

NEXSYS SYSTEM ACCESS LEVELS

This document describes the NexSys system levels and what they can each do.

The NexSys Level 5 is called an Authorized Official.

- There can only be two Authorized Officials per agency. New Authorized officials must fill out a security form and email it to the NexSys team for processing.
- Manages program accounts for district/agency.
- Designates and manages ALL lower-level user access, adding or inactivating users from agency and system.
- Initiates applications.
- Has the ability to submit, amend, and delete applications, amendments, and/or reports.
- Has access to all district applications.

The NexSys Level 4 is called an Application Administrator.

- Responsible for managing the application.
- Has the ability to make modifications or amendments to the applications.
- Has the ability to initiate some applications.
- Has the ability to submit applications.
- Assigns other users to participate in the grant writing or review process. (NexSys levels 1 and 2 – See below for titles)
- Initiates and submits reports.
- Can NOT assign other Level 4s.

The NexSys Level 2 is called a Grant Writer.

- Has the ability to input and edit data.

The NexSys Level 1 is called a Viewer.

- Has the ability to view all parts of the application.
- Cannot input or edit any information in the application.