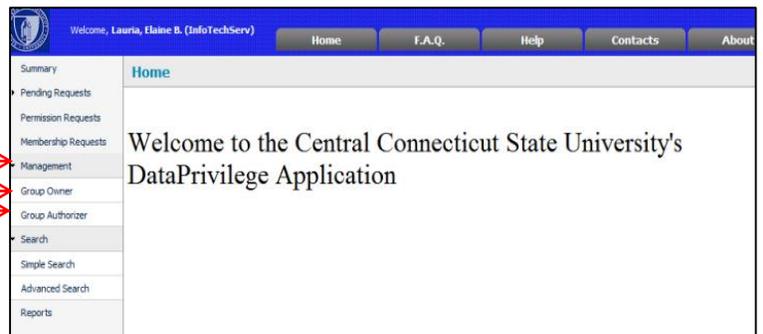


Data Privilege Adding or Removing Members

Data Privilege allows you to add or remove Members, aka Users, (individuals permitted to access all or portions of a group's resources) from any security group for which you are an Owner or an Authorizer. To access Data Privilege to add or remove Members, you must be logged into a campus computer.

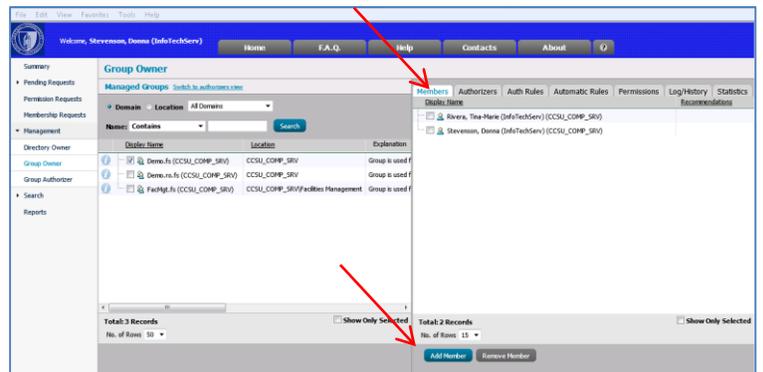
Add a Member

1. 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"** or **"Group Authorizer"**, which opens up a split screen headed "Group Owner" or "Group Authorizer".

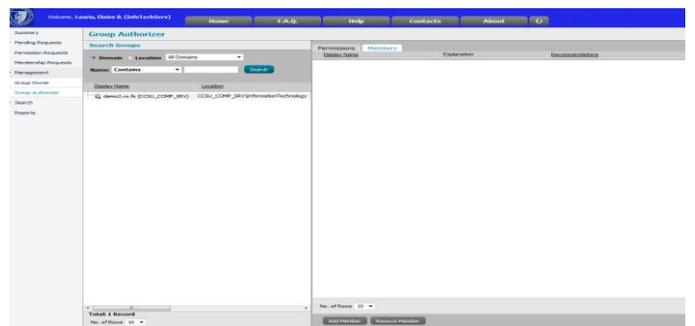


Group Owner Screen

2. On the left side of the screen, under "Display Name" is a list of the security groups that you are an Owner or Authorizer for. Click on the security group to which you would like to add a Member. If list of Members does not display on right side, click **"Members" tab** to open list. If you want to add to the list, click the **"Add Member"** button on the bottom of the screen. *Note: Only one member can be added at a time.*

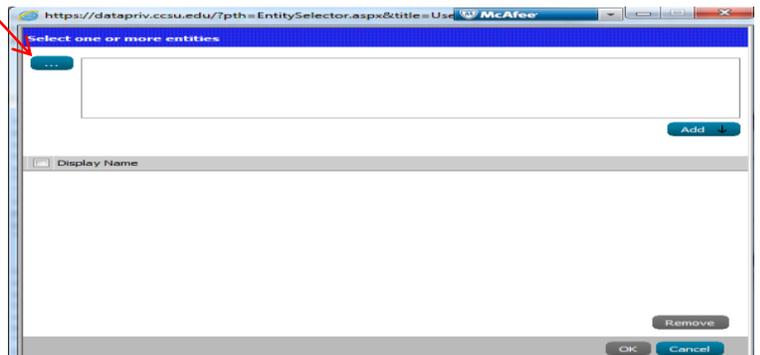


or Group Authorizer Screen



Data Privilege Adding or Removing Members

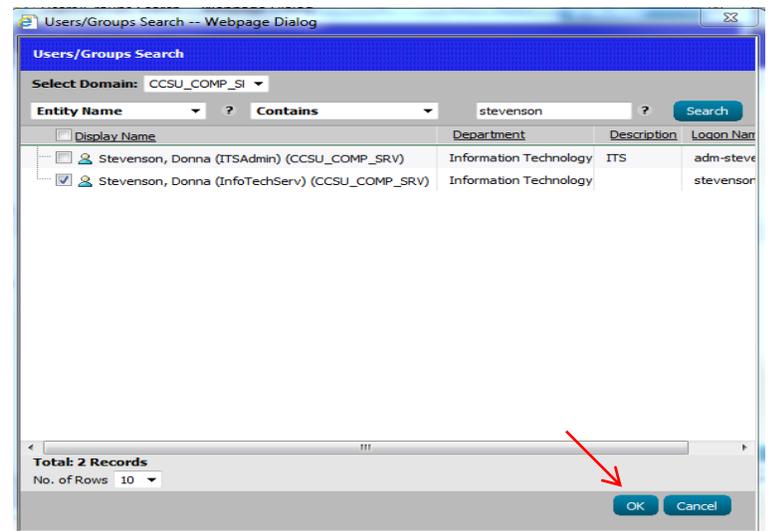
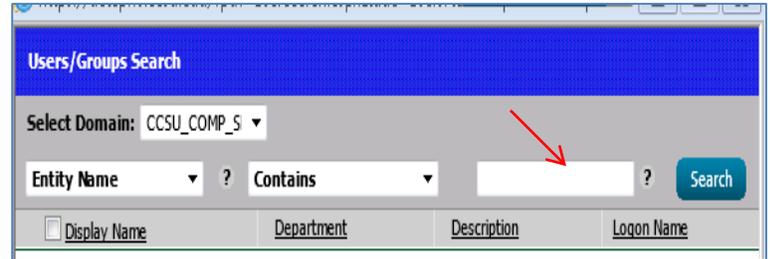
- From that action, the “Create membership request” screen will open. At “Select Users/Groups:” click the **blue ellipsis** . The “Select one or more entities” screen opens, and from there click the **blue ellipsis**  which will open the “Users/Groups Search” screen.



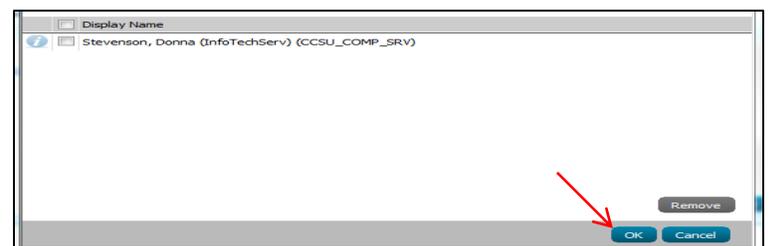
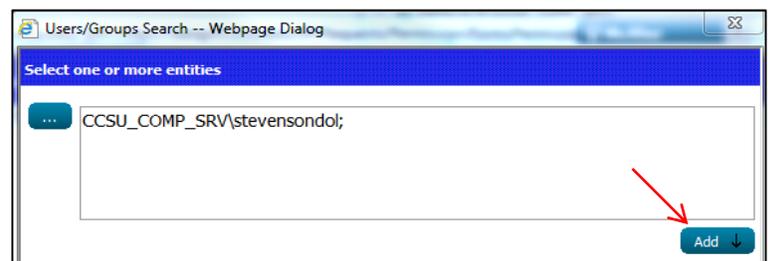
Data Privilege Adding or Removing Members

4. In “Users/Groups Search” enter the **last name** of the person you want to add as a Member in the blank text box. Click the “**Search**” button. Name(s) will come up below the “Display Name” heading. Click on the **name** of the person you are adding as a Member. Click “**OK**”.

Options under “Entity Name” will also allow you to search by Department and other criteria.



5. The “Select one or more entities” screen will re-open and the BlueNet ID number of your selection will show in the upper box. Click “**Add**” to bring the user down to the “Display Name” section. Click “**OK**”.



Data Privilege Adding or Removing Members

6. You will be returned to the “Create Membership Request” page where the Member added will show as an “Entity Name” in the upper left of screen. On the right, type a “Reason” for adding the Member to the resource, and if desired, set an expiration requirement in the “Expiration” section. Click “OK”. You will be returned to the “Group Owner” or “Group Authorizer” screen. To confirm your addition, click on the security group you were working in, and the list of Members will be updated. The new Member will now have access.

The screenshot shows a web browser window with the URL <https://datapriv.ccsu.edu/?pth=https://datapriv.ccsu.edu/SP/Requests/Permission/FormsPermissions>. The page title is "Create Permission Request". The form is divided into several sections:

- Request for ?**: Entity Name: Stevenson, Donna (InfoTechServ); Logon Name: stevensondol; Domain Name: CCSU_COMP_SRV.
- Reason ?**: A text area containing "Demo".
- Select Users/Groups :** A dropdown menu.
- Permissions**: A list of permissions, including "Execute".
- Expiration ?**: Radio buttons for "Never", "On" (with a date picker), and "After" (with a "days" field).

At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points to the "Reason" text area, and another red arrow points to the "OK" button.

To Exit Data Privilege

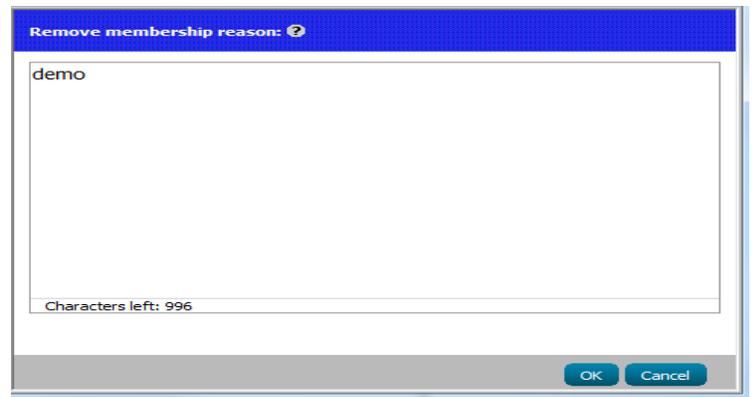
There is no logout option for this program. Close browser window to exit.

Data Privilege Adding or Removing Members

Remove a Member

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”** or **“Group Authorizer”**, which opens up a split screen headed “Group Owner” or “Group Authorizer”.
2. On the left side of the screen is a list of the security groups that you are an Owner or Authorizer for. Click on the security group to which you would like to remove a Member. If list of Members is not displayed on right side, click **“Members” tab** to open list.
3. Click on the **name** of the Member you want to remove.
4. Click the **“Remove Member”** button on the bottom of the screen.

5. This action will open a “Remove membership reason” screen. Type your **reason** and click **“OK”**.
You will be returned to the “Group Owner” or “Group Authorizer” screen.
To confirm your removal, click on the security group you were working in, and the list of Members will be updated. The removed Member will no longer have access.



To Exit Data Privilege

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

Data Privilege
Adding or Removing Members

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