User Levels

Omni CMS not only manages content, but also many user accounts with varying levels of permission. Ranging from the basic   to the more advanced   , all accounts have access to add or edit a page and some include higher levels of responsibility.

Though most accounts in Omni CMS are designated between Level 6-8, it can be helpful for all users in the system to understand how levels of permission are determined, what each level does and does not include, and who is the best point of contact for higher access.

Levels of User Permissions

The level of permission for each individual user is primarily based on their role within the department:

- 　　　　　　　　　　　　　　Assigned to student employees who maintain web content.
- 　　　　　　　　　　　　　Assigned to dept. heads or staff who manage the unit's section of the website.

Each department or unit appoints at least one   user, who is the resident Omni CMS specialist and supports   members from their office. If requested, they can also be set up as an approver for publishing.

Please reference the following table for permissions of each user level:

Edit existing interior page		
Create new page		
Upload file		
Delete file		
Delete interior page		
Publish without approval		
Update page properties		
Edit section properties		
Edit section footer		
Edit section sidebar		
Edit navigation		
Edit landing page		
Create sub-section		
Overwrite/rename file		
Overwrite/rename folder		
Change access on file		

Change access on folder		
Add to system dictionary		
Manage Faculty Profiles		

Please Contact Us if you need assistance with something that you do not have access to in Omni CMS.

> 😇 EXTRA INSIGHT: Global Admin (Lvl. 9-10) users can create a new section (including Section Footer and Section Sidebar), reserved for members of the Web Support team at Marketing & Communications.

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