



HRSA Profiles for the Workforce Support and Development Division (WSDD)

Contents

Introduction	2
NIHTC – NIH Training Center and WSDD Leadership	3
WEB-Workforce Enhancement Branch	4

Introduction

This guide will help you select the appropriate WiTS roles and permissions for staff in WSDD based on their location and position title. Please note: this document is intended to serve as a general guideline for submitting WiTS HRSA tickets. To ensure that the appropriate access is granted, verify with your Team Lead or Branch Chief before submitting the request.

The HR Systems Access ticket

Request: WITS

Network Login

Note: To request access, please make the appropriate selections from each list. Select 'No: Applicable' if none of the options on the list apply for the user. If you are modifying the user's profile, you must select all roles that apply. Visit http://intratr.od.nih.gov/hrsystems/Staffing/wha/documents/WITS_Roles_and_Permissions.pdf for more information about profiles and permissions.

User Profile Location* [Help Text](#)
(Select the primary location of the user.)

Work Area Page Access* [Help Text](#)
(Select the work area pages the user needs to access.)

Role Specific User Group* [Help Text](#)
(Select any role specific group that the user needs.)

Job Title*
(Select up to 8 job titles that the user has.)

Access to Report Lists*
(Select the report lists (groupings) that the user needs to access.)

Access to WRD Report Data*
(Select any specific WRD report data the user needs to access.)

Access to CSD Report Data*
(Select any specific CSD report data the user needs to access.)

Access to Dashboards*
(Select any Dashboards the user needs to access.)

HRSS Access
(HR SAID staff only - select any HRSS access the user needs.)

The employee's **Network Login** is required for the HRSA ticket. This is the employee's username when signing into their computer. The Network Login (the user's alias) can be found in the global address book.

Verge, Terrye (NIH/OD) [E]

General | Organization | Phone/Notes | Member Of | E-mail Addresses

Name: Terrye Initials: C Last: Vergé

Display: Vergé, Terrye (NIH/OD) [E] Alias: **verget**

Address: MSC 8510 2115 E Jefferson St Title: OPDIV/Company: NIH

City: Rockville IC/Department: OD

State: MD Lab/Branch/Office: OD/OM/CHR/HRSAID/TMW

Zip code: 20892-8510 Building/Room: 2115EJ/6129

Country/Region: US Phone: 301.594.1461

Add to Contacts Actions

OK Cancel Apply

NIHTC – NIH Training Center and WSDD Leadership

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	<i>Where do they live?</i>	<i>What should they see when they log in?</i>		<i>What do they do?</i>	<i>Which reports should they see?</i>		<i>Which reports should they see?</i>	<i>Which dashboards should they see?</i>	
Director/Deputy Director WSDD	Workforce Support and Development Division	<ul style="list-style-type: none"> • WSDD • NIHTC Class Offerings- Approver View • NIHTC Class Offerings- Archive 	<ul style="list-style-type: none"> • Admin Requestor • NIHTC Approver 	Division Director/ Deputy Division Director	<ul style="list-style-type: none"> • NIHTC Report List • WSDD Admin Report List • WSDD Report List 	N/A	All Branch Report Data	EOD Dashboard	N/A
Branch Chief	Workforce Support and Development Division	<ul style="list-style-type: none"> • WSDD • NIHTC Class Offerings - Approver View • NIHTC Class Offerings- Archive 	NIHTC Approver	Branch Chief	NIHTC Report List	N/A	All Branch Report Data	N/A	N/A
Program Manager	Workforce Support and Development Division	<ul style="list-style-type: none"> • NIHTC Class Offerings - PM View • NIHTC Class Offerings- Archive 	NIHTC Program Managers	HR Staff	NIHTC Report List	N/A	N/A	N/A	N/A
Training Coordinator	Workforce Support and Development Division	<ul style="list-style-type: none"> • NIHTC Class Offerings - TC View • NIHTC Class Offerings- Archive 	NIHTC Training Coordinators	HR Staff	NIHTC Report List	N/A	N/A	N/A	N/A
Management Analyst	Workforce Support and Development Division	<ul style="list-style-type: none"> • NIHTC Class Offerings - PM View • NIHTC Class Offerings - TC View 	<ul style="list-style-type: none"> • NIHTC Training Coordinators • NIHTC Program Managers 	HR Staff	NIHTC Report List	N/A	N/A	N/A	N/A

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
		<ul style="list-style-type: none"> NIHTC Class Offerings-Archive 							
Administrative Staff	Workforce Support and Development Division	<ul style="list-style-type: none"> WSDD Admin Work Area WSDD Admin Requests Archive 	<ul style="list-style-type: none"> Admin Requestor WSDD Admin 	Admin Staff	N/A	N/A	N/A	N/A	N/A

*WiSC Members will need the Role Specific permissions of *WiTS Super User Group*

WEB-Workforce Enhancement Branch

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
	<i>Where do they live?</i>	<i>What should they see when they log in?</i>		<i>What do they do?</i>	<i>Which reports should they see?</i>		<i>Which reports should they see?</i>	<i>Which dashboards should they see?</i>	
Director/Deputy Director WSDD	Workforce Support and Development Division	WSDD	WSDD Training Approver	Division Director	<ul style="list-style-type: none"> WSDD Report List WSDD Admin Report List 	N/A	All Branch Report Data	EOD Dashboard	N/A
Branch Chief	Workforce Support and Development Division	WSDD	WSDD Training Approver	Branch Chief	WSDD Report List	N/A	All Branch Report Data	EOD Dashboard	N/A
Team Lead	Workforce Support and Development Division	WSDD	N/A	HR Staff	WSDD Report List	N/A	All Branch Report Data	N/A	N/A

	User Profile Location	Work Area Page Access	Role Specific User Group*	Job Title	Access to Report Lists	Access to WRD Report Data	Access to CSD Report Data	Access to Dashboards	HRSS Access
Program Manager	Workforce Support and Development Division	WSDD	N/A	HR Staff	N/A	N/A	N/A	N/A	N/A
Administrative Staff	Workforce Support and Development Division	WSDD	<ul style="list-style-type: none"> • Admin Requestor • WSDD Admin 	Admin Staff	WSDD Admin Report List	N/A	N/A	N/A	N/A

*WiSC Members will need the Role Specific permissions of *WiTS Super User Group*.