permission do not see the Grade OU on any screen. This is primarily an administrator permission, although organizational policy should determine whether the Grade OU should be visible to end users on reporting screens, etc. | Core Administration |

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| Grant Employee Recognition | Enables users to grant recognition awards to others, using a predefined list of awards created by administrators. This is an end user permission. | Core |

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| Group Preferences - Manage | Grants the ability to access and modify the Group Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Help Link - Manager | Provides access to view the User and Manager topics in online help. This is a manager permission. | Core |

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| Help Link - System Administrator | Provides access to view the User, Manager and System Administrator topics in online help. This is an administrator permission. | Core |

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| Help Link - User | Provides access to view the End User topics in online help. This is an end user permission. | Core |

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| Insights Dashboard | Allows user to access Insights Dashboard. This permission cannot be constrained. | Core |

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| Language Preferences - Manage | Grants ability to set default language for portal/OU and set whether end users may adjust their own portal display language. This is an administrator permission. | Core Administration |

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| Log In Message - Manage | Grants access to create a message that appears upon portal login to all users or a selected group/subset of users. This is an administrator permission. This permission can be constrained by OU and User's OU. | Core Administration |

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| Marketing Email Templates - Manage | Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission. | Core Administration |

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| Marketing Emails - Manage | Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - Manage | Grants the ability to manage the user device information for Multi-factor Authentication. This permission works with the MFA - Admin - User Device - View permission. Administrators can delete devices for user records within their constraints. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Admin - User Device - View | Grants the ability to view the user device information for Multi-factor Authentication. Administrators can view the page for user records within their Users - View permission constraints, and additional constraints can be added to this permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| MFA - Administration - Manage | Grants the ability to view and configure Multi-factor Authentication (MFA). This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| MFA - Administration - View | Grants the ability to view the Multi-factor Authentication (MFA) configuration. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| My Account - Manage | Allow users to view and modify their preferences on the My Account screen. The user must have this permission to access My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Devices - Manage | Manage device registrations from My Account. This permission cannot be constrained. This is an end user permission. | Core |

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| My Account Preferences - Manage | Grants access to the My Account Preferences page, which allows selection of which custom fields display in My Account by OU. Define whether custom fields appear as read only or are editable, and whether entry is required. Also provides ability to customize the names of the tabs that appear in My Account. This is an administrator permission. | Core Administration |

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| My Account Social - Manage | Grants ability to view and manage third party profile connections on the Social page in My Account. This is an end user permission. | Core |

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| MyTeam - Print | Grants ability to configure and print out a My Team profile. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| MyTeam Comments - Manage | Grants ability for manager (or others depending on constraints) to view Comments previously entered about their direct and indirect reports and also create new comments as well as attach files to comments. This permission can be constrained by OU, User's OU, User's Direct Reports, User, and User Self and Subordinates. The permission constraints determine for which users the Comments tab is available when viewing a user in My Team. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. Note: If the user's permission is also constrained by User Self and Subordinates, then this overrides the User's Direct Reports constraint. | Core |

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| MyTeam Search by OU | Grants ability to allow users to search by division and position when viewing MyTeam. The constraints upon this permission determine the OUs that are available within the search. Note: By design, for any My Team permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Core |

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| My Team/Talent Profile Preferences | Grants ability to set display preferences for the My Team and Talent Profile screens. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Navigation Tabs and Links - Manage | Grants ability to manage Navigation Tabs and Links for the portal. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Organizational Unit Custom Fields - Manage | Grant Access to create and edit custom fields for Org Units. This is an administrator permission. | Core Administration |

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| Org Chart - Preferences | Grants access to the Org Chart Preferences page. This permission cannot be constrained. | Core |

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| Org Chart - View | Grants access to the new Org Chart page for organizations with Cornerstone HR, Succession, or View. This permission can be constrained by OU, User’s OU, Users, User’s Self, User Self and Subordinates, User’s Manager, User’s Superiors, Employee Relationship, User’s Direct Subordinates, User's Subordinates. | Core |

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| Org Chart by Organization - View | Grants access to the Organization tab on the new Org Chart page. This permission cannot be constrained. This permission works in conjunction with the Org Chart - View permission. For users who do not have this permission, the Organization tab will not be available.  Note: This permission pertains to the new Org Chart functionality that is released with the February '17 release. The new Org Chart functionality is only available for organizations with Cornerstone HR, Succession, or View. | Core |

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| OU Group - Manage | Grants the ability to create, copy, and edit custom groups of users without allowing the ability to manage organizational units (OUs). This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - Update | Grants access to edit existing custom groups of users. This permission can be constrained by OU, User's OU, and Provider. This is an administrator permission. | Core Administration |

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| OU Group - View | Grants access to view existing custom groups. This permission can be constrained by OU. This is an administrator permission. | Core Administration |

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| OU Hierarchy - Manage | Grants ability to create and update/edit organizational units. This permission grants access to all OU types, both standard and custom. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Password Preferences - Manage | Grants ability to manage Password Preferences, which includes specifying the settings for users to change their own password, or for the system to generate an anonymous password, set the specific password requirements and allowing users to reset password by answering security questions. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| People Matrix | Grants access to the People Matrix functionality. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine which users are available in the People Matrix. This is a manager permission. | Core Administration |

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| People Matrix - Manage Preferences | This grants the ability to manage the People Matrix Settings. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Prevent Duplicate Users - Reconcile | Grants ability to view user accounts that have been identified as potential duplicates. Administrators can only view pending user records that were created by administrators who are within the constraints on this permission. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |

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| Report Delivery Preferences | Provides access to report delivery preferences, which enables administrators to set the preferences related to custom report delivery. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Reset Password and Public Keys - Manage | Grants ability to manage FTP account login password and public keys when applicable. Currently, this permission cannot be constrained. | Core Administration |

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| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

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| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| Security Health Check - Edit Security Issues | Grants ability to edit security issue settings in the Security Health Check tool and set them to Cornerstone's recommended value. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Security Health Check - View | Grants ability to view the Security Health Check tool. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Self Registration Groups - Manage | Grants ability to create and update/edit self-registration groups, which are configured to make a self-registration page available to people who are not added to the portal via user feed. This permission can be constrained by OU, User's OU, and User's Corporation. This is an administrator permission. | Core Administration |

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| Self Registration Groups - View | Grants ability to view Self Registration Groups when selecting Availability (for Training, Tasks, learning assignments, etc.) or User Criteria (for Learning Assignments). This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Self-Registration and User Record Custom Fields - Manage | Grants access to manage custom fields for user Self Registration and the user record in Custom Field Administration. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Share Manager/Approver Permissions | Enables managers and approvers to delegate certain types of approvals and MyTeam viewing permissions to others. This permission is only relevant to managers and approvers. | Core |

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| Single Sign On - CSOD Certificate | Grants ability to view, manage, and upgrade SSO certificates and configurations. This is an administrator permission. This permission cannot be constrained. | Core Administration |

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| Skills Profile - Critical Skills - View | Grants the ability to view the Critical Skills table for any user. This permission cannot be constrained. This is an administrator permission.  Administrators must also have permission to access the user's Skills Profile. | Core Administration |

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| SSO Link to Cornerstone Success Center | Grants access to an in-portal link to the Cornerstone Success Center sign in page. This is an administrator permission that should be limited to authorized client users of the Cornerstone Success Center. | Core Administration |

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| Support Information - Manage | Grants ability to manage Support Information, which includes specifying an email address and phone number for end users to contact for portal support. This permission works in conjunction with the Corporate Preferences permission. This is an administrator permission. | Core Administration |

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| Task - View | Grants ability to view assigned tasks via Scheduled Tasks screen and Welcome Page My Tasks widget. This is an end user permission. | Core |

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| Time Zone Preferences - Manage | Grants ability to set default time zone for portal/OU and set whether end users may adjust their own portal time zone. This is an administrator permission. | Core Administration |

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| Training Data Merge - Manage | Grants ability to merge the training records of multiple existing accounts and deactivate one of the accounts, if necessary. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. The applied constraints limit the users that are available to be merged and that are displayed in the History section. This is an administrator permission. | Core Administration |

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| Training Data Merge - View | Grants ability to view past training record merges. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. Which records are displayed in the History section is dependent on creator constraints. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Create Users | Grants ability to access the User Record Administration page and to create new users in the system. When creating a new user, this permission grants the ability to add general information, which includes first name, last name, username, assigned OUs, and custom relationships. The administrator must have additional permissions to add any additional fields. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Universal Profile - User Record - Edit Users | Grants ability to edit user records in the system. The administrator must have additional permissions to edit specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. Note: This permission DOES NOT grant the ability to view user records in the system. Administrators must have the Universal Profile - User Record - View Users permission in order to view user records. | Core Administration |

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| Universal Profile - User Record - View Users | Grants ability to view user records in the system. Administrators can view the Modification History page for user records within their constraints. The administrator must have additional permissions to view specific fields on the user record. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| User - Edit Absent Status on My Account Page | Allows user to change absent status on My Account page. This is an end user permission. | Core |

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| User Permission and Constraint Details - View | Grants ability to access the Permissions Constraints Details page for a user. This permission also grants ability to see the Permissions Constraints Details link on the Permissions page. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

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| User Preferences - Core Information: View | Grants ability to view the User Preferences administrator page. This permission does not allow administrators to modify the preferences. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Leave Types: Manage | Grants ability to manage Leave Types on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Reasons for Change: Manage | Grants ability to define and configure Reasons for Change on the User Preferences administrator page, which may be used when modifying the user record. The administrator must also have the User Preferences - Core Information: View permission to access the User Preferences page.  This permission is also required to view and set the Reason for Change field when editing a user record.  This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - Termination Reasons: Manage | Grants ability to manage Termination Reasons on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Statuses: Manage | Grants ability to manage User Statuses on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Preferences - User Types and Subtypes: Manage | Grants ability to manage User Types and Subtypes on the User Preferences administrator page. Administrators must also have the User Preferences - Core Information: View permission to access the User Preferences page. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| User Rating Scales - Manage | Grants ability to manage rating scales for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Rating Templates - Manage | Grants ability to manage feedback templates for capabilities. This permission cannot be constrained. This is an administrator permission.  This permission only works when used in conjunction with the User Rating permission. | Core Administration |

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| User Ratings - Feedback Assignment | Grants ability to assign a feedback request to a specific user. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, User's Self, and User's Direct Subordinates. The constraints on this permission determine which users can be selected in the feedback assignment. | Core Administration |

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| User Ratings - Feedback on specific person | Grants ability to request 360 feedback about a specific user. This permission is intended for administrators, managers, or other leadership roles. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates.  It is recommended to constrain this permission. Managers should be constrained to "User's Direct Reports." Administrators can constrain themselves or others to a diverse pool of potential raters. | Core Administration |

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| User Ratings - Request Others to Provide Feedback on Themselves | Grants ability to request that someone rate themself. This permission is intended for administrators, managers, or other leadership roles. This permission cannot be constrained. | Core Administration |

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| User Ratings - View All Shared Ratings | Grants the ability to view all ratings shared with others in addition to the rater. This permission applies anywhere the ratings are displayed, such as the People Matrix and Skills Profile. This permission is intended for indirect managers or non-managers to view rating data for users over whom they have no oversight. This permission grants access to all OU types, both standard and custom. This permission can be constrained to User, OU, User's OU, User Self and Subordinates, and User's Direct Subordinates. The constraints on this permission determine whose shared ratings the person can view. This is a manager permission. | Core Administration |

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| User Ratings - View Ratings and Feedback about Other User | Grants ability to view ratings history and rating details about other people regardless of the visibility settings on the ratings. Grants ability to view the My Feedback Requests page. Administrators with this permission can view all ratings and feedback about all other users, regardless of the visibility settings of the ratings. This permission cannot be constrained.  This permission does not bypass visibility ratings about yourself, which means users cannot use this permission to view ratings provided about themselves that are otherwise not visible to them.  This permission is intended for an administrator or talent partner who needs broad access to all ratings occurring within the portal. | Core Administration |

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| User Ratings | For end users, this permission grants the ability to perform ratings and view ratings. For administrators, this permission is required, along with the specific user rating administration permissions to edit rating scales or templates. This permission cannot be constrained. | Core Administration |

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| User Record Custom Field Configurable Validations - Manage | Grants ability to manage the configurable validations for user record custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. This permission is only available to organizations that are using Cornerstone HR. | Core Administration |

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| User Upload Photo | Enables users to upload their photo to their user record, via the My Account screen. This is an end user permission. | Core |

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| Users - Edit Bypass User Purging | Grants ability to set individual users to bypass user purging on the Edit Users page. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. The availability of this permission is controlled by a backend setting. To enable this functionality, contact Global Customer Support. | Core Administration |

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| Users - Edit Core Information | Grants ability to add users and edit core information on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View and Users - View Core and Edit Custom Fields permissions. This permission cannot be constrained. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Create Users * Users - Edit General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users – Edit Custom Field Information | Grants ability to view and edit the custom fields on a user record. Administrators are only able to edit a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – Edit General Information | Grants ability to edit the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - Edit Local System ID | Enables administrator to modify the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Edit Middle Name | Grants ability to modify the middle name for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Mobile Phone | Grants ability to modify the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Personal Email Address | Enables administrator to edit the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - Edit Prefix | Grants ability to modify the prefix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Secure User Custom Fields - Unmasked | Grants the ability to edit secure user custom field info unmasked. This permission can be constrained by OU, Restrict to User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Applicability | Grants access to manage OU-based Applicability for user record custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Manage Secure User Custom Fields | Grants the ability to manage the setting secure user custom fields. This permission can be restrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Secure User Custom Fields - Masked | Grants the ability to view secure user custom field info masked. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Sensitive Information: Unmasked | Grants ability to view and edit unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view and edit the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - Edit Signature | Grants ability to modify the signature font for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit Suffix | Grants ability to modify the suffix for a user's name via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - Edit User ID | Enables administrator to modify the User ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Absent Status | Enables administrator to modify the Absent status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Active Status | Enables administrator to modify the Active status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Address | Enables administrator to modify the address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Approver | Enables administrator to modify the specified Approver for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Email | Enables administrator to modify the Email Address for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Fax | Enables administrator to modify the Fax number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Language | Enables administrator to modify the portal display language for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Last Hire Date | Enables administrator to modify the Last Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Manager | Enables administrator to modify the assigned Manager for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Original Hire Date | Enables administrator to modify the Original Hire Date for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Phone | Enables administrator to modify the Phone number for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Photo | Enables administrator to upload a photo for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Reconciliation | Enables administrator to modify the Reconciliation status for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Required Approvals | Enables administrator to modify the number of required training approvals for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Time Zone | Enables administrator to modify the portal time zone for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - Edit Users Type and Status | Enables administrator to view and modify the type and status information for a user via the User Record. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users – Effective Dating: Manage | Enables administrator to make effective dated changes to the user record. This permission only works when used in conjunction with the Users - Edit General Information permission. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - Manage OU Based Regex | Grants access to manage OU-based Regex patterns for user custom fields. This permission cannot be restrained. This is an administrator permission. | Core Administration |

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| Users - Unlock Accounts | Grants ability to unlock user accounts that are currently locked. This permission can be constrained by OU, User's OU, User's Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Approver Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned approver. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Core and Edit Custom Fields | Grants ability to view core information on a user record, including first name, last name, username, assigned OUs, custom relationships, and custom fields. This permission also includes the ability to edit any custom fields that are visible to the administrator. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  Note: When the User Record Redesign is enabled in a portal, this permission is disabled. Administrators who previously had this permission are automatically assigned the following permissions:   * Universal Profile - User Record - Edit Users * Universal Profile - User Record - View Users * Users - Edit Custom Field Information * Users - View Custom Field Information * Users - View General Information   This permission is obsolete following the retirement of the legacy User Record in the May '17 release. | Core Administration |

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| Users - View Criteria Search | Enables those who can search for and view users via the Admin/User screen to search by OU and Group criteria. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users – View Custom Field Information | Grants ability to view the custom fields on a user record. Administrators are only able to view a custom field on a user's user record if the user is within their permission constraints and the administrator is within the availability of the custom field. This permission works in conjunction with the Users - View permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users – View General Information | Grants ability to view the general fields on a user record, including first name, last name, username, assigned OUs, and custom relationships. This permission works in conjunction with the Universal Profile - User Record - View Users permission. This permission can be constrained by OU, User's OU, User's Self, User Self and Subordinates, and User. This is an administrator permission. | Core Administration |

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| Users - View Local System ID | Enables administrator to view the Local System ID for a user via the admin/users screen. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. This permission cannot be constrained. This is an administrator permission. | Core Administration |

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| Users - View Manager Search | Enables those who can search for and view users via the Admin/User screen to search by users' assigned manager. This permission only works when assigned in conjunction with the Users - View permission. | Core Administration |

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| Users - View Middle Name | Grants ability to view the middle name for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Mobile Phone | Grants ability to view the Mobile Phone number for a user via the Admin/Users screen. The availability of this permission is controlled by a backend setting. This permission only works when used in conjunction with the Users - View permission. | Core Administration |

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| Users - View Modification Details | Grants ability to view the Modification Details on the User Record and view User Audits fields when creating a Reporting 2.0 report. This permission only works when used in conjunction with the Users - View permission. This is an administrator permission. | Core Administration |

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| Users - View Personal Email Address | Enables administrator to view the Personal Email Address for a user via the admin/users screen. This permission cannot be constrained. This is an administrator permission. By default, this permission is included in the System Administrator security role and parent roles of System Administrator. | Core Administration |

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| Users - View Prefix | Grants ability to view the prefix for a user's name via the Admin/User screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users and Users - View General Information permissions. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Masked | Grants ability to view masked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission cannot view the actual data. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Sensitive Information: Unmasked | Grants ability to view unmasked Sensitive Personally Identifiable Information (SPII) fields on the user record. Administrators with this permission have the option to view the actual data on the user record. This permission can be constrained by OU, User's OU, User's Self, User's Subordinates, User's Direct Subordinates, User, and Employee Relationship. This is an administrator permission. | Core Administration |

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| Users - View Signature | Grants ability to view the signature font for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. This is an administrator permission. | Core Administration |

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| Users - View Suffix | Grants ability to view the suffix for a user's name via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View User ID | Enables administrator to view the User ID for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Absent Status | Enables administrator to view the Absent status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Active Status | Enables administrator to view the Active status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Address | Enables administrator to view the address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Approver | Enables administrator to view the specified Approver for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Email | Enables administrator to view the Email Address for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Fax | Enables administrator to view the Fax number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| --- | --- | --- |
| Users - View Users Language | Enables administrator to view the portal display language for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Last Hire Date | Enables administrator to view the Last Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Manager | Enables administrator to view the assigned Manager for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Original Hire Date | Enables administrator to view the Original Hire Date for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Phone | Enables administrator to view the Phone number for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Photo | Enables administrator to view a photo for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Reconciliation | Enables administrator to view the Reconciliation status for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Required Approvals | Enables administrator to view the number of required training approvals for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Time Zone | Enables administrator to view the portal time zone for a user via the Admin/Users screen. This permission only works when used in conjunction with the Universal Profile - User Record - View Users permission. | Core Administration |

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| Users - View Users Type and Status | Grants ability to view user type and status information on the User Record. This permission cannot be constrained. This permission only works when used in conjunction with the Users - View and Users - Edit permissions. | Core Administration |

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| Users - View | Grants the ability to search for and view summary information about users in the portal via the Admin/Users screen. This permission can be constrained by OU, User's OU, User Self and Subordinates, and Users. If multiple constraints are added, these constraints are considered OR statements. This is an administrator permission. | Core Administration |

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| Welcome Page - View | Grants access to view Welcome Page. This permission cannot be constrained. This is an end user permission. | Core |

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| Welcome Page Preferences - Manage | Grants ability to configure the look and feel of the Welcome Page that users see upon logging in to the portal. This permission can be constrained by OU and User's OU. This is an administrator permission. | Core Administration |

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| Work Force Planning - Administrator | Grants access to the Headcount Planning page. Users with this permission can also create new headcount plans for any part of the organization, as well as create subplans that have been assigned to them. Administrators can only view plans that they have created or to which they were assigned as a Co-Planner or Primary Planner. This is an administrator permission. | Core Administration |

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| Work Force Planning - Cost Model Manager | Allows user to upload and manage costing files and exchange rates for Planning. | Core Administration |

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| Work Force Planning - Owner | Grants owner-level access to plans. Users with this permission can view their assigned plans and can create plans. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Reporting Analyst | Grants reporting analyst-level access to plans. Users with this permission cannot create plans or edit plan metadata. This permission cannot be constrained. | Core Administration |

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| Work Force Planning - Subplanner | Grants the ability to complete subplans that have been assigned to the user as a Primary Planner or a Co-Planner. Users with this permission cannot create new headcount plans or view all plans. Within the plans assigned to them, users can assign subplans to their direct reports. | Core Administration |

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| Writing Tools - Manage | Grants ability to activate or deactivate spell checker and inappropriate language filter by module, and create/manage categories for Comment Assistant used in performance tasks. This is an administrator permission. | Core Administration |

Employee Onboarding Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Employee Onboarding: Manage | Grants ability to manage user onboarding in the Onboarding Dashboard and the Onboarding tab on the Universal Profile. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Employee Onboarding |

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| Employee Onboarding: Manage Onboarding Tasks | Grants the ability to cancel an onboarding task or mark the task as complete. This permission also grants the ability to cancel onboarding workflows after the hire date. |  |

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| Employee Onboarding: View | Grants ability to view the Onboarding Dashboard and the Onboarding tab on the Universal Profile. This permission can be constrained by OU, User's OU, and User Self and Subordinates. | Employee Onboarding |

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| --- | --- | --- |
| Onboarding Integrations - Manage | Grants administrator ability to manage Recruiting and Onboarding Integrations. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Onboarding Navigation Tab - Manage | Grants ability to access and manage Navigation Tabs and Links Extensions in Onboarding. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Onboarding Workflows - Manage | Grants ability to access and manage Onboarding Workflows. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Start Onboarding | Allows user to start the onboarding process from applicant to employee and view onboarding progress from the Applicant Profile. This permission can be constrained by OU and User's OU.  When using the Start Onboarding option on the Applicant Profile page, recruiters must have the Start Onboarding permission and must be able to access the applicant's profile based on their permission constraints for the associated job requisition. | Employee Onboarding |

Forms Management and Administration Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Form Proxy Completion - Manage | Allows administrator to configure the Proxy Availability settings for a form. These settings determine which users can complete the form on behalf of other users and for which users they can complete the form. This permission can be constrained by OU, User's OU, User, and Employee Relationship. This is an administrator permission. | Forms Administration |

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| Form Self-Service - Manage | Grants access to manage Form Self Service and Self-Service Submissions within Manage Forms. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Administration |

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| Form Task Snapshot - Manage | Grants access to the Form Task Snapshot functionality within Form Task Administration. This permission cannot be constrained. This is an administrator permission. | Forms Administration |

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| Form Task Administration - Manage | Grants access to the Form Task Administration functionality. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Administration |

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| Manage Forms - Manage | Grants access to the Manage Forms functionality. This permission can be constrained by OU and User's OU. This is an administrator permission.  Note: This permission enables access to the Form Management functionality that is part of Cornerstone HR functionality and the Onboarding module. This permission does not grant access to the Training Forms Management functionality. | Forms Management Administration |

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| Question Bank - Manage | Grants access to the Question Bank functionality. This permission can be constrained by OU and User's OU. This is an administrator permission. | Forms Management Administration |

Recruiting Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Agency Portal | Grants access to manage the Agency Portal page. This permission cannot be constrained. | Recruiting |

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| Applicant and Application Custom Fields – Edit Values | Grants ability to edit Applicant custom field values on the Custom Fields tab of the Applicant Profile Snapshot page. Grants ability to edit the Application custom field values on the Summary tab of the Applicant Profile page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Applicant Flags Preferences - Manage | Grants ability to access and manage Applicant Flags Preferences. This permission cannot be constrained. | Recruiting Administration |

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| Applicants: Access Sensitive Statuses | Grants ability to access the applicant statuses that are configured as sensitive. | Recruiting |

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| Applicants: Add/Move to Requisition | Grants ability to add or move applicants to requisitions the applicant did not apply for. This permission can be constrained by OU, User's OU, and Grade. | Recruiting |

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| Applicants: Add to Talent Pool | Grants ability to add applicants to talent pools. | Recruiting |

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| Applicants: Delete Document | Grants ability to access, manage, delete, and replace documents on the Applicant Profile > Documents tab or Attachments tab. This permission cannot be constrained by OU. This is an administrator permission | Recruiting |

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| Applicants: View SHL Assessment Results | Grants applicants the ability to view assessment results. This permission cannot be constrained. This is an end user permission. | Recruiting |

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| Applicants: Assign Competency Assessment | Grants ability to assign competency assessments to candidates. | Recruiting |

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| Applicants: Assign SHL Assessments | Grants ability to assign SHL assessments to applicants from the Manage Applicants and Applicant Profile pages. This permission cannot be constrained. | Recruiting |

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| Applicants: Assign Training | Grants ability to assign training to candidates. | Recruiting |

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| Applicants: Assign Video Interview Integration | Allows user to assign video interview integrations from Manage Candidates. This permission cannot be constrained. | Recruiting |

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| Applicants: Comments - Manage | Grants ability to view and manage comments for applicants.  This permission also defines whether comments posted when an interviewer submits an interview recommendation are posted to the Comments section on the Applicant Profile tab. Note: Interview recommendation comments for interviewers who have this permission display on the Applicant Profile tab. For interviewers who do not have this permission, the comments do not display on the Applicant Profile tab. | Recruiting |

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| Applicants: Comments - View | Grants ability to view comments for applicants. | Recruiting |

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| --- | --- | --- |
| Applicants: Compare Candidates | Grants ability to compare candidates against each other | Recruiting |

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| Applicants: Edit Contact Details | Grants ability to edit the applicant details, including the name, phone, address, and photo on the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants: Edit Matching Criteria | Grants ability to edit the Position Criteria section on the New Submissions page in Manage Job Requisitions used to evaluate new submissions. | Recruiting |

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| Applicants: Manage HireRight Background Checks | Grants access to manage HireRight background checks from the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants: Manage Flags | Grants ability to add and remove applicant (user) and application flags. This permission also grants ability to use applicant flags in Search Candidates. This permission cannot be constrained. | Recruiting |

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| Applicants: Manage Hired Applicants | Grants ability to access and manage Manage Hired Applicants and also access the Users page and the Add/Edit User page via the Manage Hired Applicants page. This permission can be constrained by OU. This is an administrator permission. | Recruiting |

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| Applicants: Manage Interviews | Grants ability to manage and schedule interviews for applicants. This permission cannot be constrained. | Recruiting |

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| Applicants: Onboarding Notifications - Manage | Grants ability to send Onboarding Notification for all applicants in the Hired status. This permission cannot be constrained. | Recruiting |

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| Applicants: Ratings - Manage | Grants ability to view and manage ratings for applicants. | Recruiting |

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| Applicants: Ratings - View | Grants ability to view ratings for applicants. | Recruiting |

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| Applicants: Reset Candidate Password | Grants ability to change a candidate's password. This permission controls the ability to see the Reset Candidate Password option in the Options drop-down on the Applicant Profile page. The option is only visible to users with this permission. This permission cannot be constrained. | Recruiting |

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| Applicants: Send Email | Grants ability to send email to candidates. | Recruiting |

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| Applicants: Send email from Manage Candidates | Grants the ability to send emails to all candidates the user has access to from Manage Candidates. This permission cannot be constrained. | Recruiting |

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| Applicants: Send Customizable Email | Grants access to create and send adhoc emails to applicants (both individual and batch emails to group of applicants). The link Send Customizable Email from the Summary tab (within the Applicant Profile) and from the drop-down Action menu (within the Manage Applicants page) is available for users with this permission. This permission cannot be constrained. | Recruiting |

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| Applicants: Status Change | Grants ability to change applicant status for any applicant to whom the user already has access. This permission cannot be constrained. | Recruiting |

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| Applicants: Un-hide Hidden Contact Info | Grants access to un-hide hidden contact information on the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants: View Background Check Status | Allow user to view the background check status. The user cannot view the link to the detailed report. This permission cannot be constrained. | Recruiting |

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| Applicants: View Background Check Status and Details Link | This permission allows users to view the background check status and view a link to access the background check report, which can be found in the background check status type panel on the Applicant Profile page. This permission cannot be constrained. | Recruiting |

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| Applicants - View Candidate Matching Score | Grants ability to view a candidate's Matching Score on the Manage Candidates page. This permission is not constrained. | Recruiting |

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| Applicants: View Compliance Question Response | Grants ability to view compliance question responses from applicants. | Recruiting |

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| Applicants: View Email Tab | Grants access to view the Email tab within the Applicant Profile page and all of its content. This permission cannot be constrained. | Recruiting |

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| Applicants: View Video Interview Integration Status and Details Link | Allows user to view the video interview integration status and details link to access the video interview. This permission cannot be constrained. | Recruiting |

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| Applicant Status Bank - Manage | Grants ability to access and manage Applicant Status Bank. | Recruiting Administration |

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| Application Custom Fields – Manage | Grants ability to create and edit custom fields used for Applicant and Application. This permission also grants access to the Applicant Custom Fields and Application Custom Fields sections of the Requisition and Applicant Preferences page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Application Workflow Template - Manage | Grants ability to access and manage Application Workflow Templates. This permission can be constrained by OU and User’s OU. This is an administrator permission. | Recruiting Administration |

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| Application Workflow Template - View | Grants ability to access and view Application Workflow Templates. | Recruiting Administration |

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| Candidate Messages: View and Send Messages | Grants access to Candidate Messaging & SMS functionality. This permission cannot be constrained. This permission is added to Requisition: Owner and Applicant Reviewer roles by default and can be added to other security roles by the administrator. | Recruiting |

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| Career Site - Manage | Grants ability to access and manage Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Career Site - View | Grants ability to access and view Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Compliance Enablement Preferences - Manage | Grants ability to access and manage Compliance Enablement Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Compliance Question - Manage | Grants ability to access and manage Compliance Question Bank. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Config: Cost Field Management - Manage | Grants ability to access and manage the Cost Field Management page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| CRM Integration - Manage | Grants ability to manage Recruitment Marketing actions on the Manage Requisitions page. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Default Requisition Template – Manage | Grants access to manage Default Requisition Template Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Hiring Dashboard: Manage | Grants the ability to access the Hiring Dashboard. Access to the Hiring Dashboard is dynamically assigned when the user is a Requisition Owner or Applicant Reviewer (including Hiring Manager).  This permission is only assigned to the Hiring Manager/Applicant Reviewer when there is a qualified candidate for the requisition. A qualified candidate is any candidate that is past the New Submission stage. Until that point, the Hiring Dashboard will not be visible to recruiters who are dynamically assigned this permission who do not already have access to the Hiring Dashboard through another requisition. | Recruiting |

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| Hiring Dashboard: View Other Dashboards | Grants the ability to view other users' dashboards. While viewing another user's dashboard, no actions can be taken on behalf of the dashboard owner. User also needs access to their own Hiring Dashboard before accessing other dashboards using this permission. This permission can be constrained by OU, User's OU, User, and User's Subordinates. | Recruiting |

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| Interview Events - Manage | Grants access to create and edit interview events and sessions regardless of owner. The menu selection "Interview Events & Sessions" from the Recruit drop-down is available for users with this permission. This permission cannot be constrained. This is an administrator permission.  Note: Any administrator with this permission has access to all interview events, regardless of the organizational unit(s) to which they belong. | Recruiting Administration |

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| Interview Event - Owner | Grants ability to access interview events for which user is listed as an owner. This permission cannot be constrained. This is an administrator permission.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. Users must also have the Applicants: Manage Interviews permission in order to schedule events on the Interview Scheduler page. | Recruiting Administration |

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| Interview Guide – Manage | Grants ability to access and manage Interview Guide Management. This permission can be constrained by User. This is an administrator permission. | Recruiting Administration |

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| Interview Management Preferences – Manage | Grants ability to access and manage Interview Management Preferences. This permission can be constrained by OU and User's OU. This is an administrator permission. | Recruiting Administration |

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| Requisition: Localization Delete | Grants access to delete languages for a requisition. This permission cannot be constrained. | Recruiting |

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| View Private Comments | Grants ability to read all advance/do not advance feedback when reviewing candidates in Manage Candidates. | Recruiting |

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| Offer Letter Preferences - Manage | Grants ability to access and manage Offer Letter Preferences. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Offer Letter Template Management - Manage | Grants ability to access and manage Offer Letter Template Management. This permission can be constrained by OU and User's OU. Creator constraints apply. This is an administrator permission. | Recruiting Administration |

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| Offer Letter Template Management - View | Grants ability to access and view Offer Letter Template Management. This permission can be constrained by OU and User's OU. Creator constraints apply. This is an administrator permission. | Recruiting Administration |

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| Offer: Approver | Grants ability to access and approve/deny offer letters and include comments for offers for which the user is listed as an approver. Grants ability to access pages related to requisitions for which the user is listed as an approver, including read-only access to all tabs of the Edit Requisition page in Manage Job Requisitions. This permission cannot be constrained. Note: This is a dynamically assigned permission that is not available in Security Role Administration. This permission cannot be constrained. Once assigned, the permission is never removed dynamically, which enables approvers to revisit offer letters that they have already approved or denied. If an approver is removed from an offer that is in a Pending Offer status, the approver can no longer access that version of the offer letter in their Pending tab. If an approver is removed from a past version of an offer, the approver's access to the past offer remains. This permission cannot be manually assigned. | Recruiting |

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| Offer: Edit Letter Content | Grants ability to access and manage the Offer Letter step when creating or editing a job requisition. Grants ability to edit the offer letter content and settings on the Applicant Profile page. To manage offer letter content on a job requisition, this permission must be used in conjunction with the Requisition: Manage permission. To manage offer letter content on the Applicant Profile page, this permission must be used in conjunction with the Offer: Manage Offers permission. This permission cannot be constrained. | Recruiting |

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| Offer Letter Custom Fields – Manage | Grants access to manage Offer Letter custom fields within Custom Field Administration. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Offer: Manage Offers | Grants ability to manage all functionality available in the Offer Letter Management table of an applicant's profile, as well as view offer letters on the Documents tab of the Applicant Profile page. This permission must be used in conjunction with the Requisition: Manage or Requisition: Owner permission. This permission cannot be constrained.  Note: Users must also be assigned the Offer: Edit Letter Content permission in order to edit offer letters that are generated from a template.  Note: Users must also be assigned the Offer: Select Letter Template permission to change the template that is used when generating offer letters.   * If an offer letter template is defined at the Requisition Level[[3]](#footnote-3), then users without the Offer: Select Letter Template permission can only use the template defined at the requisition level when configuring the offer letter at the Applicant Level[[4]](#footnote-4). * If an offer letter template is not defined at the requisition level, then users must have the Offer: Select Letter Template permission in order to use a template at the applicant level.   Note: Users must also be assigned the Applicants: Access Sensitive Statuses permission to access offer letters that are defined as sensitive. | Recruiting |

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| Offer: Select Letter Template | Grants ability to select, edit, and modify the offer letter template that is used when generating an offer letter on the Applicant Profile page. This permission must be used in conjunction with the Offer: Manage Offers permission. Users that do not also have the Offer: Manage Offers permission cannot change the template used when generating offer letters. This permission can be constrained by OU and User's OU. Creator constraints apply. | Recruiting |

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| Preboarding Organizational Units - Manage | Grants ability to access and manage Preboarding OU Configurations. This permission cannot be constrained. This is an administrator permission. | Employee Onboarding - Administration |

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| Pre-Screening Question Bank - Manage | Grants ability to access and manage Pre-Screening Question Bank. | Recruiting Administration |

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| Recruiting Agencies - Manage | Grants ability to manage the Manage Recruiting Agencies page. This is an administrator permission. This permission cannot be constrained. | Recruiting Administration |

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| Recruiting Configure Email Templates- Manage | Grants ability to configure email communication templates for Recruiting. This permission cannot be constrained. This is an administrator permission. | Recruiting |

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| Recruiting Forms - Assign | Grants access to assign forms in Recruiting. This permission cannot be constrained. | Recruiting |

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| Recruiting General Preferences - Manage | Grants ability to access and manage Recruitment General Preferences. | Recruiting Administration |

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| Recruiting Integrations - Manage | Grants ability to access and manage the Recruiting Integrations Preferences page. This is an administrator permission. This permission cannot be constrained. | Recruiting Administration |

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| Recruiting Manager Dashboard | Grants access to the Recruiting Manager Dashboard page. This permission cannot be constrained. | Recruiting |

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| Recruiting: Search Candidates | Grants ability to access Candidate Search page for recruiting, which enables searching for internal candidates and external candidates who have applied for open positions. This permission also enables the Invite to Apply action item to appear in the Actions drop-down on the Search Candidates - Search Results page. This permission can be constrained by OU and User's OU. | Recruiting Administration |

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| Referral Preferences - Manage | Grants ability to access and manage Referral Preferences. In addition, this permission enables administrators to view and access the Referrals widget in Welcome Page Preferences and Manage Custom Pages. | Recruiting Administration |

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| Requisition: Approver | Enables approver to access and approve/deny requisitions for which they are an approver. This permission cannot be constrained. Note: This is a dynamically assigned permission. If the user is removed as an approver for an offer that is in a Pending Offer status, the user can no longer access that version of the offer. This permission cannot be manually assigned. | Recruiting |

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| Requisition: Edit Applicant Review | Grants ability to edit the Applicant Review tab of the Edit Requisition page. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Application Workflow | Grants ability to access and create the application workflow for job requisitions. This applies to external, internal, and recruiting agency submissions. For users without this permission, the Application Workflow tab only allows removal of items that are included in the application workflow that is used for the requisition. This permission cannot be constrained. | Recruiting Administration |

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| Requisition: Edit Approvals | Grants ability to edit the requisition approval section for requisitions. | Recruiting |

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| Requisition: Edit Attachments | Grants ability to add and delete attachments to requisitions and requisition templates. This permission cannot be constrained. Note: This permission does not grant access to remove attachments on the Applicant Profile page that are submitted by the applicant. | Recruiting |

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| Requisition: Edit Cost Details | Grants ability to add and edit costs on the Cost Details tab of the Requisition Snapshot page. This permission must be used in conjunction with the Requisition: Manage permission or the dynamically assigned Requisition: Owner permission. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Description | Grants ability to edit the internal and external descriptions for requisitions. This permission cannot be constrained. This permission must be used in conjunction with the Requisition: Manage permission. Note: For requisition owners and managers who do not have this permission, when editing a job requisition, the requisition description section is read-only. | Recruiting |

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| Requisition: Edit Interviewers | Grants ability to edit the requisition interviewers section for requisitions. Users with this permission can also edit the interviewers for Interview status types from the Applicant Profile page. This permission can be constrained by OU. Note: If OU constraints are applied, then the only users who recruiters can add as interviewers are the users who they can view based on the OU constraints. | Recruiting |

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| Requisition: Edit Job Ad | Grants ability to edit the Job Ad tab of the Edit Requisition page. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Offer Letter - Offer Letter (Manage) | Grants ability to edit the Offer Letter and Offer Approvals sections on the Offer Letter step when creating or editing a job requisition. This permission must be used in conjunction with the Requisition: Manage permission. Requisition owners that are assigned this permission have edit access to the Offer Letter step when creating or editing a job requisition. This permission can be constrained by OU. Note: For requisition owners and managers that do not have this permission, the Offer Letter step is read-only when editing a job requisition. | Recruiting |

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| Requisition: Edit Owners | Grants ability to edit the owners section for requisitions. This permission can be constrained by OU and User's OU. | Recruiting |

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| Requisition: Edit Postings | Grants ability to edit the Job Postings page for a job requisition. In addition, this permission enables users to store user-level credentialing information for job board aggregation partners on Edge. This permission cannot be constrained. | Recruiting |

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| Requisition: Edit Qualifications | Grants ability to edit the minimum and ideal qualifications for requisitions. This permission cannot be constrained. This permission must be used in conjunction with the Requisition: Manage permission. Note: For requisition owners and managers who do not have this permission, when editing a job requisition, the requisition description section is read-only. | Recruiting |

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| Requisition: Edit Reviewers | Grants ability to edit the requisition reviewers section for requisitions. This permission can be constrained by OU. | Recruiting |

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| Requisition: Hiring Manager | Grants ability to view requisitions and applicants for jobs for which user is listed as a Hiring Manager. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as a hiring manager, the permission is revoked for the associated requisition. This permission cannot be manually assigned. | Recruiting |

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| Requisition: Interviewer | Grants ability to access and view past and future interviews and record interviewee recommendations. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. Once a user is scheduled as an interviewer for an applicant, the user will always have permission to view the interview details on the Interview Manager page. Users with this permission can do the following:   * Access the Interview Manager page. * View the resume and cover letter for applicants for whom they are an interviewer. * View the applicant profile for applicants for whom they are an interviewer. * View the interview guide for the requisition for which they are listed as an interviewer. * Recommend that an applicant be advanced or not advanced. | Recruiting |

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| Requisition: Manage | Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade. | Recruiting |

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| Requisition: Owner | Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition. | Recruiting |

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| Requisition Preferences - Manage | Grants ability to access and manage Requisition and Applicant Preferences. This permission cannot be constrained.  Note: Users with the Requisition: Manage permission will not be affected by [**Field Level Access settings**](file:///C:/cornerstone-csx-online-help/Content/Preferences/Recruiting%20Preferences/Requisition%20Preferences%20-%20Requisition%20Field%20Level%20Access.htm). | Recruiting Administration |

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| Requisition Request Preferences - Manage | Grants ability to edit the Requisition Requests Preferences page. This permission cannot be constrained. | Recruiting Administration |

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| Requisition Request: Select Users | Grants ability to select requisition owners, reviewers, and interviewers when creating requisition requests. This permission can be constrained by OU and User's OU. The constraints define which users are available when selecting users for requisition requests. | Recruiting |

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| Requisition: Submit Request | Grants ability to create requisition requests. This permission can be constrained by OU and User's OU. | Recruiting |

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| Requisition: Reviewer | Enables reviewer to access requisitions and applicants for requisitions for which they are a reviewer. This permission cannot be constrained.  Note: This is a dynamically assigned permission that is not available in Security Role Administration. Once a requisition is in a Closed or Cancelled status or if the user is removed as a reviewer, the permission is revoked for the associated requisition. This permission cannot be manually assigned.  Note: If an applicant reviewer is removed as a reviewer via the Applicant Profile page, the Requisition: Reviewer permission is revoked for the associated requisition. However, if the reviewer was also added as a reviewer via the General tab when creating, editing, or copying the requisition, the reviewer still appears on the In Review panel as a duplicate reviewer and retains access to the requisition and applicants from the Requisition: Reviewer permission. See [**Applicant Profile Page Overview**](file:///C:/cornerstone-csx-online-help/Content/Manager/Recruiting/Applicant%20Profile%20Page%20Overview.htm) for more information about duplicate reviewer instances. | Recruiting |

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| Requisition: Select Recruiting Agency | Grants access to manage the Agency Postings workspace on the Requisition - External Postings page. This permission cannot be constrained. | Recruiting |

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| Requisition Template – Application Workflow Template - Manage | Grants ability to set and edit Application Workflow Templates when editing Requisition Templates. This permission can be constrained by OU and User’s OU. This is an administrator permission. | Recruiting Administration |

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| Requisition Template - Manage | Grants ability to access and view Requisition Templates. This permission cannot be constrained. This is an administrator permission. | Recruiting Administration |

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| Requisition Template – Offer Letter Template - Manage | Grants ability to access and manage the Offer Letter step when creating or editing a job requisition template. This permission must be used in conjunction with the Requisition Template - Manage permission. Creator constraints apply; administrators with this permission can only access offer letter templates that are available to them based on the creator constraint. This is an administrator permission. Note: For administrators that do not have this permission, the Offer Letter step is read-only when creating or editing a job requisition template. | Recruiting Administration |

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| Requisition Template - View | Grants ability to access and view Requisition Templates. This is an administrator permission. | Recruiting Administration |

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| Requisition: View/Edit Salary Range | Grants ability to view and edit the salary range on a requisition and also grants visibility to the COMPENSATION.RANGE, JOB.COMPENSATION.RANGE.MAX, and JOB.COMPENSATION.RANGE.MIN tags within the Recruiting functionality. This permission cannot be constrained. | Recruiting |

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| Selection Custom Reports | Grants the user Reporting 2.0 access to applicant scores from the Cornerstone Selection module for Reporting 2.0 reports. This permission cannot be constrained. | Recruiting |

Universal Profile Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Action Items - EPM | Grants ability to view and take action upon Performance (EPM) items on the Action Items page and in the Your Action Items widget. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - Forms | Grants ability to view Form actions via the Universal Profile - Actions page or the Welcome/Custom page Actions widget. This permission cannot be constrained. | Universal Profile |

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| Action Items - LMS | Grants ability to view and take action upon Learning (LMS) items on the Action Items page. This permission can be constrained by OU, User's OU, User's Self, and User's Self and Subordinates. This is an end user permission. | Universal Profile |

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| Action Items - View | Grants ability to view action items on the Action Items page and in the Your Action Items widget. Users without this permission cannot access the Action Items page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, and User's Self. This is an end user permission. | Universal Profile |

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| Bio About - View | Enables user to view the Bio page for users within their permission constraints. This permission must be enabled to view the Transcript page within Universal Profile. If a user does not have this permission and they click a person's name or user photo within the Universal Profile, then the Bio page will not open.  On the Learner Home page, this permission also allows end users to view the Completions & Hours field, the training sidebar, and the Continue Learning carousel.  This permission can be constrained by Employee Relationship, OU, User's OU, User's Direct Reports, User Self and Subordinates, and User. Note: For security purposes, this permission is constrained to User Self and Subordinates by default. However, the permission constraints can be modified to allow users to view the Bio About page for other users. | Universal Profile |

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| Bio About Preferences - Manage | Enables administrator to access and edit the Bio About Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Bio Career Preferences - View | Grants ability to view the Bio - Career Preferences page for users within the permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Bio Resume - View | Enables user to view the Bio - Resume page for users within their permission constraints. If a user does not have permission to view the Bio - Resume page, then the Resume tab is not available. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User's Direct Reports, User's Self, and User. | Universal Profile |

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| Documents - Delete | Enables user to delete a file that has been uploaded to the Snapshot - Documents page. The constraints on this permission determine which documents the user can delete. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, Self and Direct Reports, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. | Universal Profile |

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| Feedback - Delete | Enables user to delete a feedback post or comment on a user's page. The user can delete feedback from the Feedback page of any user who is within the permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. The permission constraints apply to the creator of the post or comment, not the target user. | Universal Profile |

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| Feedback - Request | Enables user to request feedback from the Feedback page of their Universal Profile. Users can only request feedback from other users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User's Self. This is an end user permission.  Note: This permission should not be constrained by Employee Relationship, as this constraint would not be effective and does not stop the user from requesting feedback from users outside of Employee Relationship constraint if applied.  Note: This permission should not be constrained by Restrict to Employee Relationship because the User Picker is unable to evaluate this constraint. | Universal Profile |

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| Feedback - View and Post | Enables user to view the Feedback page of the Universal Profile and to post feedback. Users can only view the Feedback page for users within their permission constraints. Similarly, users can only post feedback for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User's Self, and Employee Relationship. This is an end user permission. | Universal Profile |

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| Feedback Details - View | Enables user to view the Feedback Details page and provide feedback when they are requested to provide feedback. This permission cannot be constrained. This is an end user permission. | Universal Profile |

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| Feedback Preferences - Manage | Enables administrator to access and edit the Feedback Preferences page. From this page, administrators can configure which options are available when users are requesting and providing feedback within the Universal Profile: Feedback page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

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| Feedback - Request for other users | Enables user to request feedback on behalf of other users from their Feedback page. This permission can be constrained by User's Subordinates, Direct Reports, and Custom Relationship. | Universal Profile |

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| Snapshot - Badges | Enables user to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will always be able to view their own Badges widget when the widget is enabled. This permission also allows end users to view the Badges field on the Learner Home page.  This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Compensation | Enables user to view the Compensation widget within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Competencies | Enables user to view the Competencies widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Development Plans | Enables user to view the Development Plans widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - Manage | Enables user to manage their own goals, and others public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Goals - View | Enables user to view their own goals, and others’ public goals, using the Goals widget and subpage within the Universal Profile - Snapshot page, for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports.  Best Practice: For most users, this permission should be constrained by User Self and Subordinates.  Note: Managers can assign this permission to select subordinates when they are away from the office for an extended period. | Universal Profile |

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| Snapshot - Leaderboard | Enables user to view the Leaderboard widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission works in conjunction with the Snapshot Main - View permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Any user with this permission will always be able to view their own Leaderboard widget when the widget is enabled. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot - Peers | Grants ability to view the Peers widget within the Universal Profile - Snapshot page. This permission can be constrained by OU, User's OU, User's Self and Subordinates, User, User's Self, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot - Reviews | Enables user to view the Reviews widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. This permission can be constrained by OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, User's Direct Reports, and Employee Relationship. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Documents - View | Grants ability to view the Documents widget and subpage within the Universal Profile - Snapshot page. This permission can be constrained by Employee Relationship, OU, User's OU, User's Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. This is an end user permission. | Universal Profile |

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| Snapshot Folder Preferences - Manage | Enables administrator to view the Folder Preferences Admin page and manage folder creation, access, and deletion for the Documents page within Universal Profile: Snapshot. This permission cannot be constrained. This is an administrator permission. | Universal Profile |

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| Snapshot Main - View | Enables user to view the Snapshot page for users within their permission constraints. This permission can be constrained by Employee Relationship, OU, User's OU, User Self and Subordinates, User, User's Self, User's Manager, User's Superiors, User's Subordinates, and User's Direct Reports. Best Practice: For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Snapshot Preferences – Manage | Enables administrator to access and edit the Snapshot Preferences page. This permission can be constrained by Employee Relationship, OU, and User's OU. This is an administrator permission. | Universal Profile |

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| Snapshot Succession – Manage | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view and manage successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. | Universal Profile |

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| --- | --- | --- |
| Snapshot Succession - View | Enables user to view the Succession widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. On this page, users can view successors and successor ratings. Users cannot view their own Succession widget and subpage, regardless of permissions. This permission can be constrained by OU, User's Subordinates, User's Direct Subordinates, and Employee Relationship. For most users, this permission should be constrained by User Self and Subordinates. | Universal Profile |

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| Universal Profile Preferences - Manage | Enables administrator to access and edit the Universal Profile General Preferences page. This permission can be constrained by OU and User's OU. This is an administrator permission. | Universal Profile |

Edge and Data Load Permissions

Data Load Wizard Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Data Load Wizard - Compensation | Enables administrator to load compensation data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Competency Bank | Enables administrator to load competency bank data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Data Load Queue | Enables administrator to access the Data Load Queue screen, which displays all data loads, including current and past loads. Constraints can be applied to this permission. However, these constraints do not impact which data loads are visible to the administrator. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Create | Enables administrator to access the Feed Summary page in order to create and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation – Run Feed | Enables administrator to access the Feed Summary page in order to manually run a compensation data feed once it has been created. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Feed Configuration: Compensation - Save | Enables administrator to access the Feed Summary page in order to view and edit compensation data feeds. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Group Data Load | Enables administrator to load group data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Manage Templates | Enables administrator to access the Manage Templates page within the Data Load Wizard. From the Manage Templates page, administrators can view, download, and archive templates. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - OUs | Enables administrator to load OUs. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Resume | Enables administrator to load resume data via the Data Load Wizard. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Set User Password | Enables administrator to set a default password for new users when loading users. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Track Data Loads | Enables administrator to access the Track Data Loads page within the Data Load Wizard. From the Track Data Loads page, administrators can print and download error and archive logs. This permission cannot be constrained. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Users | Enables administrator to load users. This permission also enables administrators to track data loads and manage data load templates. This is an administrator permission. | Data Load Wizard |

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| Data Load Wizard - Enable User GUID | Enables the GUID in the Data Load Wizard User Load and mapping template. This enables organizations to include the GUID as the primary key for user data loads. This permission cannot be constrained. | Data Load Wizard |

Edge Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Edge Bulk API History | Grants access to the Bulk API History page, which displays all the loads that have been performed using the Bulk API. Administrators can select a load to view additional details of the load, including the results. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Access Edge Bulk API | Grants ability to access and utilize the Bulk API. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Cost Center OU | Grants ability to use the Bulk API to load cost center organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Custom OU | Grants ability to use the Bulk API to load custom organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Division OU | Grants ability to use the Bulk API to load division organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Employee | Grants ability to use the Bulk API to load employee data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Grade OU | Grants ability to use the Bulk API to load grade organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Legal Entity OU | Grants ability to use the Bulk API to load legal entity organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Location OU | Grants ability to use the Bulk API to load location organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Bulk API - Position OU | Grants ability to use the Bulk API to load position organizational unit (OU) data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge |

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| Download Reports Access when portal opts-in for Restrict reports access - Edge Import | Grants ability to download Edge Import load details reports for loads performed by others.  Users who do not have this permission cannot download load import results for loads performed by others. In addition, users without this permission cannot load data for someone who has previously only validated their data.  This permission cannot be constrained. This is an administrator permission.  This permission is only available and applicable when the portal has enabled the restriction for Edge Import load details report access. | Edge |

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| Edge APIs - Manage | Grants ability to manage Edge APIs on the API Management page. | Edge |

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| Edge Develop - API Explorer | Grants access to the API Explorer, which provides access to help documentation for various API applications. | Edge |

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| Edge Endpoints - Create Secret | Grants access to create the secret key for Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Endpoints - Manage | Grants access to view, create, edit, and verify Edge Endpoints used with Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate, where the administrator can configure, enable, and disable their third-party integrations used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Marketplace - Manage | Grants access to the Marketplace service for Edge Integrate, where the administrator can browse integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission. | Edge |

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| Edge Webhooks - Manage | Grants access to view, create, and edit Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - Start/Stop | Grants access to start and stop Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Edge Webhooks - View | Grants access to view Edge Webhooks. This permission can be constrained by OU and User. This is an administrator permission. | Edge |

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| Employee API - Edit | Grants ability to use the Employee API v2 to create and update users. This permission can be constrained by OU and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View - Constrained | Grants ability to use the Employee API v2 to view employee data with constraints. This permission can be constrained by User, OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| Employee API - View | Grants ability to use the Employee API v2 to view employee data. This permission can be constrained by OU, and User's OU. The constraints on this permission limit what data is accessible via the Employee API v2. This is an administrator permission.  This permission is only available when the Employee API v2 is enabled via Edge Marketplace. | Edge |

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| External Job Application API: Manage | Grants access to manage the Job Application API. This permission is automatically enabled upon enabling either the Cornerstone API bundle or the One-Click Apply with Stepstone integration. Only available if enabled by a backend setting. | Edge |

Edge Import Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Access Bulk API - LMS - Curriculum Transcripts | Grants ability to use the Bulk API to load curriculum transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Curriculum | Grants ability to use the Bulk API to load curriculum learning object and structure data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Events | Grants ability to use the Bulk API to load event learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Event Transcript Update | Grants ability to use the Bulk API to load event transcript update data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - External Training Transcripts | Grants ability to use the Bulk API to load external training transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Instructors | Grants ability to use the Bulk API to load ILT instructor data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - ILT Transcripts | Grants ability to use the Bulk API to load instructor-led training (ILT) transcript data, session transcript custom fields data, and event transcript custom fields data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - LO Availability | Grants access to the LO Availability load in the Bulk API. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Bulk API - LMS - Material Transcripts | Grants ability to use the Bulk API to load material transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Material | Grants ability to use the Bulk API to load material learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Course | Grants ability to use the Bulk API to load online course learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Online Transcripts | Grants ability to use the Bulk API to load online transcripts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Session Parts | Grants ability to use the Bulk API to load session parts data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Sessions | Grants ability to use the Bulk API to load event session data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Subjects | Grants ability to use the Bulk API to load subject data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Mapping | Grants ability to use the Bulk API to load test mapping data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test Transcripts | Grants ability to use the Bulk API to load test transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Test | Grants ability to use the Bulk API to load test learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video Transcripts | Grants ability to use the Bulk API to load video transcript data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access Bulk API - LMS - Video | Grants ability to use the Bulk API to load video learning object data. This permission cannot be constrained. This is an administrator permission.  This permission is only available when the Bulk API is enabled via Edge Marketplace. | Edge Import |

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| Access CHR - Employee Load | Grants access to the Cornerstone HR (CHR) employee data load via Edge Import. This permission and data load type are only available to organizations using CHR. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import | Grants access to the Edge Import tool, which enables administrators to load data into their portal. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Cost Center | Grants access to the Cost Center organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Custom OU | Grants access to the Custom organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Division | Grants access to the Division organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Grade | Grants access to the Grade organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Group | Grants access to the Group organizational unit and Group Membership data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Legal Entity | Grants access to the Legal Entity organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Location | Grants access to the Location organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access Edge Import Workflow - Position | Grants access to the Position organizational unit data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Load | Grants ability to access load reports and perform Curriculum load and Curriculum Structure loads via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Curriculum Transcripts Load | Grants access to the Curriculum Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Certification Transcript Update Load | Grants access to the Certification Transcript Update data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Evaluation Question Bank Load | Grants access to the Evaluation Question Bank data load via Edge Import. This load type allows customers to create new evaluation questions and update existing evaluation questions, which can be used in Evaluation Administration when creating evaluations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Event Transcript Update Feed | Grants access to the Event Transcript Update data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| --- | --- | --- |
| Access LMS - Event Transcript Update Load | Grants access to the Event Transcript Update data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Events Load | Grants access to the Events data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - External Training Load | Grants access to the External Training data load via Edge Import. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Access LMS - Facilities Load | Grants access to the Facilities data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Feed | Grants access to the ILT Instructors data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Instructors Load | Grants access to the ILT Instructors data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - ILT Transcripts Load | Grants access to the ILT Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Learning Object Equivalencies Load | Grants access to the Learning Object (LO) Equivalencies data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Feed | Grants access to the LO (Learning Object) Availability data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Availability Load | Grants access to the LO (Learning Object) Availability data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - LO Catalog Update Load | Grants access to the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Material Transcripts Load | Grants access to the Material Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Feed | Grants access to the Online Content Metadata data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Metadata Load | Grants access to the Online Content Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Feed | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - OLCO Transcript Load | Grants access to the Online Content Transcript and Online Content Transcript Custom Field data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Feed | Grants access to the Online Course Assets data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Assets Load | Grants access to the Online Course Assets data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Course Metadata Load | Grants access to the Online Course Metadata data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Online Transcripts Load | Grants access to the Online Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Providers Load | Grants access to the Providers data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Category Load | Grants access to the Question Category data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Question Load | Grants access to the Question data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Session Parts Load | Grants access to the Session Parts data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Sessions Load | Grants access to the Sessions data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Feed | Grants access to the Subjects data feed via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Subjects Load | Grants access to the Subjects data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Mapping Load | Grants access to the Test Mapping data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Test Transcripts Load | Grants access to the Test Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Tests Load | Grants access to the Tests data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access LMS - Video Transcripts Load | Grants access to the Video Transcripts data load via Edge Import. This permission can be constrained by OU and Provider. This is an administrator permission. | Edge Import |

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| Access LMS - Videos Load | Grants access to the Videos data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Access REC - Requisition Template Load | Grants access to the Requisition Template load for Recruiting via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Create/Update Configurations | Grants ability to create and update Edge Import configurations. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Configurations | Grants ability to delete Edge Import configurations. Users with this permission can delete configurations created by anyone for all types of data imports. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Delete Feeds | Grants ability to delete disabled Edge Import feeds. Users with this permission can delete disabled feeds created by anyone for all types of data feeds. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Disable Data Load Wizard | Grants access to the Disable DLW tab within the DLW Migration tool. From the Disable DLW tab, administrators can disable Data Load Wizard for the portal. This permission cannot be constrained. This is an administrator permission.  Important: Disabling a DLW type is a permanent action, and it cannot be undone. It is important to only disable a DLW type once you have fully migrated to the corresponding loads and feeds in Edge Import. | Edge Import |

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| Edge Import - Competency Bank Load | This permission enables administrators to load competency data via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Employee Load Constrained | This permission enables organizations to constrain an administrator's ability to load employee data. Administrators can only load employee data if the employee is within the constraints on this permission. This permission can be constrained by OU. This is an administrator permission. | Edge Import |

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| Edge Import - Load Employee Salary | Grants access to the employee salary data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Individual Target | Grants access to the individual target load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores | Grants access to upload or override the rating score for reviewees via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Review Scores and PDFs | Grants access to load performance review scores and PDFs via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - Load Salary Structures | Grants access to the salary structure load for Compensation via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import - User Goal Load | Grants access to the User Goal Load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training Creator | Grants the ability to modify the "created by" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

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| Edge Import Learning - Modify Training ID | Grants the ability to modify the "Training ID" value for training in the LO Catalog Update data load via Edge Import. This permission cannot be constrained. This is an administrator permission. | Edge Import |

Reporting Permissions

Reporting 2.0 Permissions

The granular model uses the Reporting 2.0 permissions to allow you to create more specific reports by report field. For this reason, permissions are at more of a granular level with this functionality.

The permissions are broken down by the main product level permission, section level, and then at the field level. For example, if you wanted to report on Instructor Led Training (ILT) in the system, you would need:

* The Reporting - Manage permission to create reports.
* The Reporting - View permission to preview reports and view reports.
* The top-level product specific permission to create reports related to that product.
  + e.g. Reporting - Learning - Manage
* The section specific permission to create reports for that feature within the product.
  + e.g. Reporting - Learning - ILT - Manage
* The field level permissions to be able to create reports with the specific fields for that feature within the product.
  + e.g. Reporting - Learning - ILT - ILT Facility - Manage

If a user does not have each level of permission, then they may not have access to the report builder, or the section may not be visible, or the fields within the section may not be visible. Also, if a user does not have the top-level product permission, then none of the fields for that product will be visible, such as the fields for LMS reports.

The power of this granularity of permissions is that you can give access to as many or as few fields as necessary for your users. For example, you may give users access to the User section but not give them access to the User Identifier section if that contains sensitive data for your portal.

If a user has all relevant permissions, but the backend setting for a particular area is set to FALSE, any fields related to that section will still appear blank in a report. An example where this could occur is SCORM 2004 quiz data.

Note: When a user has a top-level, section, or field level permission, it is not necessary to also assign the Reporting - Manage or Reporting - View permissions since the more granular product specific permissions will give the user access to Reporting 2.0.

Note: Due to sensitivity, users who need to report on Gender, Ethnicity and Grade information, would need the following permissions in addition to the reporting permissions:

* For Gender: User Upload - Gender
* For Ethnicity: User Upload - Ethnicity
* For Grades: View Grades

List of Permissions

For the full list of permissions and their relationships, [**see the permissions spreadsheet**](file:///C:/cornerstone-csx-online-help/Content/Resources/Documents/Reporting_2-0_Permissions-_as_of_January_2023%20v2.xlsx).

Apply Owner Constraints Permission

The Reporting - Apply Owner Constraints permission grants the ability to turn on the Apply Owner Constraints setting for reports in the [**Report Properties panel**](file:///C:/cornerstone-csx-online-help/Content/Reporting/Reporting%202-0/Create%20Report.htm). This setting affects shared users, delivery, and reports published to dashboards.

When the setting is enabled, the report owner's constraints are applied to the report, and users that run the report will see the report with the report owner's constraints instead of their own. For reports published to dashboards the owner constraints are only applied if the underlying report is also shared with the user. If just the dashboard is shared, but not the report itself, the users own constraints are applied even though the toggle is set to apply owner constraints.

Due to the possibility of unintended user data becoming visible to a user viewing a report with the report owner's constraints, it is recommended that filters be added to the report to restrict data visibility. It is also recommended that the report owner test the report prior to sharing to ensure the data visibility is appropriate and intended.

Download Permission

The Reporting - Download permission grants users the ability to download Reporting 2.0 reports. This permission cannot be constrained; however, when users download a report, any Reporting - View constraints are applied. Users with the permission see the download option on the Report Home and the Report Viewer.

For clients that have already opted in and previously activated Reporting 2.0, this new permission is added automatically to the System Administrator role and to any security role that currently has at least one Reporting - View permission.

For clients that are opting in and activating Reporting 2.0 for the first time with the August ’18 Release, this new permission is available to administrators in the System Administrator role who can then add the permission to other roles at their discretion. Users without this permission will not see any download options in the Report Home or the while Viewing Reporting 2.0 reports.

Email Delivery Permission

The Reporting - Email Delivery permission grants the ability to deliver reports in Reporting 2.0. Users must also have permission to view reports. The permission can be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Employee Relationship

FTP Delivery Permission

The Reporting - FTP Delivery permission grants the ability to schedule delivery of Reporting 2.0 reports to an FTP directory. This permission cannot be constrained.

This permission is used in conjunction with the view permission for Reporting 2.0 and can also be used in conjunction with the various product, section, and field level permissions. Users must have permission to view Reporting 2.0 in order to have access to a report that is delivered to them. If they do not have view access, then the Reporting 2.0 navigation sublink will not display for them.

Users who have permission to manage Reporting 2.0 can edit a report that is delivered to them. They can also copy the delivered report.

Global Calculated Fields Permission

The Reporting - Manage Global Calculated Fields permission grants the ability to publish calculated fields to all users. This permission cannot be constrained.

Note: Calculated fields can be created by all users who have permission to create reports in Reporting 2.0. However, in order to publish the calculated field globally, a user needs permission to manage global calculated fields.

Manage Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - Manage permission grants access to build and manage reports in the Custom Integrations section. This permission cannot be constrained.

View Custom Recruiting Integrations Permission

The Reporting - Recruiting - Custom Integrations - View permission grants access to view the Custom Integrations section in reporting. This permission cannot be constrained.

Share Reports Permission

The option for sharing reports is only visible to users who have the Reporting - Share permission. Users without the permission can still receive shared reports, but constraints (for other permissions, such as Reporting - Core permissions) will be respected. For example, if you share a report that contains data around Location A and the user receiving the report is constrained to only see data for Location B, the report would not contain any records.

The following constraints are available for this permission:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* User's Self
* User's Manager
* User's Superiors
* User’s Subordinates
* User’s Direct Subordinates
* Relationship

System Templates Permission

The Reporting - System Templates permission grants users the ability to use all system templates. System templates are available for generating certain Learning, Core, and Performance data.

This permission works in conjunction with other Reporting 2.0 permissions. For example, users without the Reporting - Learning - View permission will not see any templates for Learning.

This permission is automatically added to the Cornerstone Administrator and System Administrator security roles in all portals that have self-enabled Reporting 2.0.

Sharing Reports Created with a System Template

When you share a report that was created using a template, the shared users will be able to view the report without needing to be granted the Reporting - System Templates permission. The permission is only needed for administrators who should distribute templates to their users.

Permission Constraints

Constraints exist at the section level for permissions. The following constraints are available:

* OU
* User’s OU
* User Self and Subordinates
* User’s Direct Report
* User
* Learning-specific constraints:
  + Provider
  + Training Item
  + Training Type
* Requisition-specific constraints:
  + User's Division
  + User's Position
  + User's Location
  + Division
  + Position
  + Location

Note: Constraints are applied differently for Recruiting reports. Multiple criteria for the same OU type use the OR logic (e.g., only constraints for Location OU), while inter-OU type criteria use AND logic (e.g., a constraint for Location OU and a constraint for Division OU).

For all other reports, the regular constraint logic is applied. See this Knowledge Article for more details about the general constraint logic: [**https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements**](https://cornerstoneondemand.my.site.com/s/articles/Several-constraints-added-to-permission-work-as-OR-statements).

Reports - Dashboards Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboard - Create | Grants the ability to create a dashboard of one or more graphical standard reports and/or charts that can be saved and refreshed at-will to update the results on an ongoing basis. User must also have permission for at least one of the standard reports that are designated for use in dashboards, or for a Reporting 2.0 report with chart that has been published to Dashboards. If a user does not have permission to view a report type, the user cannot add that report type to the dashboard. | Reports - Dashboards |

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| Dashboard - Share | Grants the ability to share a dashboard created by self with other users within the portal who may then view and refresh the results of the dashboard at-will. This permission works in conjunction with the Create Dashboard permission. | Reports - Dashboards |

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| Dashboard - View | Grants the ability to view dashboards created by self or shared by others. User must also have permission to view the standard, custom or Reporting 2.0 reports that are included in any shared dashboards. If a user does not have permission to view a report type, the user cannot view that report type within the dashboard. This is an end user permission. | Reports - Dashboards |

Reports - Recruiting (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Applicant Compliance Report | Grants access to the Applicant Compliance Report, which tracks applicants' self-reported responses to disability, gender, race, ethnicity, and EEO questions. | Reports - Recruiting |

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| Applications by Source and Status Report | Grants access to the Applications by Source and Status report, which displays source data for all applications. | Reports - Recruiting |

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| Cost per Hire Report | Grants access to the Cost per Hire report, which displays the costs tracked for recruiting. This permission cannot be constrained. | Reports - Recruiting |

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| Custom Form Data Report | Grants access to the Custom Form Data Report, which displays data collected through forms. This permission can be constrained by OU and User's OU. | Reports - Recruiting |

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| Hires By Source Report | Grants access to the Hires by Source report, which tracks the sources through which new hires applied for a requisition. | Reports - Recruiting |

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| Recruiting Agency Statistics Report | Grants access to the Recruiting Agency Statistics report, which displays recruiting agency submission details. This permission cannot be constrained. | Reports - Recruiting |

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| Referral Statistics Report | Grants access to Referral Statistics report, which displays summary or detailed information on referrals by users and whether a bonus is owed on referrals. | Reports - Recruiting |

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| Requisition Details Report | Grants access to the Requisition Details report, which displays details of requisitions in the portal. This permission cannot be constrained. | Reports - Recruiting |

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| Saved Applicant Searches Report | Grants access to the Saved Applicant Searches report, which displays saved applicant search details. | Reports - Recruiting |

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| Scheduled Interviews Report | Grants access to the Scheduled Interviews report, which displays scheduled interviews by date, interviewer, location or applicant. This permission cannot be constrained. | Reports - Recruiting |

Reports - System (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| Dashboards Details Report | Grants access to view the Dashboards Details Report, which displays details related to the dashboards in their portal, such as the dashboard creator and with whom the dashboard is shared. This permission cannot be constrained. This is an administrator permission. | Reports - System |

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| Groups Criteria Report | Grants access to the Group Criteria Report, which enables organizations to retrieve the criteria defined for one or more groups in their portal. This permission cannot be constrained. | Reports - System |

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| Login Report | Grants access to the Login Report, which enables organizations to report which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| OU Audit Report | Grants access to OU Audit report, which displays audit information for changes made to organizational units. This permission can be constrained by OU, User's OU, and User's Corporation. | Reports - System |

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| OU Hierarchy Report | Grants access to OU Hierarchy Report, which displays details of each organizational unit for a selected OU type. | Reports - System |

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| Proxy as User Report | Grants access to the Proxy as User Report, which enables organizations to report on which users have logged in to the portal and when. This permission cannot be constrained. | Reports - System |

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| Reporting 2.0 Delivery Log | Grants access to view the Reporting 2.0 Delivery Log, which displays user-level information about deliveries for your Reporting 2.0 Reports. | Reports - System |

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| Reporting 2.0 Report Details | Grants access to view the Reporting 2.0 Report Details, which displays information about the Reporting 2.0 reports created and ran.  The Reporting 2.0 Report Details permission can be constrained by OU and User constraints. The constraints apply to the recipient user.  The Reporting 2.0 Report Details permission will be assigned to the Cornerstone Administrator and System Administrator roles by default. | Reports - System |

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| Security Role Report | Grants access to view the User Roles, Permission and Constraints Report, which displays user level information about roles, permissions and constraints. This permission cannot be constrained. | Reports - System |

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| Security Role - Audit Report | Grants access to the Security Role - Audit Report, which enables organizations to report on which users have been assigned to which security roles and the security role modification history. This permission cannot be constrained. | Reports - System |

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| Security Role - User Permission Report | Grants access to the Security Role - User Permission Report, which enables organizations to report on the roles assigned to a user and the permissions and constraints associated with those roles. This permission cannot be constrained. | Reports - System |

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| User Audit Report - Detailed | Grants access to the User Audit standard report, which displays detailed changes to user data. Users with this permission must also have permission to view user fields in other areas of the system. The users and fields available in this report are controlled by additional permissions. This permission can be constrained by OU, User's OU, User's Subordinates, User's Direct Subordinates, User's Self, User Self and Subordinates, User, and Employee Relationship. The constraints on this permission limit the users and OUs that are available when running the report. This is an administrator permission. | Reports - System |

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| User Record as of a Date | Grants access to run the User Record as of a Date report, which displays user data as of a specified effective date. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission limit the users and OUs that are available when running the report. Also, the constraints are based on the data as of the effective date of the report. This is an administrator permission. | Reports - System |

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| User Record Audit Report | Grants access to User Record Audit report, which displays user record modification history. The selected constraints function independently and are then combined to determine the availability for this report. | Reports - System |

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| User's OUs and Groups Report | Grants access to User's OUs & Groups Report, which lists all of the OUs and Groups to which a user belongs, and can include OUs and Groups to which a user has belonged in the past. | Reports - System |

Reports - Track Employee (Standard Reports) Permissions

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| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

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| --- | --- | --- |
| Employee Transcripts - Manager/Approver Access | Grants access to transcript (training record) screen of those for whom user is designated manager, approver or cost center approver. System administrators can access all user transcripts from this page. Link to this screen appears under Standard Reports/Track Employees. This is a manager/approver permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| Form Management Status Report | Grants access to Form Management Status report, which displays form task status summary by user. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT No Show Report - Manager Version | Grants access to manager version of the ILT No Show Report, which displays attendance summaries and lists of subordinates who were registered for but did not attend any parts of instructor led training sessions. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

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| ILT Session Withdrawal Report - Manager Version | Grants access to Session Withdrawal report for subordinates of the user. The report displays subordinates who registered and later withdrew their registration, including reasons for withdrawal. This is a manager report. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

|  |  |  |
| --- | --- | --- |
| Past Training Requests Report | Grants access to Past Requests, an interactive report that displays training requests the user has already approved, deferred, or denied. The user may change the approval decision for training that an employee has not yet registered for. This is an approver permission.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

|  |  |  |
| --- | --- | --- |
| Track Employees - Employee Records | Grants access to Employee Records, enabling manager to view basic user and transcript data for a single direct or indirect report. This is a manager permission. This permission can be constrained by User's Direct Subordinates.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

|  |  |  |
| --- | --- | --- |
| Track Employees - Past Due Report | Grants access to Employee Past Due report, which displays past due training for subordinate employees (system administrators see all employees). This is a manager report. Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

|  |  |  |
| --- | --- | --- |
| Track Employees - Training Progress Pie Chart | Grants access to Employee Training Progress Summary Report, a pie chart report that displays transcript status on a single learning object for a manager's direct reports. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

|  |  |  |
| --- | --- | --- |
| Track Employees - Training Status Summary Report | Grants access to Employee Training Status Summary Report, which displays transcript status of all training for a manager's direct reports, and allows the manager to view the transcript details for any learning object listed on the report. This is a manager permission. This permission can be constrained by Employee Relationship and User's Direct Subordinates.  Note: The Employee Relationship constraint allows administrators to constrain the permission to a user’s custom employee relationship. For example, an administrator can select to restrict the Matrix Manager relationship to viewing user data for users who have that Matrix Manager indicated on their user record.  Note: The User's Direct Subordinates constraint allows administrators to constrain the data that a user can view to only the data for their direct reports. The user will not be able to view their own data with this constraint.  Note: By design, for any Track Employees report permission that is included in the Manager default security role, all of the manager's direct and indirect reports are included in the constraints, even if they are not selected in the permission constraints for the role. | Reports - Track Employee |

Additional Permissions

A full list of all permissions is also available. See Security Permissions on page 6 for additional information.

Proxy as Another User

From the Users page, administrators can proxy into the system as another user, which enables the administrator to perform actions and test system behavior on behalf of the user. Important Note: Although the system tracks when administrators proxy as another user, the system does not track the actions that are performed by the administrators on behalf of the user. As such, this functionality should be available to only the top level system administrators.

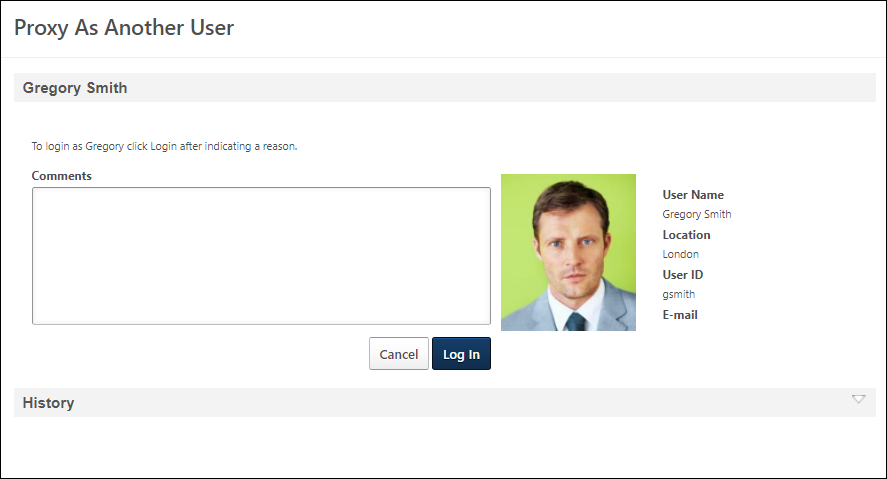
The Proxy as Another User page is the gateway for administrators to proxy in to the system as another user. This page enables the administrator to log in to the system as another user. In addition, this page provides a history of each time an administrator logs in to the system as the user.

To access the Proxy as Another User page, go to Admin > Tools > Core Functions > Users. Then, select the Proxy as User option in the Options drop-down menu for the appropriate user. Note: This option is not available if the user does not have a User ID set on their User Record.

Permissions

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| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Proxy as User | Grants ability to log in as another user via proxy, for purposes of troubleshooting user issues. This is an administrator permission. The users to which the administrator has access to log in as is controlled by the users to which the administrator has access on the Users page and by the constraints upon this permission. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. By default, this functionality is not available for any users, including administrators. To request this permission, contact Global Customer Support. | Core Administration |



User's Information

On the right side of the page, the user's photo is displayed along with their first name, last name, location, User ID, and email address. This information is pulled from their user record.

Proxy History

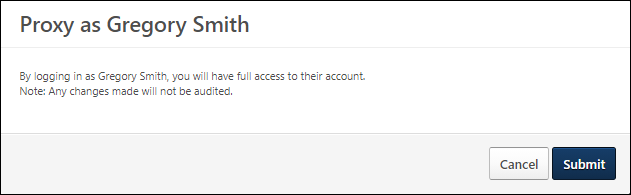
At the bottom of the page, the History section displays the details for each time an administrator logs in as the selected user. The History only applies to the selected user. All administrators that have access to the Proxy as Another User page can view the history for all other administrators that have logged in as the selected user, regardless of the administrator's permission constraints. The following information is displayed for each instance:

* Action Performed By - This displays the administrator that used the Proxy function to log in to the system as the user.
* Proxy Start Date and Time - This displays the date and time at which the administrator initially logged in as the user.
* Proxy End Date and Time - This displays the date and time at which the administrator's proxy session ended. This field remains blank if the administrator does not click the Log Out link within the user's system. This also applies if the administrator is automatically logged out because of another user logging in as the user.
* Reason for User Emulation - This displays the reason that the administrator provided when they logged in as the user.

Log In as User

To log in to the system as the user, follow these steps:

1. In the Comments field, enter the reason for logging in to the system as the user. This reason should be descriptive so that other users understand the reason for the action. The character limit for this field is 500 and this field is required.
2. After entering the comment, select the Login button. A confirmation pop-up appears.



1. Read the warning and select Submit to log in as the user or select Cancel to cancel the attempt.
2. When you log in as another user, a new browser window is opened in which you are logged in as the user. You remain logged in as yourself in the original window, which enables you to perform actions as yourself in the original window and to perform actions as the selected user in the new window.
   * When you log in as the user, anyone else that is logged in to that account, including the user, is logged out of the account. Similarly, if another administrator or the user log in to the account, you are automatically logged out of the account.



1. After performing the necessary actions, select the Log Out option in the new window.

Proxy as Another User - Sensitive Personally Identifiable Information

When an administrator logs in to the system as another user using the Proxy as Another User functionality, that administrator can never unmask, edit, or set Sensitive Personally Identifiable Information (SPII) fields. This ensures the information is completely secured and can only be accessed by administrators who have the appropriate permissions.

If an administrator attempts to unmask or edit SPII fields, a pop-up opens to indicate that the administrator cannot access SPII fields when a use account is impersonated. If an administrator attempts to create a user and set SPII fields, an error message is displayed when the administrator attempts to save the user record.

In order to be able to unmask, edit, or set SPII fields, an administrator with the appropriate permissions must log in to the system or use Single Sign On (SSO) to log in as themselves.

Proxy as Another User - Launching Content

When trying to launch content while proxying as another user, some courses will restrict the user's access.

This is a security measure taken by some of the course providers when the launch is made from a different user context such as the one used when proxying as another user.

Security Roles and Permissions Overview

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

Security Roles Administration

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

An example of using security roles is an organization that wants managers to view nearly all data about their direct reports; however, managers should not be allowed to see all data for all employees in the organization. An HR manager may need to see personal or compliance data that is restricted to only HR professionals.

To allow for better control of an administrator's access within the system, individual user's rights are controlled in Security Role Administration.

In addition to controlling access to data, security roles enable an organization to restrict access to functionality, such as administrator settings and the appearance of the Welcome Page.

A security role can be created for different functional roles within an organization, and each role may have different sets of permissions.

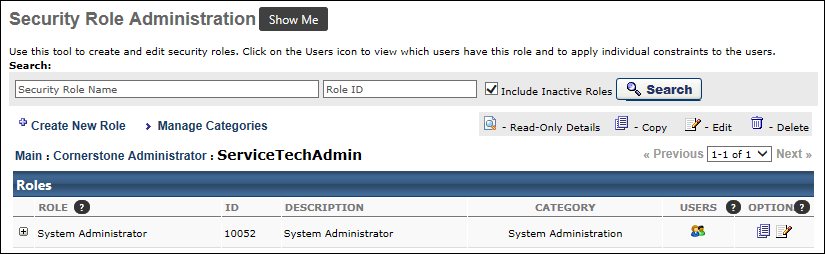
To access Security Role Administration, go to Admin > Tools > Core Functions > Security Role Administration.

Permissions

|  |  |  |
| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

|  |  |  |
| --- | --- | --- |
| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |



Troubleshooting

For use cases that demonstrate how permission constraints are calculated when a user's permission constraints are merged between multiple roles or permissions, See Permission Constraint Calculation Use Cases on page 3 for additional information.

Search for a Security Role

Using the fields in the Search section, administrators can search for a security role by security role name or by security role ID.

* Security Role Name - Enter a role name to search for an existing security role by name.
* Role ID - Enter a role ID to search for an existing security role by security role ID.
* Include Inactive Roles - Select this option to include security roles that have been made inactive in your search results.

After entering the appropriate search criteria, select the Search button.

Create New Role

Select the Create New Role link to create a new security role. See Security Role - Create on page 626 for additional information.

Manage Security Role Categories

Select the Manage Categories link to manage security role categories. See Add Security Role Categories on page 635 for additional information.

Security Roles Table

The Security Roles table displays existing security roles. Security roles have a parent/child hierarchy, similar to the organizational unit (OU) parent/child hierarchy. Select the Expand icon  next to a security role name to view subordinates security roles. This option is only available for security roles with child roles.

Add or Remove Users in Security Role

Select the Users icon  next to a role to view names and ID's of users included in this existing security role. Administrators can also add or remove users from a role.

The Add Users icon is only available for security roles that are not system-defined, such as the Manager role. Any security role that is system-defined is automatically managed by the system. For example, a user is automatically added to the Manager role if they are listed in the Manager role for at least one user. Users cannot be manually added to the Manager role from Security Role Administration.

See Add or Remove Users in a Security Role on page 636 for additional information.

Options

The following options are available for security roles:

* View Details - Click this icon to view a read-only view of the security role.
* Copy - Click this icon to begin copying an existing security role. See Security Role - Create on page 626 for additional information.
* Edit - Click this icon to edit a security role. There are certain behaviors to be aware of when editing a security role. See Modify Security Role on page 642 for additional information.

Major Key Points

* Security Roles are in a hierarchy with the role titled System Administrator at the root. The System Administrator security role is important because it is contains all system permissions. At least one person in the organization must be in this role. All permissions and security roles will derive from this one role.
* Child roles are always a subset of the permissions of the parent role.
  + When adding a permission to a child role, it automatically adds the permission to the parent if not already there.
  + The constraints may differ, but a parent must always include all the permissions of all of its children.
  + When a permission is added to a child role, the permission appears gray in the parent role. This prevents removal of a permission at the parent level that exists in one or more children.
  + To remove a permission from the parent, you must first remove it from all the child roles.
* Roles may contain general constraints that are relative to the user; for example, a role may contain a permission with the constraint "Restrict to user's division". However, individual users may have specific constraints such as "Restrict to the Main Division."
* Roles may be marked as dynamic for a group of users or an organizational unit so that every time a user joins that group they will automatically receive the role. Alternatively, if a user leaves that group, they will automatically lose the role.
* Roles can be delegated or shared if the preference is enabled.

Benefits

* Increased security with information.
* Focused Reporting Areas - Results in reports will be limited based on user's constraints to their permissions.
* Roles can be delegated; responsibilities are constrained to the user's organizational unit.
  + The option to delegate a role can be turned on or off by availability. For example, if the ILT Facility Owner role was made available to a location, you will have an option available to allow users to delegate this role.
* Multiple constraints and permissions can be applied to a permission and role respectively.

Key Terms

* Role - This is a standard grouping of permissions that can have constraints. A role can be dynamically assigned to an organizational unit or user.
* Permission - This provides a user access to specific functionality within the system. This is also known as a "Right."
* Constraint - This limits a user's permission to a specified area. A constraint can be general to the permission or specific to the user's Division. For example, if a permission grants access to a particular report, a constraint could be added to limit the report results to a particular division.
* Dynamically Assign - This option allows a role to be automatically assigned or removed when a user joins or leaves an organizational unit. A dynamically assigned role is given to a user based on certain actions occurring within a module or based on general system workflows, such as becoming a manager with direct reports in the system. Once the user has been assigned one of these roles, they will receive the role upon the next time they log in to the system. See Add or Remove Users in a Security Role on page 636 for additional information.
* Delegate - This allows users to delegate their role to a user in their organizational unit. Users in this role will see a link to Delegate their rights from the Admin Configuration Tools page (if the user has access to this page). See Add or Remove Users in a Security Role on page 636 for additional information.

Default Dynamically Assigned Security Roles

In addition to the System Administrator role, the following Dynamically Assigned Roles are available:

* Approver - This user is responsible for approving training. This role is automatically assigned to a user when they are listed as another user's approver in the user record. See User Record - Organization Structure.
* Cost Center Approver - This user is responsible for approving training.
* Default Role for Every User in the System - This is a basic user in the system. This role is automatically assigned to a user when they are added to the system.
* Instructor - This role is automatically assigned to a user when they are made an instructor in the system through the ILT functionality.
* Manager - This user is responsible for approving training and maintaining performance-related information on direct reports. This role is automatically assigned to a user when they are listed as another user's manager in the user record. By default, some manager permissions are automatically constrained to Self and Subordinates while others are automatically constrained to Subordinates only. It is important to note that if any permission in the Manager security role is constrained to subordinates (e.g., Self and Subordinates, Subordinates), then this includes all direct and indirect subordinates and this cannot be changed. Applying the Direct Subordinates constraint to a permission in this role that is automatically constrained to subordinates DOES NOT result in the manager being constrained to direct subordinates only.

Best Practices

**[Knowledge Bank: Security Roles, Permissions, and Constraints Frequently Asked Questions](https://cornerstoneondemand.my.site.com/s/articles/Security-Roles-Permission-Constraints)**

The following best practices apply to creating and managing security roles:

* The easiest way to add security roles to individuals as they are getting hired into the organization is to dynamically assign the security roles to OUs or groups. When users are automatically added or removed from a group based on the group criteria, they will automatically be assigned or unassigned the relevant security roles. See Use Groups to Assign Security Roles on page 641 for additional information.
* Only add the permissions that are necessary for the role being created. Never replicate permissions that already exist in the default user role.

Related Topics

Security Role - Create

To create a security role, follow these steps:

1. Go to Admin > Tools > Core Functions > Security Role Administration.
2. Click the Create New Role link.
3. Complete the following steps:
   1. General - See Security Role - Create - Step 1 - General on page 627 for additional information.
   2. Permissions - See Security Role - Create - Step 2 - Permissions on page 629 for additional information.
   3. Constraints - See Security Role - Create - Step 3 - Constraints on page 631 for additional information.

Permissions

|  |  |  |
| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

|  |  |  |
| --- | --- | --- |
| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |

Security Role - Create - Step 1 - General

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

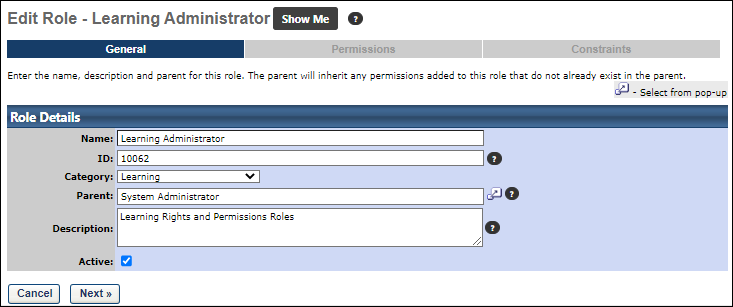
On the General page, administrators define the general characteristics about the role.

To create a security role, go to Admin > Tools > Core Functions > Security Role Administration. Then, click the Create New Role link.

Permissions

|  |  |  |
| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |



Enter the following fields:

* Name - The name of your role. This is required.
* ID - Enter a unique security role ID. The field accepts alphanumeric characters and the character limit is 100. This is required. If an ID is not provided, the system automatically generates a value. Note: Because this value must be unique, when a role is copied, the system generates a new, unique value for this field.
* Category - From the drop-down list, select a category for the role. Categories must be defined prior to creating a security role. See Add Security Role Categories on page 635 for additional information.
* Parent - Click the Select icon to search for and select a parent role for the new security role. The Parent role determines the role hierarchy and also determines the permissions that are available for this role. Only permissions available in the parent role can be selected for use in the child role. Any existing security role can be selected.
* Description - Enter a description for the role, which explains the role's purpose. This is required and the character limit is 500.
* Active - Select this option to make the role active. Deselect this option to make the role inactive.

Click Next to continue to the Permissions section. See Security Role - Create - Step 2 - Permissions on page 629 for additional information.

Security Role - Create - Step 2 - Permissions

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

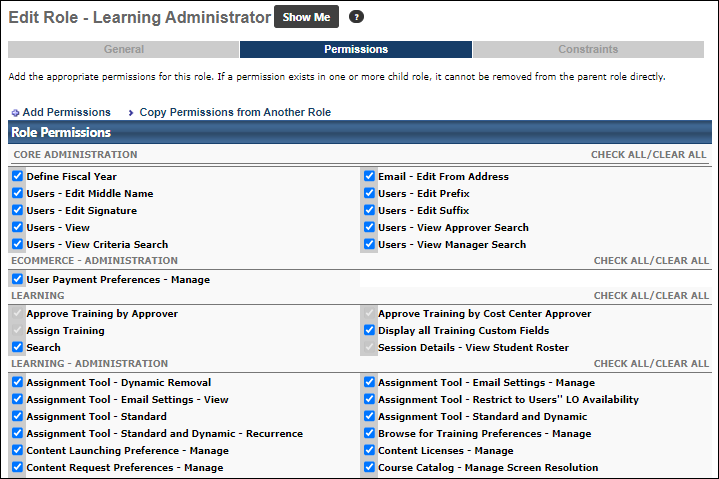
The Permissions page displays the permissions that are in the role.

To create a security role, go to Admin > Tools > Core Functions > Security Role Administration. Then, click the Create New Role link.

Permissions

|  |  |  |
| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |



This section allows you to add permissions or copy permissions from another role. An administrator can only add permissions to a role using permissions available to them. The system will check, based on your access, what roles you can create based on your individual permissions and constraints.

1. Select either Add Permissions or Copy Permissions from Another Role link:
   * To copy permissions, search for role and click Add icon.
   * To add permissions, search for permission and check the add box and click Submit.
2. Search for available permissions by name in the select field or by category.
3. Click the Check/Uncheck All button to select or deselect permissions.
4. Click the Add box next to each permission.
5. Click Submit. The selected permissions will be added to this role.
6. Click Next to continue to the Constraints section. See Security Role - Create - Step 3 - Constraints on page 631 for additional information.

Helpful Hints

When editing an existing parent role that has at least one child role, you cannot deselect any permissions in the parent role that have been included in a subordinate/child role.

Security Role - Create - Step 3 - Constraints

Security Roles and Permissions allow system administrators to create a standard grouping of permissions that can be assigned to users, and these roles determine what individual users can access and do within the system. Security roles are important because they enable an organization to grant certain people access to certain data and also restrict access to certain data.

The Constraints page displays all constraints for each permission in the role. Constraints enable an organization to give permissions to users to see data or access certain functionality, but restrict them to a specific area or group of people. The following are possible reasons to constrain permissions in a role:

* Allow certain people in the Sales division to see report data, but only for users who are in the Sales division or in a Sales position.
* Allow the ability to assign learning, but restrict the permission to enroll only users in a particular OU or type of learning.

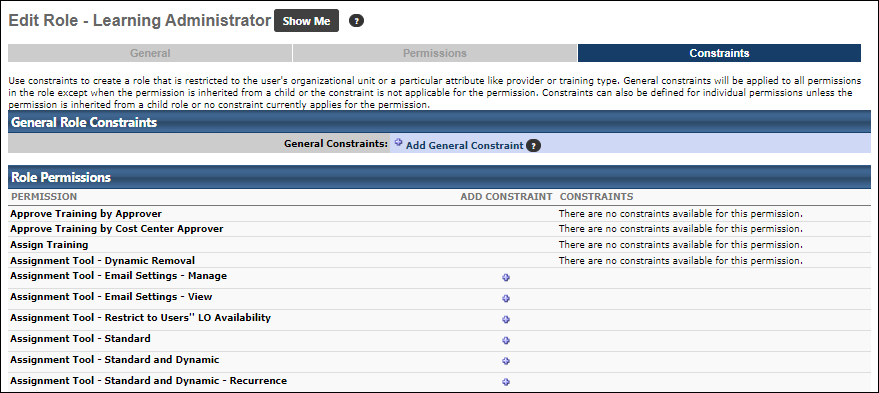
To create a security role, go to Admin > Tools > Core Functions > Security Role Administration. Then, click the Create New Role link.

Permissions

|  |  |  |
| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Security Administration - General Constraints | Grants access to apply general constraints to permissions when creating/editing a security role. This permission works in conjunction with the Security Administration - Manager permission. This is an administrator permission. | Core Administration |

|  |  |  |
| --- | --- | --- |
| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |



Troubleshooting

For use cases that demonstrate how permission constraints are calculated when a user's permission constraints are merged between multiple roles or permissions, See Permission Constraint Calculation Use Cases on page 3 for additional information.

General Constraints - Add

A general constraint can be added which will apply to all relevant permissions in that role. When a user is assigned a role, they are granted all the permissions within that role and the constraints that are related to those permissions. When a permission has more than one constraint, these constraints are considered OR statements.

1. Click the Add General Constraint link.
2. Select the constraint from the drop-down menu. For an OU selection, you can choose to include the subordinate OUs as well by selecting the Include Subordinates option.
3. Click the Add button.
4. Click Submit.
5. Click Save.

Upon saving a new or edited role, the administrator is directed to the Security Role Administration page with the new or edited role displayed in the search results. This enables the administrator to conveniently perform additional operations on the role, such as adding or removing users.

Permission Specific Constraints - Add

A permission specific constraint can be added to any permission in a role. Permission specific constraints are helpful in the following scenarios:

* When you want different constraints set for each permission.
* When you want an organizational unit constraint set for an organizational unit other than the user's organizational unit (general constraint are restricted to the user's organizational unit).

When adding multiple constraints to a permission, the constraint behavior follows these rules:

* If the permission constraints are of the same type, then the constraints act as OR statements.
* If the permission constraints only contain OUs (Division, Position, Location, Cost Center, Grade, custom OU) and groups, then the constraints act as OR statements.
  + Note: For Reporting 2.0 permissions that begin with Reporting - Recruiting - Requisition, multiple constraints always act as AND statements.
* If the permission constraints are of different types (e.g., an OU constraint and a Provider constraint), then the constraints work to complement each other. For example, User A has the “Assignment Tool - Standard” permission and it is constrained to Division A (OU constraint) and Provider ABC (Provider constraint). In this case, User A has permission to create standard learning assignments for users who belong to Division A and only for learning objects with the provider “Provider ABC.”

To add permission specific constraints:

1. Click the Add Constraint icon  next to the constraint.
2. Select the constraint from the drop-down menu. Then, click the Select icon to select the appropriate organizational units. For an OU selection, you can choose to include the subordinate OUs as well by selecting the Include Subordinates option.
3. Click the Done button.
4. Click Submit.
5. Click Save.

Permission Constraints Example

An administrator has permission to create email templates in the system, but is constrained to Division A. The administrator can create and set availability for emails only to users in Division A. In addition, the administrator can only view other email templates created by a user who exists within the administrator's constraints. So, if the administrator is restricted to Division A, then the administrator can only view email templates created by a user who is in Division A.

Permission Inherited from Child Role

If a role has inherited a permission from a child role, the administrator cannot add constraints to the inherited permission.

* Any constraints that are added to the permission within the child role are not inherited by the permission within the parent role. Also, the Add Constraint icon is not available for the permission.
* The following notification is displayed in the Constraints column to indicate that the administrator cannot constrain the inherited permission: "This permission is inherited from one or more child role and cannot be constrained."
* If an inherited permission within the parent security role needs to be constrained, the permission should first be removed from the child role. The permission should then be directly added to the parent role with the applicable constraints. The permission can then be re-added to the child role.
* If general constraints are applied to a security role that has inherited permissions, the general constraints are not applied to the inherited permissions.

If a permission exists in the parent role and is later added to the child role, then the permission can be constrained within the parent role.

If a permission does not have any applicable constraints, then the following notification is displayed in the Constraints column: "There are no constraints available for this permission."

Helpful Hints

* If a user is in multiple roles with the same permission, but different constraints, the constraint that will apply will be determined when the user is added to a role in the Constraints to Existing Permissions section.
  + See Add or Remove Users in a Security Role on page 636 for additional information.
  + See Permission Constraint Calculation Use Cases on page 3 for additional information.
* By default, some manager permissions are automatically constrained to Self and Subordinates while others are automatically constrained to Subordinates only. It is important to note that if any permission in the Manager security role is constrained to subordinates (e.g., Self and Subordinates, Subordinates), then this includes all direct and indirect subordinates and this cannot be changed. Applying the Direct Subordinates constraint to a permission in this role that is automatically constrained to subordinates DOES NOT result in the manager being constrained to direct subordinates only.

Add Security Role Categories

Category Management allows Administrators to filter roles by category in the system, providing faster access to their available roles.

1. Go to Admin > Tools > Core Functions > Security Role Administration.
2. Click Manage Categories.
3. Click Create New Category link.
4. Enter category name.
5. Click Save.



Add or Remove Users in a Security Role

Once security roles have been created and constraints are applied to the role, users must be added to the role. This can be done by adding individual users to a role or by adding a particular OU or group to a role.

* Manual Assignment of Users - Users can be added manually to give a particular user permissions
* Dynamic Assignment of OUs or Groups - Users can be added dynamically, where the system automatically assigns a role based on set criteria. For example, all users in a position can be added to a security role. As soon as a user meets the selected criteria, they are added to the security role. Also, a security role can be assigned to a dynamic group, in which the group criterion dynamically assigns users to the group.

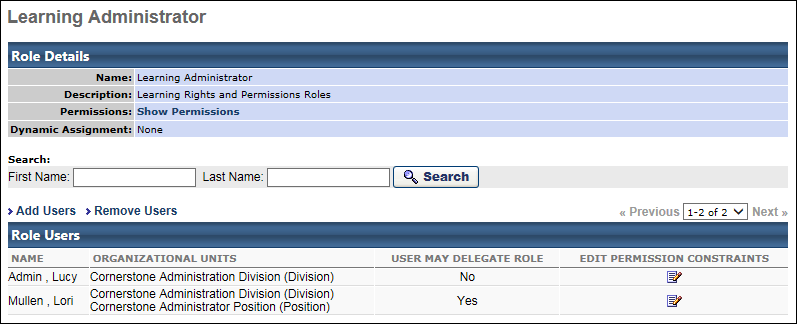
To add or remove users in a security role, go to Admin > Tools > Core Functions > Security Role Administration. Next to the appropriate security role, select the Users icon . Then, select the Add Users or Remove Users link.

Troubleshooting Note: The Add Users icon is only available for security roles that are not system-defined, such as the Manager role. Any security role that is system-defined is automatically managed by the system. For example, a user is automatically added to the Manager role if they are listed in the Manager role for at least one user. Users cannot be manually added to the Manager role from Security Role Administration.

Permissions

|  |  |  |
| --- | --- | --- |
| PERMISSION NAME | PERMISSION DESCRIPTION | CATEGORY |

|  |  |  |
| --- | --- | --- |
| Security Administration - Manage | Grants ability to create, modify and constrain security roles within the portal, and assign users to those security roles. This permission can be constrained by OU, User's OU, User, and User Self and Subordinates. This is an administrator permission. | Core Administration |



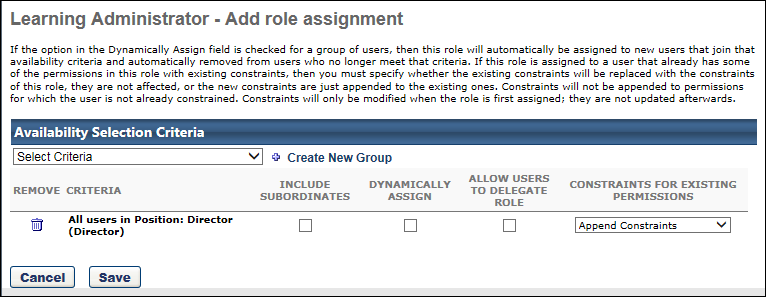
Role Details

The following information is displayed in the Role Details section:

* Name
* Description
* Permissions - Click the Show Permissions link to view the permissions contained within the role.
* Dynamic Assignment - If the security role is dynamically assigned, the dynamic assignment criteria is displayed here.
  + To remove the dynamic assignment criteria, click the Delete icon  next to the criteria. This removes all users who were previously included in the dynamic assignment and also prevents new users from being dynamically assigned. This does not affect users who were added outside of the dynamic assignment criteria that was removed.

Add Users

To add user to a security role, go to Admin > Tools > Core Functions > Security Role Administration. Next to the appropriate security role, select the Users icon . Then, select the Add Users link. The Add Role Assignment page opens.



From the Select Criteria drop-down in the Availability Selection Criteria section, select the appropriate option, based on the type of assignment:

* To add all users to the role, select All Users.
* To add individual users to the role, select Users. Then click the Select icon to select the appropriate users.
* To add an OU or group to the role, select the appropriate OU type. Then click the Select icon to select the appropriate OUs or groups. Groups can be a useful way to assign security roles. See Use Groups to Assign Security Roles on page 641 for additional information.

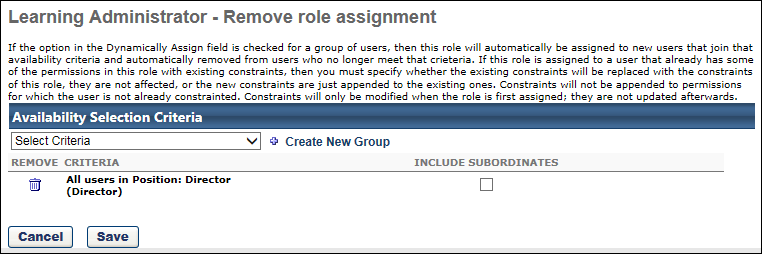
The following options are available for each selected user, OU, or group.

* Include Subordinates - Select this option to include subordinates. If a user is chosen, subordinates will include the user's direct reports. If an organizational unit is chosen, subordinate will include the selected OU's child OUs.
* Dynamically Assign - Select this option to allow a role to be automatically assigned or removed. This may be appropriate when assigning the security role to an OU or group. If this option is selected, every person who meets the criteria set is automatically assigned to the role as soon as they meet the criteria. When this option is selected, the following is true:
  + If a new user is created who matches the criteria, they are assigned to the security role.
  + If a user is added to an OU and meets the criteria, they are assigned to the security role.
  + Users are not actually assigned to the security role until they log in to the system. The administrator will not see that the user has been assigned to the security role until the user logs in to the system. This includes the security role's list of assigned users and when viewing the user's permissions via User Record Administration.
  + Important Note: If this option is not selected, then only the users who match the assignment criteria are assigned to the security role and those users are only removed if they are manually removed.
* Allow Users to Delegate Role - Select this option to allow users who are assigned this role to add other users to the security role. If this option is selected, users who are assigned this role must also have access to Security Role Administration to delegate their role.
  + Important Note: If this option is not selected for a user, the user does not have access to the Add Users or Remove Users links for this role or any subsequent child roles. This also applies to users in the System Administrator role. To enable this, remove and re-add the user from the role and select this option prior to saving.
* Constraints for Existing Permissions - This option determines what the system does if the user who is assigned this role already has one or more of the permissions contained in this role and those permissions have constraints. Because users can be in many different security roles, a user may already have one or more of the permissions that are being granted to them. In this situation, the system needs to know which constraints should be applied. See the Constraints for Existing Permissions Example section below for additional information.
  + Append Constraints - Add all the constraints from all the roles together. This option will add the constraints from this role to any constraints the user already has for the same permissions in another role.
  + Replace Constraints - Keep only the new constraints. This option will replace the constraints set for the same permission in other roles with the constraints set for the permission in this role.
  + Do Not Modify Constraints - Keep only the old constraints. This option will not change the constraints a user has in another role. However, any new permissions which the user does not already have will receive the constraints defined for those permissions for this role.

Click Save.

Remove Users

To remove users from a security role, go to Admin > Tools > Core Functions > Security Role Administration. Next to the appropriate security role, select the Users icon . Then, select the Remove Users link. The Remove role assignment page opens.



From the Select Criteria drop-down in the Availability Selection Criteria section, select the appropriate option, based on the type of assignment:

* To remove all users from the role, select All Users.
* To remove individual users from the role, select Users. Then click the Select icon to select the appropriate users.
* To remove an OU or group from the role, select the appropriate OU type. Then click the Select icon to select the appropriate OUs or groups.

The following options are available for each selected user, OU, or group.

* Include Subordinates - Select this option to include subordinates. If a user is chosen, subordinates will include the user's direct reports. If an organizational unit is chosen, subordinate will include the selected OU's child OUs.

Troubleshooting

For use cases that demonstrate how permission constraints are calculated when a user's permission constraints are merged between multiple roles or permissions, See Permission Constraint Calculation Use Cases on page 3 for additional information.

Constraints for Existing Permissions Example

A user is in Security Role A, which has the permission to view user records. This permission is constrained to the Sales division.

The user is added to Security Role B, which also has the permission to view user records. In this role, this permission is constrained to the HR division.

The following scenarios may occur:

* Append Constraints - The constraints from Security Role B are appended to the user's previous constraints. The user now has permission to view user records for users in the Sales division and the HR division.
* Replace Constraints - The constraints from Security Role B replace the user's previous constraints. The user now has permission to view only user records for users in the HR division.
* Do Not Modify Constraints - The user's previous constraints are unaffected and the constraints from Security Role B are disregarded. The user has permission to view only user records for users in the Sales division.

See Permission Constraint Calculation Use Cases on page 3 for additional information.

Use Groups to Assign Security Roles

Many organizations use the dynamic assignment functionality in groups and security roles in combination to create a way for administrators to add a user to a security role without requiring permission to access Security Role Administration.

To use groups to assign security roles, follow these steps:

1. Create a group with the necessary criteria that will ultimately assign the security role to the user.
2. Create the security role that you would like to assign to the users in the group.
3. Assign the security role to the group as a dynamic assignment.

After the group initially processes and then on a daily basis after the group processes, any new users who are added to the group either manually or because they meet the criteria for the group will automatically be assigned to the security role.

Example

In this example, you need to create a security role for all HR Managers.

1. Create a group that contains users in the HR Manager position.
2. Create an HR Manager security role.
3. Add the HR Manager group to the HR Manager security role as a dynamic assignment.

Related Topics

Modify Security Role

To modify a security role:

1. Go to Admin > Tools > Core Functions > Security Role Administration.
2. Next to the appropriate security role, click the Edit icon in the Options column.

When modifying an existing security role, the following occurs:

* If a permission is added or removed from an existing role, the change takes effect immediately for users previously assigned to the role.
* If a permission constraint is added, modified, or removed from one or more permissions in an existing role, previously assigned users are unaffected. Previously assigned users must be removed from the role and re-added for the change to take effect.
  + System generated roles, such as Approver, are dynamically assigned to users when they log in to the system. As a result, constraints on these permissions are immediately applied the next time the user logs in to the system.

Related Topics

1. Requisition level refers to the job requisition in Manage Job Requisitions. Changes made to a job requisition are referred to as being made at the "requisition level." Applicant reviewers added to a job requisition after the requisition is created are referred to as being added at the "requisition level." An offer letter template added to a job requisition is referred to as being added at the "requisition level." This term applies to the Recruiting functionality. This is a Recruiting term. [↑](#footnote-ref-1)
2. Applicant level refers to the applicant's profile. Changes made to an applicant's profile are referred to as being made at the "applicant level." Access granted to an applicant's profile is referred to as being granted at the "applicant level." This term applies to the Recruiting functionality. This is a Recruiting term. [↑](#footnote-ref-2)
3. Requisition level refers to the job requisition in Manage Job Requisitions. Changes made to a job requisition are referred to as being made at the "requisition level." Applicant reviewers added to a job requisition after the requisition is created are referred to as being added at the "requisition level." An offer letter template added to a job requisition is referred to as being added at the "requisition level." This term applies to the Recruiting functionality. This is a Recruiting term. [↑](#footnote-ref-3)
4. Applicant level refers to the applicant's profile. Changes made to an applicant's profile are referred to as being made at the "applicant level." Access granted to an applicant's profile is referred to as being granted at the "applicant level." This term applies to the Recruiting functionality. This is a Recruiting term. [↑](#footnote-ref-4)