

## Assigning campo roles via the IdM portal

Certain campo roles can be assigned to authorised users from the administration area in the IdM portal.

These campo roles include:

- Lecturer
- Room coordinator
- Room booker
- Building manager
- Degree programme coordinator
- Course catalogue editor

The administration screens are very similar for assigning each campo role. There are only minor differences in that some roles require additional configurations that control what permissions are granted to the user in campo. For example, the user might only be granted access to certain degree programmes or roles.

### IdM portal login

Log into the IdM portal ([www.idm.fau.de](http://www.idm.fau.de)) with your IdM username and password. Click 'Administration' in the top menu to access the administration screen. Use the context menu on the left of the screen to navigate to 'Decentralised administration' and then 'campo' where you can access the functions for assigning roles.

On the right side of the screen, you can see all campo roles which you have permission to assign. The following screenshot shows all of the roles which are available in campo. You will probably see fewer roles than are displayed here. A short description of which access rights are granted in campo is provided for each role.

campo



**OrgUnit**  
[00000001]  
Referral ID - Campusmanagement  
Responsibility: FA, TRM, UStagen

[Select another institution.](#)

**i** campo is the name of the online platform that provides IT support for the administrative processes of the Student Life Cycle at FAU - from the application of prospective students, the allocation of study places and student administration to the organization and administration of courses and examinations. For campo, user roles can be assigned via IdM, which authorize access to certain functional areas in the campo portal.

**Room coordinator**  
*The room coordinator role in campo is assigned to users who are responsible for managing room requests. Users with this role can edit room requests for one or several rooms that they are responsible and fulfil or reject room requests.*

**Building manager**  
*The building manager role in campo allows a user to edit room equipment data (for example projectors, blinds, seating) for buildings they are responsible for.*

**Room booker**  
*The room booker role is assigned to users who want to create (non-curricular) special events in the campo portal. In addition, rooms can be requested or booked for these special events.*

**Course coordinator**  
*The degree programme coordinator role in campo authorises users to manage module descriptions for one or more degree programmes and generate module handbooks.*

**Course catalogue editor**  
*The course catalogue editor role in campo authorises a user to edit the course catalogue for one or several degree programmes. They may also add and edit intermediate levels in the course catalogue.*

Each of the links will take you to the screen for assigning a specific role in campo.

## Overview page (for each campo role)

After clicking the link to the campo role, you will be taken to an overview page (the following example is based on the lecturer role).

**Lecturer**  
 << Back

**OrgUnit**  
 Business Administration  
 Fakultät für Betriebswirtschaftslehre  
 Universität zu Köln

**Manage teaching roles**  
 Add teaching role for another user.

Total 1

The users in your organisational unit that have been assigned teaching roles are listed below. You can add or remove users from this list.

User	E-mail	OrgUnit	Valid until
<a href="#">Remove</a> Ulrich, Andrea	andrea.ulrich@uni-erlangen.de	Fakultät für Betriebswirtschaftslehre	End of employment

1

The overview page is divided into three sections:

- On the top left, you can see the organisational unit that you are authorised to assign campo roles for.
- On the top right, you can assign other users to the current campo role.
- At the bottom of the screen, you can see a list of users who have already been assigned this campo role in your organisational unit. The name, office e-mail address, organisational unit and validity period are shown on this list.

## Assigning campo roles to a user

To assign the campo role to another user, click on the 'Add teaching role' on the top right of the overview page.

This opens a popup window. Now you can search for users by their last name, first name or IdM username.

**Add teaching role**

Search by last name, first name or IdM ID\*

User ...

Add Cancel

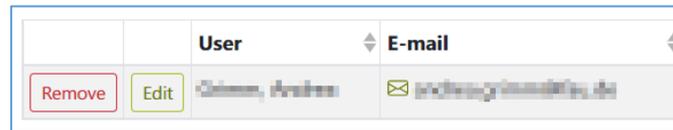
Click 'Add' to assign the campo role to the user. The validity period for the role is always set automatically to the end date of the user's employment contract.

You will now be taken back to the overview page. The user who you have just assigned the campo role to will now be included in the list.

## Remove a campo role

If you want to remove a campo role that has already been assigned to a user, you can do this via the overview page for the campo role.

On this page, you can click the 'Remove' button next to the user's details to remove them from the list.



This also removes the campo role and the access rights assigned to the user within this role from the user. Users who are authorised as examiners by the Examinations Committee are automatically assigned the lecture and module manager roles when they are assigned the examiner role in IdM by the Examinations Office. This means that you do not need to assign either the lecturer or module manager roles to authorised examiners and you cannot remove these roles either.

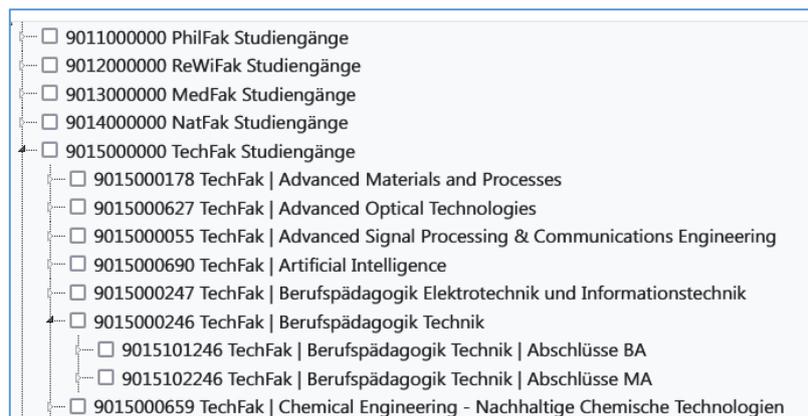
## Manage access rights

... for degree programmes

For the course catalogue coordinator and degree programme coordinator roles in campo, access rights must be assigned for the required degree programmes.

You can set the access rights when assigning the role to the user.

When searching for users for the course catalogue coordinator and degree programme coordinator roles, an additional object is shown below the search fields, where you can choose the degree programme(s) to grant access to from the tree, which is organised by faculty.



The tree has three levels. The five faculties are represented on the top level and the degree programme subjects are listed on the second level. The third level shows the type of degree programme that can be studied at FAU for each subject.

If a user is responsible for all degree programme types for a specific subject, please enable the checkbox directly at the subject level. You should only select the lowest level of the tree if the user is only responsible for a specific degree programme type.

When you enable the checkbox next to a specific level, this option will be selected and the unique ID of the selected organisational unit will be shown below the user.

**Campo-Org.-Units\***  
 ⓘ If you are responsible for all degree programmes for a specific subject, please click the checkbox at the highest possible level. You should only select the lowest level if you are responsible for a specific degree programme type.

9013000000 9014000000

Search ...

- 9011000000 Studiengänge der Philosophischen Fakultät und des Fachbereichs Theologie
- 9012000000 Studiengänge der Rechts- und Wirtschaftswissenschaftlichen Fakultät
- 9013000000 Studiengänge der Medizinischen Fakultät
- 9014000000 Studiengänge der Naturwissenschaftlichen Fakultät
- 9015000000 Studiengänge der Technischen Fakultät

When you save your changes, the campo role will be assigned to the user and the access rights that you have configured will be saved and transferred to the campo portal.

You can see the access rights in an additional column on the overview page. The internal ID for the selected degree programmes are listed here.

...for rooms

The room coordinator role in campo requires that access rights are restricted to the specific rooms that a user is responsible for. Room data is imported from FAMOS, the central room management system at FAU.

**Add room coordinator**

Search by last name, first name or IdM ID\*

User ...

**campo rooms\***

Search for campo rooms

-- Campus --

Building

Floor

Room

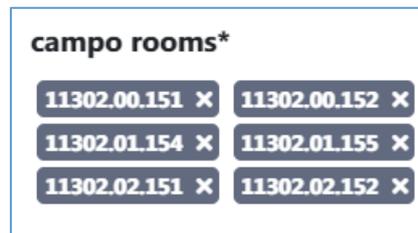
Add Cancel

When you assign the room coordinator role, you must also choose which rooms the user will be responsible for.

You can either search for rooms by entering a search term such as a building or street name in the 'Search campo rooms' field or use the four selection fields. First, select the campus. This lists the different locations at FAU. Now select the building. This shows the buildings which are assigned to the selected campus. Select the floor and then finally the room number.

To select multiple rooms, press and hold the CTRL key and use the mouse to select several room numbers.

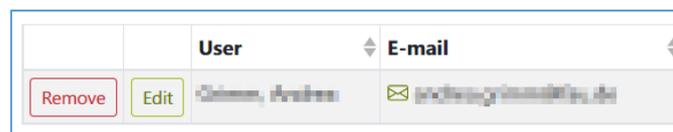
The selected rooms will be shown in the field below the heading 'campo rooms'.



When you save your changes, the campo role will be assigned to the user and the access rights that you have configured will be saved and transferred to the campo portal.

### Changing access rights for rooms or degree programmes

If you need to change the access rights for degree programmes or rooms, you can do this from the overview page. Click on the 'Edit' button next to the user's details.



This will take you to the edit screen where you can change the selection for the degree programme and remove access for a specific degree programme by clicking the 'x' next to the entry under 'Campo organisational unit'. Click the 'Add' button to save your changes.