

# IWDS User Roles and Rights

## Role: ACME Reports

### Rights

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ACME Report Group  
Change My Staff Information  
Staff Login  
View Staff Reports

## Role: ATIM Career Planner

### Rights

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Allow Career Planner Assignment  
Associate with ATIM  
ATIM Career Planner  
Change My Staff Information  
Create Customer Swipe Card  
Exit Application  
Maintain Application  
Maintain Case Notes  
Maintain Customer  
Staff Login  
View Application  
View Contact  
View Customer  
View Entity  
View Location

## Role: Career Planner Supervisor

### Rights

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Allow Career Planner Assignment  
Assign Career Planner  
Associate with TAA  
Associate with WIOA  
Certify WIOA 1Y  
Certify WIOA 1Y 5% Window Title  
Change My Staff Information  
Create Customer Swipe Card  
Delete Application  
Delete Application Information  
Delete Application Service  
Exit Application

# IWDS User Roles and Rights

Maintain 28 Day Review  
Maintain 28 Day Review Admin  
Maintain Application  
Maintain Application Service  
Maintain Case Notes  
Maintain Contact Date  
Maintain Customer  
Maintain TAA Status  
Maintain Title Certification  
Remove Title Certification  
Select Local Services Via Card  
Staff Login  
View Application  
View Confidential Case Note  
View Contact  
View Customer  
View Location  
View Performance Goals  
View Performance Outcome Details within LWA  
View Performance Outcome Summary  
View Performance Predictions within LWA  
View Staff  
View Staff Reports  
WIOA Career Planner

## Role: Case Management View Only

### **Rights**

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Change My Staff Information  
Create Customer Swipe Card  
Staff Login  
View Application  
View Customer  
View Staff Reports  
View TAA Status Comments

## Role: Data Lag Reports

### **Rights**

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Change My Staff Information  
Data Lag  
Staff Login  
View Staff Reports

# IWDS User Roles and Rights

## Role: DCEO 15% Grants Planner

### Rights

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Approve/Disapprove Grant For 1G  
Can View Grants For Any LWA  
Change My Staff Information  
Delete Grant Project  
Maintain 1G Local Grant Dates  
Maintain 1G Local Grant Name  
Maintain Grant Project  
Maintain Grant Status  
Modify LWAs Being Funded After 1G Grant Approval  
Staff Login  
View Grant  
View Initiative  
View Staff Reports

## Role: DCEO Grants Planner

### Rights

---

Approve/Disapprove Grant For Formula/1Y  
Can View Grants For Any LWA  
Change My Staff Information  
Delete Grant Project  
Maintain Grant Project  
Maintain Grant Status  
Staff Login  
View Grant  
View Initiative  
View Staff Reports

## Role: DCEO Grants View Only

### Rights

---

Can View Grants For Any LWA  
Change My Staff Information  
Staff Login  
View Grant  
View Initiative  
View Staff Reports

# IWDS User Roles and Rights

## Role: DCEO Provider Certification

### Rights

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Can Act As Any LWA For Provider Management  
Change My Staff Information  
Grant Provider Roles  
Maintain Contact  
Maintain Entity  
Maintain Location  
Maintain Relationship  
Maintain Training Program  
Reset Contact Password  
Staff Login  
View Contact  
View Entity  
View Location  
View Relationship  
View Staff Reports  
View Training Program

## Role: DCEO Rapid Response Grants Planner

### Rights

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Approve/Disapprove Grant For 1N/1S/1E/1EC  
Approve/Disapprove Grant For TAA  
Can View Grants For Any LWA  
Change My Staff Information  
Maintain Grant Status  
Staff Login  
View Grant  
View Initiative  
View Staff Reports

## Role: DCEO Rapid Response Unit Staff

### Rights

---

Can Act As Any LWA For DETS  
Change My Staff Information  
Maintain DETS Event  
Staff Login  
View Contact  
View DETS Event

# IWDS User Roles and Rights

View Location  
View My DETS Event  
View Staff Reports

## Role: DCEO Rapid Response Unit System Administrator

### Rights

---

Can Act As Any LWA For DETS  
Change My Staff Information  
Delete DETS  
Maintain DETS Event  
Maintain DETS Event After Closed  
Staff Login  
View Contact  
View DETS Event  
View Location  
View My DETS Event  
View Staff Reports

## Role: DCEO Relationship View Only

### Rights

---

Can Act As Any LWA  
View Relationship

## Role: DCEO TAA Grants Planner

### Rights

---

Approve/Disapprove Grant For TAA  
Can View Grants For Any LWA  
Change My Staff Information  
Maintain Grant For TAA  
Maintain Grant Status  
Staff Login  
View Grant  
View Staff Reports

## Role: DCEO View Performance Detail

### Rights

---

Change My Staff Information  
Staff Login  
View Performance Outcome Details Across LWAs

# IWDS User Roles and Rights

View Performance Outcome Summary  
View Performance Predictions across LWAs  
View Staff Reports

## Role: Debugging

### Rights

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Change My Staff Information  
Debugging  
View Staff Reports

## Role: Default Login

### Rights

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Staff Login

## Role: DETS Reports

### Rights

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Change My Staff Information  
DETS Report Group  
Staff Login  
View Staff Reports

## Role: DETS View Only

### Rights

---

Change My Staff Information  
Staff Login  
View DETS Event  
View My DETS Event  
View Staff Reports

## Role: Employer

### Rights

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Employer

## Role: Entity Maintenance

### Rights

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Change My Staff Information  
Grant Provider Roles

# IWDS User Roles and Rights

Maintain Contact  
Maintain Entity  
Maintain Location  
Maintain Relationship  
Maintain Training Program  
Reset Contact Password  
Staff Login  
View Contact  
View Entity  
View Location  
View Relationship  
View Staff Reports  
View Training Program

## Role: Entity Maintenance (Assign Training Function Included)

### **Rights**

---

Assign Training Business Function to Location  
Change My Staff Information  
Grant Provider Roles  
Maintain Contact  
Maintain Entity  
Maintain Location  
Maintain Relationship  
Maintain Training Program  
Reset Contact Password  
Staff Login  
View Contact  
View Entity  
View Location  
View Relationship  
View Staff Reports  
View Training Program

## Role: Federal Reports

### **Rights**

---

Change My Staff Information  
Federal  
Staff Login  
View Staff Reports

# IWDS User Roles and Rights

## Role: General Public

### Rights

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Public Access  
View Contact  
View Entity  
View Location  
View Training Program

## Role: Generate Swipe Card

### Rights

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Generate Swipe Card  
Maintain Customer  
Staff Login

## Role: Grant System Administrator

### Rights

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Add Initiative  
Approve/Disapprove Grant For 1G  
Approve/Disapprove Grant For 1N/1S/1E/1EC  
Approve/Disapprove Grant For Formula/1Y  
Approve/Disapprove Grant For TAA  
Can Maintain Grants For Any LWA  
Can View Grants For Any LWA  
Change My Staff Information  
Delete Grant  
Delete Grant Project  
Draft/Pending Grant  
Maintain 1G Local Grant Name  
Maintain 1Y School to Career Grant  
Maintain Grant For 1G  
Maintain Grant For 1N/1S/1E/1EC  
Maintain Grant For Formula/1Y  
Maintain Grant For TAA  
Maintain Grant Project  
Maintain Grant Status  
Maintain Local Grant Dates  
Maintain Parent Grant  
Modify After Approval  
Modify LWAs Being Funded After 1G Grant Approval



# IWDS User Roles and Rights

Staff Login  
Transfer Grants  
View Grant  
View Initiative  
View My Grants  
View Staff Reports

## Role: Grants Reports

### **Rights**

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Change My Staff Information  
Grants Report Group  
Staff Login  
View Staff Reports

## Role: Human Service Provider

### **Rights**

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Change My Staff Information  
Maintain Contact  
Maintain Location  
Staff Login  
View Contact  
View Location  
View Message  
View Staff Reports

## Role: ITA Training Provider

### **Rights**

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Change My Staff Information  
Maintain Contact  
Maintain Location  
Maintain Training Program  
Staff Login  
View Contact  
View Location  
View Message  
View Staff Reports  
View Training Program

# IWDS User Roles and Rights

**Role: Job Seeker**

## **Rights**

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Job Seeker

**Role: JTD System Administrator**

## **Rights**

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Allow Career Planner Assignment  
Alter TAA Status  
Assign Generate Swipe Card  
Assign LWA Load External Data with Unique Identifier  
Assign Training Business Function to Location  
Associate Employer Contact and Staff Users  
Associate with TAA  
Associate with W2W  
Associate with WIOA  
Can Act As Any LWA  
Can Act As Any LWA For DETS  
Can Act As Any LWA For Provider Management  
Can Create JTD System Administrator  
Can Delete Case Notes  
Can edit Enrolling Service End Date after Exit  
Can Exit an Application more than 120 days in the past  
Can Maintain Grants For Any LWA  
Certify WIOA 1Y  
Certify WIOA 1Y 5% Window Title  
Change My Staff Information  
Create DCEO Grants System Administrator  
Create DCEO RRU System Administrator  
Create Local System Administrator  
Create Performance Goal Manager  
Delete Application  
Delete Application Information  
Delete Application Service  
Delete Customer Information  
Delete Employer Service  
Delete Exit Record  
Delete TAA Status  
Delete Training Program  
Delete WIOA Exit Record  
Delete Youth Goal

# IWDS User Roles and Rights

Exit Application  
Grant DCEO DETS Roles  
Grant DCEO Grant Roles  
Grant DCEO Provider Certification Role  
Grant DCEO Relationship View Only  
Grant Entity Maintenance (Assign Training Function Included) Role  
Grant Federal Reports Role  
Grant LWA Local Customization  
Grant Provider Roles  
Grant Provider View Performance Detail  
Grant WIOA CIS Only Roles  
Maintain 28 Day Review  
Maintain 28 Day Review Admin  
Maintain 28 Day Review Delete  
Maintain Application  
Maintain Application Date after Certification  
Maintain Application Information after Certification  
Maintain Application Information after Exit across LWAs  
Maintain Application Information After Expiration  
Maintain Application Service  
Maintain Case Notes  
Maintain Contact  
Maintain Contact Date  
Maintain Customer  
Maintain DETS Event  
Maintain DETS Event After Closed  
Maintain Entity  
Maintain Location  
Maintain Performance Goals  
Maintain Relationship  
Maintain Staff Across LWAs  
Maintain Staff in LWA  
Maintain TAA Appeal  
Maintain TAA Application Information after Certification  
Maintain TAA Status  
Maintain TAA Status Initial End Date  
Maintain Title Certification  
Maintain Training Program  
Remove Title Certification  
Reset Contact Password  
Select Local Services Via Card  
Staff Login

# IWDS User Roles and Rights

- Transfer Grants
- Update Owning LWA For Training Program
- View Application
- View Confidential Case Note
- View Contact
- View Customer
- View DETS Event
- View Entity
- View Location
- View My DETS Event
- View Participant Period Exceptions For All Users
- View Performance Goals
- View Performance Outcome Details Across LWAs
- View Performance Outcome Summary
- View Performance Predictions across LWAs
- View Relationship
- View Staff
- View Staff Reports
- View Training Program
- WIOA Career Planner

**Role: KTTEST MY ROLE 1**

## **Rights**

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- Allow Career Planner Assignment
- Associate with TAA
- Associate with W2W
- Associate with WIOA
- Can Act As Any LWA
- Certify WIOA 1Y 5% Window Title
- Change My Staff Information
- Debugging
- Delete Application Service
- Delete Exit Record
- Employer
- Exit Application
- Grant Skills Match Only Roles
- Grant WIOA CIS Only Roles
- Job Seeker
- Maintain Application Information after Certification
- Maintain Case Notes

# IWDS User Roles and Rights

- Maintain Performance Goals
- Maintain Staff Across LWAs
- Maintain Staff in LWA
- Maintain Title Certification
- Region Manager
- Remove Title Certification
- Save Performance Predictions within LWA
- Staff
- Staff Admin
- Staff Login
- Staff Manager
- View Application
- View Confidential Case Note
- View Customer
- View Performance Goals
- View Performance Outcome Details Across LWAs
- View Performance Outcome Details within LWA
- View Performance Outcome Summary
- View Performance Predictions across LWAs
- View Performance Predictions within LWA
- View Staff
- View Staff Reports

## Role: Local Customization View Only

### **Rights**

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- Change My Staff Information
- Staff Login
- View Local Customization
- View Staff Reports

## Role: Local System Administrator

### **Rights**

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- Allow Career Planner Assignment
- Assign Career Planner
- Assign Generate Swipe Card
- Assign Training Business Function to Location
- Associate Employer Contact and Staff Users
- Associate with TAA
- Associate with WIOA
- Can Delete Case Notes
- Certify WIOA 1Y

# IWDS User Roles and Rights

Certify WIOA 1Y 5% Window Title  
Change My Staff Information  
Create Customer Swipe Card  
Create Local System Administrator  
Delete Application  
Delete Application Information  
Delete Application Service  
Delete Grant  
Draft/Pending Grant  
Exit Application  
Grant Entity Maintenance (Assign Training Function Included) Role  
Grant LWA Local Customization  
Grant Provider Roles  
Grant WIOA CIS Only Roles  
Maintain 28 Day Review  
Maintain 28 Day Review Admin  
Maintain Application  
Maintain Application Date after Certification  
Maintain Application Service  
Maintain Case Notes  
Maintain Confidential Case Note  
Maintain Contact  
Maintain Contact Date  
Maintain Customer  
Maintain DETS Event  
Maintain DETS Event After Closed  
Maintain Entity  
Maintain Grant For 1G  
Maintain Grant For 1N/1S/1E/1EC  
Maintain Grant For Formula/1Y  
Maintain Grant For TAA  
Maintain Grant Status  
Maintain Location  
Maintain Relationship  
Maintain Staff in LWA  
Maintain TAA Application Information after Certification  
Maintain TAA Status  
Maintain Title Certification  
Maintain Training Program  
Modify After Approval  
Remove Title Certification  
Reset Contact Password

# IWDS User Roles and Rights

Save Performance Predictions within LWA  
Select Local Services Via Card  
Staff Login  
Transfer Grants  
View Application  
View Confidential Case Note  
View Contact  
View Customer  
View DETS Event  
View Entity  
View Grant  
View Location  
View My DETS Event  
View My Grants  
View Performance Goals  
View Performance Outcome Details within LWA  
View Performance Outcome Summary  
View Performance Predictions within LWA  
View Relationship  
View Staff  
View Staff Reports  
View Training Program  
WIOA Career Planner

**Role: LWA Grant Planner**

## **Rights**

---

Change My Staff Information  
Delete Grant  
Draft/Pending Grant  
Maintain Grant For 1G  
Maintain Grant For 1N/1S/1E/1EC  
Maintain Grant For Formula/1Y  
Maintain Grant For TAA  
Maintain Grant Status  
Staff Login  
Transfer Grants  
View Grant  
View My Grants  
View Staff Reports

# IWDS User Roles and Rights

## Role: LWA Grants View Only

### Rights

---

Change My Staff Information  
Staff Login  
View Grant  
View My Grants  
View Staff Reports

## Role: LWA Load External Data

### Rights

---

Change My Staff Information  
Load External Data  
Staff Login  
View Staff Reports

## Role: LWA Load External Data with Unique Identifier

### Rights

---

Allow External Data With Unique Identifier  
Change My Staff Information  
Load External Data  
Staff Login  
View Staff Reports

## Role: LWA Local Customization Maintenance

### Rights

---

Change My Staff Information  
Maintain Local Customization  
Staff Login  
View Local Customization  
View Staff Reports

## Role: LWA Relationship Manager

### Rights

---

Change My Staff Information  
Maintain Relationship  
Staff Login  
View Location  
View Relationship



# IWDS User Roles and Rights

View Staff Reports

**Role: LWA Staff**

## **Rights**

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Change My Staff Information

Maintain DETS Event

Staff Login

View Contact

View DETS Event

View Location

View My DETS Event

View Staff Reports

**Role: Non-Youth Certification**

## **Rights**

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Change My Staff Information

Maintain Application

Maintain Title Certification

Staff Login

View Application

View Customer

View Staff Reports

**Role: Obligation Approval**

## **Rights**

---

Change My Staff Information

Maintain Application

Maintain Application Service

Staff Login

View Application

View Customer

View Staff Reports

**Role: OTH Career Planner**

## **Rights**

---

Allow Career Planner Assignment

Associate with OTH

Change My Staff Information

Exit Application

# IWDS User Roles and Rights

- Maintain Application
- Maintain Case Notes
- Maintain Customer
- Staff Login
- View Application
- View Contact
- View Customer
- View Entity
- View Location
- View Staff Reports

## Role: Participant Period Reports

### **Rights**

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- Change My Staff Information
- Participant Periods
- Staff Login
- View Staff Reports

## Role: Participant Reports

### **Rights**

---

- Change My Staff Information
- Participant
- Staff Login
- View Staff Reports

## Role: Performance Goal Manager

### **Rights**

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- Change My Staff Information
- Maintain Performance Goals
- Staff Login
- View Performance Goals
- View Performance Outcome Details Across LWAs
- View Performance Outcome Summary
- View Performance Predictions across LWAs
- View Staff Reports

## Role: Performance Management Reports

### **Rights**

---

- Change My Staff Information

# IWDS User Roles and Rights

Performance Mgt  
Staff Login  
View Staff Reports

## Role: Performance Management View Only

### **Rights**

---

Change My Staff Information  
Save Performance Predictions within LWA  
Staff Login  
View Performance Goals  
View Performance Outcome Details within LWA  
View Performance Outcome Summary  
View Performance Predictions within LWA  
View Staff Reports

## Role: Provider Information View Only

### **Rights**

---

Change My Staff Information  
Staff Login  
View Contact  
View Entity  
View Location  
View Relationship  
View Staff Reports  
View Training Program

## Role: Provider Management Reports

### **Rights**

---

Change My Staff Information  
Provider Management  
Staff Login  
View Staff Reports

## Role: Referral Tracking Reports

### **Rights**

---

Change My Staff Information  
Referral  
Staff Login  
View Staff Reports

# IWDS User Roles and Rights

## Role: Region Manager

### Rights

---

Region Manager  
Staff Login  
View Staff

## Role: RR Rollup Career Planner

### Rights

---

Allow Career Planner Assignment  
Associate With RR Rollup  
Change My Staff Information  
Create Customer Swipe Card  
Exit Application  
Maintain Application  
Maintain Case Notes  
Maintain Customer  
Maintain RR Rollup  
Staff Login  
View Application  
View Contact  
View Customer  
View DETS Event  
View Entity  
View Location  
View RR Rollup

## Role: RR Rollup View Only

### Rights

---

Associate With RR Rollup  
Staff Login  
View Application  
View Contact  
View Customer  
View DETS Event  
View Entity  
View Location  
View RR Rollup

# IWDS User Roles and Rights

## Role: Security Reports

### Rights

---

Change My Staff Information  
Security  
Staff Login  
View Staff Reports

## Role: Self Service Local Services

### Rights

---

Select Local Services Via Card  
Staff Login

## Role: Staff

### Rights

---

Staff  
Staff Login  
View Staff

## Role: Staff Admin

### Rights

---

Grant Skills Match Only Roles  
Maintain Staff in LWA  
Staff Admin  
Staff Login  
View Staff

## Role: Staff Manager

### Rights

---

Staff Login  
Staff Manager  
View Staff

## Role: Summary Reports

### Rights

---

Change My Staff Information  
Staff Login  
Summary

# IWDS User Roles and Rights

View Staff Reports

**Role: Super User**

## **Rights**

---

Allow Career Planner Assignment  
Associate with TAA  
Associate with W2W  
Associate with WIOA  
Can Act As Any LWA  
Certify WIOA 1Y 5% Window Title  
Delete Application Service  
Delete Exit Record  
Employer  
Exit Application  
Grant Skills Match Only Roles  
Grant WIOA CIS Only Roles  
Job Seeker  
Maintain Application  
Maintain Application Information after Certification  
Maintain Application Service  
Maintain Case Notes  
Maintain Customer  
Maintain Performance Goals  
Maintain Staff Across LWAs  
Maintain Staff in LWA  
Maintain Title Certification  
Region Manager  
Remove Title Certification  
Save Performance Predictions within LWA  
Select Local Services Via Card  
Staff  
Staff Admin  
Staff Login  
Staff Manager  
View Application  
View Confidential Case Note  
View Customer  
View Performance Goals  
View Performance Outcome Details Across LWAs  
View Performance Outcome Details within LWA

# IWDS User Roles and Rights

View Performance Outcome Summary  
View Performance Predictions across LWAs  
View Performance Predictions within LWA  
View Staff  
WIOA Career Planner

## Role: TAA Approver

### Rights

---

Associate with TAA  
Perform TAA Approvals/Denials

## Role: TAA Career Planner

### Rights

---

Allow Career Planner Assignment  
Associate with TAA  
Change My Staff Information  
Create Customer Swipe Card  
Exit Application  
Maintain 28 Day Review  
Maintain Application  
Maintain Application Service  
Maintain Case Notes  
Maintain Customer  
Maintain TAA Services Entered after Exit  
Maintain TAA Status  
Select Local Services Via Card  
Staff Login  
View Application  
View Contact  
View Customer  
View Entity  
View Location  
View Staff Reports

## Role: TAA Invoice Payer

### Rights

---

Associate with TAA  
Pay TAA Invoices

# IWDS User Roles and Rights

## Role: TAA Monitoring Reports

### Rights

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Change My Staff Information

Staff Login

TAA Monitoring

View Staff Reports

## Role: TAA Payment Approver

### Rights

---

Approve TAA Payments

Associate with TAA

## Role: TAA Training Costs

### Rights

---

Associate with TAA

Maintain TAA Training Costs

## Role: TAA Voucher Creator

### Rights

---

Associate with TAA

Creator TAA Vouchers

## Role: TAA Voucher Read Only

### Rights

---

Associate with TAA

Read Only TAA Vouchers

## Role: Upload and View LWA Documents

### Rights

---

Associate with TAA

Upload and View LWA Docuware

## Role: View Only LWA Documents

### Rights

---

View Only LWA Docuware



# IWDS User Roles and Rights

## Role: VJT Career Planner

### Rights

---

Allow Career Planner Assignment  
Associate with VJT  
Change My Staff Information  
Create Customer Swipe Card  
Exit Application  
Maintain Application  
Maintain Case Notes  
Maintain Customer  
Select Local Services Via Card  
Staff Login  
View Application  
View Contact  
View Customer  
View Entity  
View Location  
View Staff Reports

## Role: WIOA 5% Youth Certification

### Rights

---

Associate with WIOA  
Certify WIOA 1Y 5% Window Title  
Change My Staff Information  
Maintain Application  
Maintain Title Certification  
Staff Login  
View Application  
View Customer  
View Staff Reports

## Role: WIOA Career Planner

### Rights

---

Allow Career Planner Assignment  
Associate with WIOA  
Change My Staff Information  
Create Customer Swipe Card  
Exit Application  
Maintain Application

# IWDS User Roles and Rights

- Maintain Application Service
- Maintain Case Notes
- Maintain Customer
- Select Local Services Via Card
- Staff Login
- View Application
- View Contact
- View Customer
- View Entity
- View Location
- View Performance Goals
- View Performance Outcome Details within LWA
- View Performance Outcome Summary
- View Performance Predictions within LWA
- View Staff Reports
- WIOA Career Planner

## Role: **WIOA Youth Certification (Not 5%)**

### **Rights**

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- Associate with WIOA
- Certify WIOA 1Y
- Change My Staff Information
- Maintain Application
- Maintain Title Certification
- Staff Login
- View Application
- View Customer
- View Staff Reports

## Role: **WRIS Administrator**

### **Rights**

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- Can Create WRIS Administrator
- Grant WRIS Reports Role

## Role: **WRIS Reports**

### **Rights**

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- WRIS