Adding or Deleting Users

Adding or deleting users in **Nuventive** requires coordination with the **Office of Accreditation and Assessment**. This page explains what information you need to provide and the types of permissions available.

Video Tutorial

Watch: Adding or Deleting Users
This short video explains the process for requesting user additions or deletions.

Information Required

When requesting to add or delete a user, provide:

- **Last Name**
- **First Name**
- **A-State Email Address**
- **Name of every workspace** the user should be added to
- **Role and permissions** the user should receive

Roles and Permissions by Workspace

Academic Department and College Dashboards

- **Full Access**

Academic Programs

- **Assessment Access – Faculty**
- **Assessment Leader**
- **External Reviewer Access** (for program accreditors)

- **Full Access**
- **PAR Form** (for peer review)
- **Read Only**

Accreditation Standards

- **Full Access**

Auxiliary Assessment

- **Full Access**
- **Read Only**

Co-curricular Assessment

- **Full Access**
- **Read Only**

Discover 2025 Executive View

- **Full Access**
- **Read Only**

Extracurricular Assessment

- **Full Access**
- **Read Only**

General Education Quadrennial

- **Assessment Access (Read Only Feedback)**
- **Feedback Access (Read Only Assessment Forms)**
- **Full Access (Assessment and Feedback)**

Platform Administrator

- **Canvas Analytics**

Strategic Plan – Discover 2025

- **Full Access**
- **Reviewer Access**

> **Note:** These roles and permissions apply across all spaces, including accreditation and co-curricular workspaces.

Need Help?

Contact the **Office of Accreditation and Assessment**:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: assessment@astate.edu

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