



CCCAdministrator 1.0 System Admin Guide

(User Administration)

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Table of Contents

[What's New in the CCCAdministrator?](#)

[Accessing the CCCAdministrator 1.0](#)

[Users Manager](#)

What's New in the CCCAdministrator?

The CCCAdministrator 1.0 is now a central admin configuration and user management system for ALL integrated CCC Technology Center web applications and services. It acts as a single point of entry to system-wide admin tools using a new architecture that scales as users, applications, and services are added.

The new CCCAdministrator replaces and streamlines multiple administration tools for different products. Common functions to all Tech Center products, such as user and access management, are all now encompassed in the CCCAdministrator.

The CCCAdministrator lets you configure user roles, access, and configure application behavior for the following Tech Center applications:

- CCCApply Standard Application
- CCCApply International Application
- California College Promise Grant (fka BOG Fee Waiver)
- Canvas (this is the Canvas-SIS Integration)
- CCC Report Center
- Data Warehouse
- Master Data Management
- And many more to come as applications are integrated

Accessing the CCCAdministrator 1.0

Use the following steps to log in to the CCCAdministrator:

1. In your web browser, navigate to the following URL:
 - PILOT: **<http://<college OR district domain>.pilot.openccc.net/admin>**
 - PROD: **<http://<college OR district domain>.openccc.net/admin>**

Note: Your college/district-specific domain for the URLs above will be communicated to you during one-on-one kick-off meetings with CCC Tech Center Tech Support and are also accessible here:

<https://cccnex.tjira.com/wiki/spaces/PD/pages/727154726>

2. Enter your user name and password in the *Username* and *Password* fields and click **Login** to display the CCCAdministrator home page.

CCCADMINISTRATOR
CALIFORNIA COMMUNITY COLLEGES

▼ Applications Sign Out

Select an application to manage

Welcome to the CCC Administrator

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3. From the CCCAdministrator home page click the *Applications* drop-down list to see options for system administration or for administering your application.

CCCADMINISTRATOR
CALIFORNIA COMMUNITY COLLEGES

▼ Applications Sign Out

Select an application to manage

Welcome to the CCC Administrator

- Canvas Administrator
- CCCApply Administrator
- ▼ System Administrator

Note: The *System Administration* option only displays for CCC and Tech Center staff with super-user access.

User Manager

Use the User Manager to: add, update, or delete users for your district or school.

Use the following steps to create a new user for your application.

1. From the CCCAdministrator home page, click *Applications -> System Administrator -> User Manager* to display the *User Manager* screen.

The screenshot shows the 'User Manager' interface in the CCCAdministrator system. The breadcrumb navigation is 'Applications > System Administrator > User Manager'. A table lists existing users with columns for College or District, MIS Code, UserID (EPPN), Application(s), Role(s), and Actions. A 'User Manager' button is highlighted, and a dropdown menu shows 'System Administrator' selected. An 'Add User' button is also visible.

College or District	MIS Code	UserID (EPPN)	Application(s)	Role(s)	Actions
FOOTHILL-DEANZA	420	████████@fhda.edu	CCCApply	CCCStdUser	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	CCCApply	CCCStdUser	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	SysAdmin, CCCApply, Re...	CCCAdmin, CCCStdUser,...	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	CCCApply	CCCStdUser	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	SysAdmin, CCCApply	CCCAdmin, CCCStdUser	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	SysAdmin, CCCApply	CCCAdmin, CCCStdUser	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	SysAdmin, CCCApply	CCCAdmin, CCCStdUser	✎ 🗑
De Anza College	421	████████@fhda.edu	SysAdmin, CCCApply, Re...	CCCAdmin, CCCStdUser,...	✎ 🗑
FOOTHILL-DEANZA	420	████████@fhda.edu	SysAdmin, CCCApply, Re...	CCCAdmin, CCCStdUser,...	✎ 🗑
De Anza College	421	████████@fhda.edu	SysAdmin, CCCApply, Re...	CCCAdmin, CCCStdUser,...	✎ 🗑

2. Click **Add User** to display the *Add User* dialog box.

Add User

* denotes required field

UserId (Eppn) * MIS Code *
 - Make a Selection -

Roles *

SysAdmin

SuperUser

CCCAdmin

CCCApply

CCCUser

CCCBogUser

CCCIntlUser

CCCStdUser

ReportCenter

CCCUser

Canvas

CCCUser

3. Enter or select values in the text fields for the user role:
 - a. Enter the user's EPPN in the *UserId (Eppn)* field.
 - b. Select the MIS code for the user's college (default display will be for your district's colleges and/or individual college).
 - c. Select the check box(es) for the user's role or roles from the *Roles* field group. Use the table below as a guide for the different roles:

Role	Sub-Role
SysAdmin	<ul style="list-style-type: none"> • SuperUser • CCCAdmin
CCCApply	<ul style="list-style-type: none"> • CCCUser • CCCBogUser • CCCIntlUser • CCCStdUser
Report Center	<ul style="list-style-type: none"> • CCCUser
Canvas	<ul style="list-style-type: none"> • CCCUser: can

4. Click **Save** to display the newly-added user in the *User Manager* screen. Your newly-added user will display at the end of the list of users in the User Manager screen.

User Manager

SUCCESS
 You have successfully added the user!

[Add User](#)

College or District	MIS Code	UserID (EPPN)	Application(s)	Role(s)	Actions
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply	CCCStdUser	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply	CCCStdUser	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply, ReportCenter...	CCCStdUser, CCCUser, C...	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply	CCCStdUser	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply, SysAdmin	CCCStdUser, CCCAdmin	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply, SysAdmin	CCCStdUser, CCCAdmin	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply, SysAdmin	CCCStdUser, CCCAdmin	
De Anza College	421	██████████@fhda.edu	CCCApply, ReportCenter...	CCCStdUser, CCCUser, C...	
FOOTHILL-DEANZA	420	██████████@fhda.edu	CCCApply, ReportCenter...	CCCStdUser, CCCUser, C...	
De Anza College	421	██████████@fhda.edu	CCCApply, ReportCenter...	CCCStdUser, CCCUser, C...	

Previous
Page of 94
10 rows
Next

Editing a User Role

Click the Edit icon for any user row to display that user's assigned roles. You can edit and save the user's role settings.

Deleting a User Role

Click the Garbage icon to delete a user. You'll be prompted to confirm the deletion. When you do so, the user will be removed from the *User Manager* screen and they will not have access privileges to the applications configured in the CCCAdministrator 1.0.