How do I view and update Unassigned Roles in PATH?

Tell Me

1. When users first log in to path.charlotte.edu, they will see a message at the top of the Dashboard screen if there are any Unassigned Roles in their organization; it will have a blue background and contain content similar to the following screenshot. Click on the link in the message to view the Unassigned Roles.

   There are 189 unassigned roles for the organizations for which you have oversight. Go to the Unassigned Roles page to view them.

2. Users can also navigate to and click on the Unassigned Roles card on the Dashboard to view the Unassigned Roles for the organizations for which they have oversight. This card also includes the number of unassigned roles for these organizations.

3. The College/Admin Business Officer will receive bi-monthly notifications for roles that must be assigned and have no position or temporary assignment record for their organization(s) until the unassigned position(s) has been assigned in PATH.

4. To add a role assignment, see this FAQ.

Related FAQs

- How do I set up a process specific approver in PATH?
- How do I set up interim and temp assignments in PATH?
- What do I do if a position assigned to a role in PATH is currently vacant?
- How do I view and update Unassigned Roles in PATH?
- Why can’t I see the Role Assignments in PATH that I expected to see?