

Administrator access levels in RM Unify

Super Admin

The Super Admin is the **main** Unify administrator with full access to a range of administration tasks within Unify. It is expected that the Super Admin manages the sharing of data with third party services/providers as well as:

- User account creation, modification and deletions via the web form or CSV upload.
- Granting of administrative rights to other users.
- Installing apps (connectors to online services) which can share data with third party services.
- Managing Launch Pad tiles, i.e., adding, removing and reordering.
- Managing bulk group synchronisation to GOPS.
- Managing branding settings, i.e., setting Launch Pad image and establishment logo.
- AD (Active Directory) Sync configuration, where appropriate.
- MIS Sync configuration, where appropriate.

Password Admin

The Super Admin can share or delegate password management tasks to another user within the school. The following table shows the user types that a password admin user can manage passwords for:

While logged in as:	Student	Staff	Governor or Other	User with the password admin rights	User with the super admin rights
Student	N/A	N/A	N/A	N/A	N/A
Staff	Y	N	N	N	N
Governor or Other	N	N	N	N	N
User with the password admin rights	Y	Y	Y	Y	N
Users with the super admin rights.	Y	Y	Y	Y	Y

Note: All Teaching Staff users retain their ability to reset Student user passwords in Unify.

Launch Pad Admin

The Launch Pad Admin user can manage the 'look and feel' and default App tiles on different staff role Home Launch Pads:

- Manage branding settings - setting Launch Pad school image and/or logo.
- Manage the Launch Pad for other roles - the tiles that are visible and the order of them in the grid.
- Add any simple link App tiles - these are just hyperlinks to web content.
- Add any SSO (single sign-on) App tiles where the Super Admin has switched on data share

Information – Administrator Access levels in RM Unify

Administrator Rights table

Access Right	Action	Super Admin	Launch Pad Admin	All Other Users	Notes
App Library	Manage Shared Link apps Install for roles and add to Shared Launch Pads	✓	✓	✗ (VIEW only)	Previously, staff users were able to do this by default.
	Add new Shared link apps to App Library [Add Tile] button	✓	✓	✗	Previously, staff users were able to do this by default.
	Setup Saved Password apps [Setup] button on app details 'Other Settings' tab	✓	✗ (VIEW only)	✗ (VIEW only)	
	Manage Saved Password apps Install for roles and add to Shared Launch Pads	✓	✓	✗ (VIEW only)	
	Install SSO apps Setup the app (if required) and install for roles	✓	✗ (VIEW only)	✗ (VIEW only)	If the vendor has provided price data for the app, then Staff users can 'see prices' instead of View.
	Manage installed SSO apps Add to Shared Launch Pads (the role app already installed for)	✓	✓	✗ (VIEW only)	
Shared Launch Pads	Add tile (new Shared app or app from library) [Add] button/tile on Shared Launch Pad	✓	✓	✗	Previously, staff users were able to do this by default.
	Edit Shared Launch Pad [Edit Launch Pads] button	✓	✓	✗	Management (tile arrangement) of all shared Launch Pads (roles and Year Groups)
Personal Launch Pads	Add Shared link app Via the tile in App Library	✓	✓	✓	[Add to my Launch Pad] [Remove from my Launch Pad]
	Add installed Saved Password apps Via the tile in App Library	✓	✓	✓	[Add to my Launch Pad] [Remove from my Launch Pad]
	Add installed SSO apps Via the tile in App Library	✓	✓	✓	[Add to my Launch Pad] [Remove from my Launch Pad]
	Add new Personal link add [Add] button/tile on Personal Launch Pad	✓	✓	✓	[Add to my Launch Pad] [Remove from my Launch Pad]