



## IDMS (OLADS) GROUPS

### ADMIN I

For administrative staff who need access at the most basic level. Staff in this group only have the ability to look up and determine whether or not a student is registered.

Functions include:

- Review registration status.

### ADMIN II

For most front-line staff and receptionists. Staff in this group have the functions necessary to handle such very basic student inquiries as reviewing addresses, study lists (including waiting list status), and determining whether a student is blocked and the particular office that placed the block.

Functions include all functions of ADMIN I, plus:

- Review general registration status information, including units enrolled, current schedule, enrollment log, fee payment status, college, major, block status, registration history, addresses, undergraduate degree requirements, higher degrees, and name changes.

### ADMIN III

For staff in administrative departments who need transcript review access.

Functions include all functions of ADMIN II, plus:

- Review transcripts