Roles and the Role Request Process

BoilerConnect uses the same Role Request system that is used to request roles in Banner: https://www.purdue.edu/em/esarolerequest/

Whenever a new staff member needs a role in BoilerConnect, that role must be requested through the role request site. If your area does not already have someone who can request BoilerConnect roles, please email boilerconnect@purdue.edu so we can set you up as a role requestor.

If a staff member leaves your area, please log back into the Role Request site and request that the BoilerConnect role be removed from that staff member. If the individual needs the role for a new position at the university, that role should be requested by the new department.

Roles in BoilerConnect that you can request for staff members:

- **Advisor/Coach** – Professional staff member who works with students. People with this role can search for students, view personal information about students, as well as create and view documentation on students. This role also provides access to most advising and student reports.
- **Director/Senior Administrator** – Professional staff member who has additional administrative responsibilities beyond that of an advisor or coach. Includes all Advisor/Coach access with some additional capabilities in reporting, appointments, and campaigns.
- **Front Desk** – Professional staff member who runs the front desk appointment center, can create or modify appointments for advisors, check students into appointments, and run the kiosk (if applicable).
- **Graduate Assistant** – Graduate student who serves in a role similar to that of an Advisor/Coach. Has nearly all the same access as Advisor/Coach but used for graduate students rather than professional staff members.
- **Undergraduate Student Worker** – Undergraduate student who works at the front desk. This role provides access to the Appointment Center and allows users to check students in for appointments, but does not provide access to any student information.

Please keep in mind:

- No undergraduate student should be given the Front Desk role.
- Requests for the “Administrator” role will not be granted. Only BoilerConnect administrators have access at this level. If you are looking for a department administrator role, use “Director/Senior Administrator.”