GeorgiaBEST

# Permissions in Degree Works:
# Assigning Keys and Groups

This Quick Reference Guide is a brief summary to help guide you in updating and maintaining your Degree Works environment. Additional training through the Ellucian Customer Center or GeorgiaBEST may be needed for new users.

## Keys, Groups, and User Classes

Access to applications and functionality in the Degree Works suite is granted to individuals through Keys. Degree Works permissions are added in layers:

- Individual users are assigned to a **User Class** that corresponds with their role (i.e. student, advisor, Registrar, etc.)

- A **User Class** consists of groups and keys that are granted to all users assigned to that User Class.

- A **Group** is made up of keys associated with a specific role or function. The group can then be assigned to a User Class which grants all users within that class access to specific functions.

- A **Key** is associated with a very specific permission. Keys can be added to Groups to create permissions associated with a particular role or function. Individual keys can also be added to a User Class for more fine-tuned assignment of permissions.

- Both **Groups** and **Keys** can also be added to an individual user account, although this is less common.

## How to Add a Group or a Key through the SHPCFG File

- In DWShell, Shepentry, select '**System Settings**.'
  - In Controller, select '**Configuration**.'

- Search with '**SHPCFG**' for quickest access to the setting.

- Select **'core.security.rules.shpcfg**.'

- Copy and paste the text in the '**Value**' box to a text editor. This value is your SHPCFG file — be sure to save a local backup copy prior to making any edits.

- Under the desired User Class, use the statement below to add either a group or key:

  addgroup = GroupName

  addkey = KeyName

- You can also remove a group or key with the following statements:

  remgroup = GroupName

  remkey = KeyName

- Copy and paste text back to 'Value' box and select 'Update'.

- A webrestart may be needed in order for the changes to take effect. This can be completed through Transit or your IT department.

## What Key do I need?

A list of all keys and groups available can be found in the *Degree Works Technical Guide* for your current release version. Ellucian documentation, including all User Guides is available through the Ellucian Customer Center: https://ellucian.force.com/clients/s/document-library