



New York University
A private university in the public service

Office of Sponsored Programs
 665 Broadway, Suite 801
 New York, NY 10012-2331
 Telephone: (212) 998-2121
 Fax: (212) 995-4029
 E-mail: osp.agency@nyu.edu


Date: August 14, 2009

RE: Salary in Professional Profile and Changes to Default account settings

This Memo is to remind Cayuse users that salary information should NOT be stored in their Professional Profile.

The system administration settings have been changed. For all newly created Professional Profiles the default setting is that only the person who creates the Professional Profile will be able to access to the full profile. All users will be able to see the Profile in the list under the People tab but will not be able to see the details of the Professional Profile. The person who creates the Profile may grant access to other users or groups by managing the Permission for the Professional Profile (See instructions below). If you are having difficulty accessing a Profile you can call the Cayuse administrator Anita Mills at 8-4908 or contact your Project Officer.

Controlling Access to Professional Profiles

Click the Permissions icon  in the upper right corner of the main screen to bring up the Permissions screen. You change the permissions for the person/group by checking on or off the check boxes for the type of permission you want to grant or limit.

	List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
AllUsers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mills, Anita (anitatrain)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Description of the permissions associated with Professional Profiles:

List – Users with this permission will be able to see that a person has a Profile in the system because the name of the person with the Profile will appear in the list under the People tab. Users with only this permission may not look at or modify the data stored within the Profile.

Read -- Users with this permission can look at all the data. They may not modify the data.

Autofill -- Users with this permission can “autofill” data from a Profile into grant proposals.

Delete – Users with this permission can delete the Profile. This level of permission should be reserved for only one or two people.

Change Permissions – Users with this permission can change the permissions associated with that profile. This level of permission should be reserved for only people who need to change permissions.

Add User/Group – Users with this permission can add additional users and assign appropriate permissions.

Remove User/Group – Users with this permission can remove users from the profile.

For more information you can download the Cayuse User Manual at:

<http://support.cayuse.com/doc/Cayuse424%20User%20Reference%20Manual-v3.8.pdf>