This audio job aid helps you complete the General Security Access Form for row level security.

For the data described below, make the corresponding selections on the General form.

**Help for the Café General Security Access Form**

1. **Will you be authorized to see salary data?**
   - In **SECTION D: ROW LEVEL SECURITY > SALARY ACCESS**, select Add.

2. **Will you be authorized to see financial data?**
   - In **SECTION D: ROW LEVEL SECURITY (RLS)**, add the values that best include the data to which you have access.

   RLS works with the NU Department Tree found on the Security page of the Project Café website. The logic of the tree is inclusive from the top of the organization down.

   Tree Nodes identify organizational units in the University. Examples:
   - WCAS identifies Weinberg College of Arts and Sciences.
   - FSM identifies Feinberg School of Medicine.
   - TGS identifies The Graduate School.

   If you specify a node on the tree, you gain access to all departments and projects below it. Likewise, if you specify a department, you also gain access to all projects below it. If necessary, you may list departments and projects separately. However, list projects separately only if departments already listed do not own the project. Likewise for departments and tree nodes above them.

   Examples of RLS are shown on page 2.
### Row Level Security Examples

1. **Access to XYZ node and to all departments and projects within it.**
   - Specify Departments or Department Tree Nodes
     - Add `XYZ`
   - Specify Projects

2. **Access to department 7777777 and all projects within it. DeptIDs are seven digits.**
   - Specify Departments or Department Tree Nodes
     - Add `7777777`
   - Specify Projects

3. **Access to project 88888888 only. Project IDs are eight digits.**
   - Specify Projects
     - Add `88888888`

4. **Access to five departments and to all projects within them. Plus access to one additional project in another (unlisted) department.**
   - Specify Departments or Department Tree Nodes
     - Add `77777771, 77777772, 77777773, 77777774`
     - Add `77777775`
   - Specify Projects
     - Add `88888881`