

User Levels

Last Modified on 01/31/2025 10:16 am PST

Modern Campus CMS not only manages content, but also many user accounts with varying levels of permission. Ranging from the basic **Student User (Level 6)** to the more advanced **Staff User (Level 8)**, all accounts have access to add or edit a page and some include higher levels of responsibility.

Though most accounts in Modern Campus 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:

- **Student User (Level 6):** Assigned to student employees who maintain web content.
- **Staff User (Level 8):** Assigned to dept. heads or staff who manage the unit's section of the website.

Each department or unit appoints at least one **Staff User (Level 8)** user, who is the resident Modern Campus CMS specialist and supports **Student User (Level 6)** 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:

Permission	Student User (Level 6)	Staff User (Level 8)
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		✓

Permission	Student User (Level 6)	Staff User (Level 8)
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 Modern Campus 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.

[< Previous Article](#)
