

User Roles

Capability	Administrator	Unit Space Coordinator	Departmental Space Coordinator	Read
Room Details Editing				
Space Use Code	✓	Request	Request	
Function Code	✓	✓	✓	
Departmental Assignment	✓	Request	Request	
Departmental Allocation	✓	✓		
Employee and PI Assignment	✓	✓	✓	
Mark Room as Reviewed	✓	✓	✓	
User Administration				
Add User	✓	Request		
Delete User	✓	Request		
Add MAUs/Depts to User	✓			
Delete MAUs/Depts from User	✓			
Change User Role	✓			
Change User Name	✓			
Change User NetID	✓			

ISPM relies on the Unit and Departmental Space Coordinators to keep employee and function space data updated as changes in their space occur.

This chart details the different capabilities that each role has in Spartan Space. Please note that in most cases, USCs and DSCs will only have the ability to edit space that is assigned and/or allocated to their respective MAU and/or department.

Unit Space Coordinators (USCs) are assigned to Major Administrative Units (MAUs) while Departmental Space Coordinators (DSCs) are assigned to departments within an MAU. USCs are tasked with assigning appropriate departmental employees as DSCs to help maintain the ongoing employee and function changes to spaces assigned and/or allocated to their MAU.

USCs will be notified by email of changes that are made by their DSCs.

