

Data Privilege Adding or Removing Authorizers

Data Privilege allows you to add or remove Authorizers (individuals permitted to review and authorize network data access for your resources and employees) from any security group for which you are an Owner.

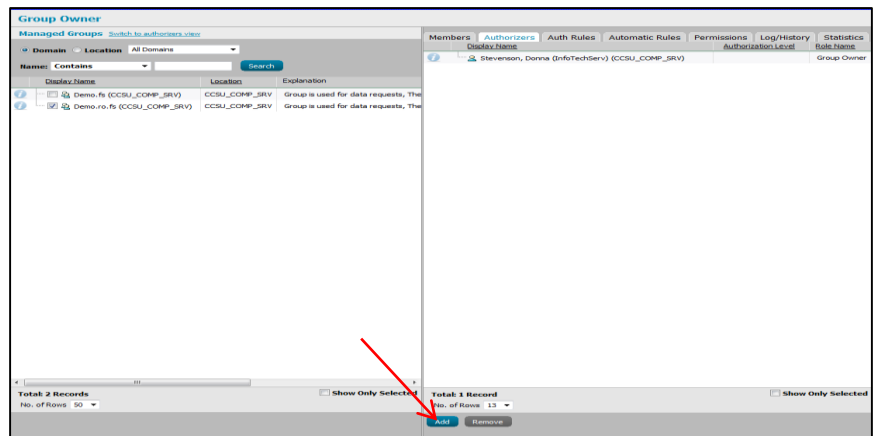
To access *Data Privilege* to add or remove Authorizers, you must be logged into a campus computer.


Add an Authorizer

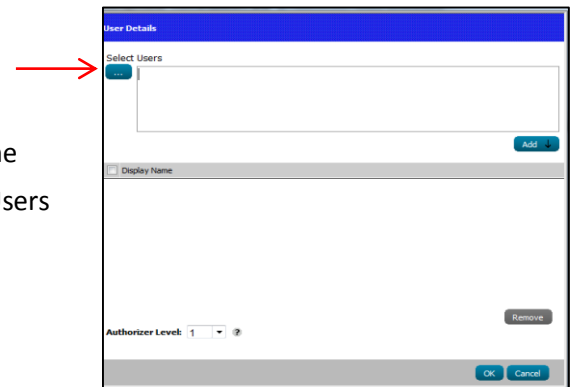
1. You can access *Data Privilege* by opening a browser from a computer on campus and navigating to <http://datapriv.ccsu.edu>. If prompted, enter your **BlueNet username**, your **BlueNet password**, and click **“OK”**. This will bring you to the *Data Privilege* “Welcome” screen. On the left-side options list, click **“Management”**, then click **“Group Owner”**, which opens up a split screen headed “Group Owner”.



2. On the left side of the screen is a list of the security groups that you own. Click on the **checkbox** next to the security group to which you would like to add an Authorizer. On the right side of the screen from the **tabs**, click **“Authorizers”**. This opens the list of existing “Group Owners” and “Group Authorizers”. Click on the **“Add”** button on the bottom of the screen to add another Authorizer.



3. From that action, the “User Details” screen will open. Click on the **blue ellipsis**  under the “Select Users”. This opens the “Users Search” screen.



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4. In the “Users Search” screen enter the **last name** of the person you want to add as an Authorizer in the blank text box. Click the **“Search”** button. Name(s) will come up below the headings. Select the **check box** next to the “Display Name” of the person you are choosing as an Authorizer. Click **“OK”**.

Display Name	Department	Description	Logon Na
<input type="checkbox"/> Stevenson, Donna (ITAdmin) (CCSU_COMP_SRV)	Information Technology	ITS	adm-stev
<input checked="" type="checkbox"/> Stevenson, Donna (InfoTechServ) (CCSU_COMP_SRV)	Information Technology		stevenson

Options under “Entity Name” will also allow you to search by Department and other criteria. Your choice of Authorizer is not limited to your Group’s members.

5. The “User Detail” screen will open and the username of your selection will show in the upper box. Click **“Add”** to bring the user down to the “Display Name” section. Keep the Authorizer Level **set to 1**. Click **“OK”**. This will return you to the “Group Owner” screen and you will see your addition of “Group Authorizer” on the right side.

Authorizer Level: 1

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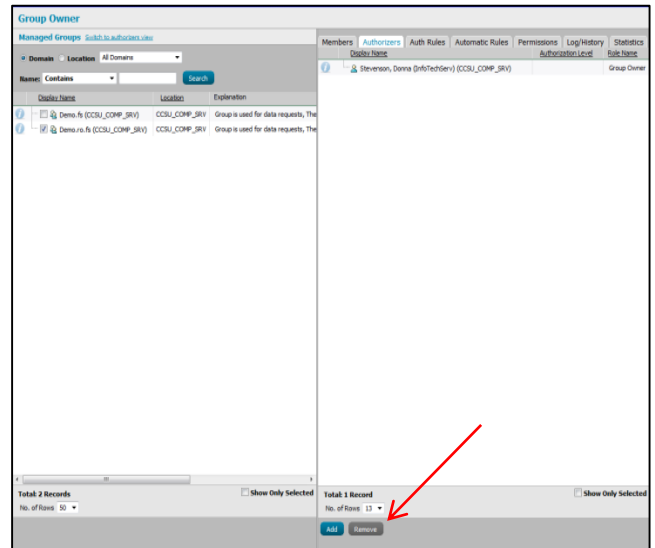
Remove an Authorizer

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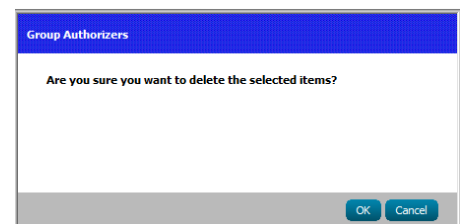
2. On the left side of the screen is a list of the security groups that you own. Click on the **checkbox** next to the security group from which you would like to remove an Authorizer. On the right side of the screen from the **tabs**, click **“Authorizers”**. This opens the list of existing “Group Owners” and “Group Authorizers”.

3. Click on the **checkbox** next to the Authorizer you want to remove.

4. Click on the **“Remove”** button on the bottom of the screen to remove that Authorizer.



5. This action will open you to the “Group Authorizers” screen to confirm the removal. Click **“OK”** and your selected Authorizer will be removed.



To Exit Data Privilege

There is no logout option for this program. Close browser window to exit.

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COMMON ACTIVE DIRECTORY SECURITY GROUP SUFFIXES

Suffix	Purpose
.fs	File Share Permissions
.mgt / .admins	Admin rights on specific server
.gpo	Targeting of Group Policy
.mbox	Access to Shared Mailbox or Shared Calendar
.sql	Access to a SQL Database
.web	File Share permissions for a Website
.list	Distribution List
.role	Web Application Role
.print	Access to a locked down printer
.usr	User level rights to a computer or server
.job	Job roles (i.e. student worker roles with multiple rights)
.users	Users of an application
.sqlrpt	Users who have access to reports in SQL Reporting Server
.ctx	Access to application via Citrix
.dept	Members of a department