#### To get started, go to:

#### http://www.losrios.edu/psaccess



#### **Contents:**

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#### Request access or change in access

#### Click New request.

You will be required to authenticate (use your normal W+ID and password)





Type the Employee ID of the person you are requesting access for. Tab out of the ID field, and the system will attempt to find the person's name in the directory. If found, the name is populated on the page. If not found, you will see a message:



The message indicates that the automated process to create a directory account for this person has not been run. You may enter in the name information manually.

Complete the remaining information on the page. For new employees, the effective date should be on or after the employee's start date.

In the form select drop-down lists, select one form only. Main forms (Accounting Services, General Services, Query, Student Records, Instruction, Student Financials, HR-Employment Management, Benefits/Payroll/Position Management) are shown in the left drop-down list. Always start with one of the main forms. If supporting forms are needed (such as Service Indicators, Transcript Type, or Student Groups, Payroll Worksheet), they will automatically be displayed to you.

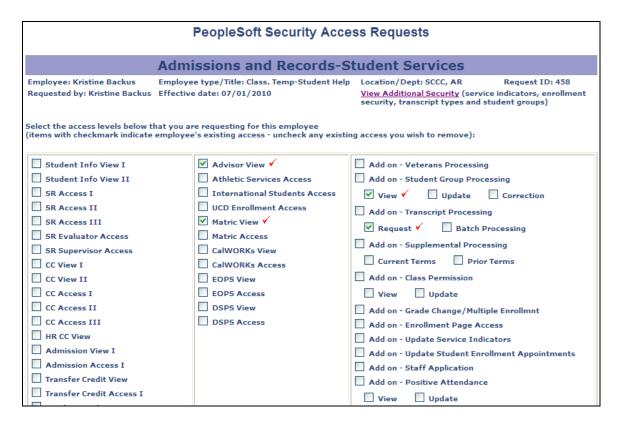
Below are two examples of access forms you might use:

- Page 4 Admissions and Records/Student Services request form
- Page 8 Accounting Services request form

#### Example 1: Admissions and Records/Student Services form:



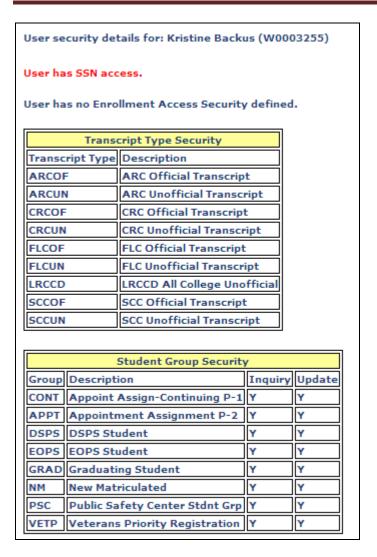
#### Click the Continue button.



The system displays the access request form. Note that the user's existing roles are checked. This allows you to remove a role from a user. For example, to add the role "Student Info View I" and remove the role "Matric View", check the new role and uncheck the Matric View role:

PeopleSoft Security Access Requests				
Admissions and Records-Student Services				
Employee: Kristine Backus Employee type/Title: Class. Temp-Student Help Location/Dept: SCCC, AR Request ID: 458  Requested by: Kristine Backus Effective date: 07/01/2010 View Additional Security (service indicators, enrollment security, transcript types and student groups)  Select the access levels below that you are requesting for this employee (items with checkmark indicate employee's existing access - uncheck any existing access you wish to remove):				
Student Info View I Student Info View II SR Access I SR Access II SR Access III SR Evaluator Access CC View I CC View II CC Access II CC Access II HR CC View Admission View I Admission Access I Transfer Credit View	✓ Advisor View ✓  Athletic Services Access  International Students Access  UCD Enrollment Access  Matric View ✓  Matric Access  CalWORKs View  CalWORKs Access  EOPS View  EOPS Access  DSPS View  DSPS Access	Add on - Veterans Processing  Add on - Student Group Processing  View V □ Update □ Correction  Add on - Transcript Processing  Request □ Batch Processing  Current Terms □ Prior Terms  Add on - Class Permission  View □ Update  Add on - Grade Change/Multiple Enrollmnt  Add on - Enrollment Page Access  Add on - Update Service Indicators  Add on - Staff Application  Add on - Positive Attendance		

The **View Additional Security** link near the top right allows you to see what other security this user has been assigned. Click it, and another window will pop up and show you the additional security:



Back on the previous page, scroll to the bottom and enter a comment to explain the reason for this request, if needed:

Academic Advisement View Academic Advisement Access I Academic Advisement Access II	✓ Add on - Student ID Verification ✓  Add on - Enrollment Security  Superuser (x001) Clerk (x002)  Counter (x003) Other  Add on - SSN Unmasked  Add on - Nursing Application Processing  Add on - Search Match  Add on - Program/Plan Update
Comments: (up to 254 chars) Student provides  Continue  Cancel request	assistance at the counter.

Click the **Continue** button to see a summary of your request:

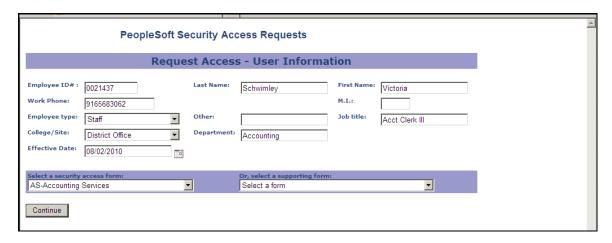


Click the **Submit for Approval** button.

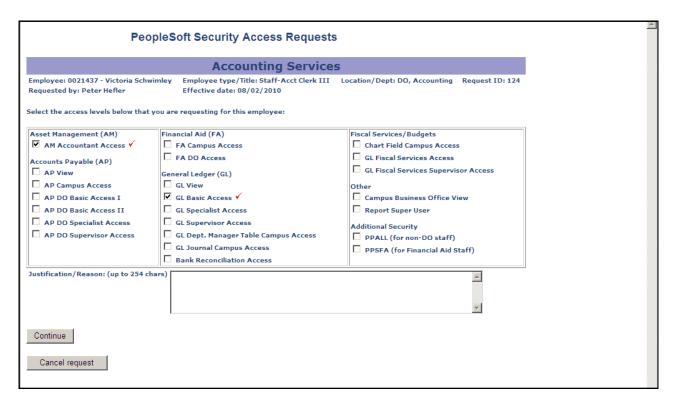


An e-mail will be automatically routed to the approver to request that they review and approve the request. Once the request has been approved, it will be automatically routed to the PS Access administrators (the Help Desk) for them to process. You will automatically receive an e-mail when the request has been processed.

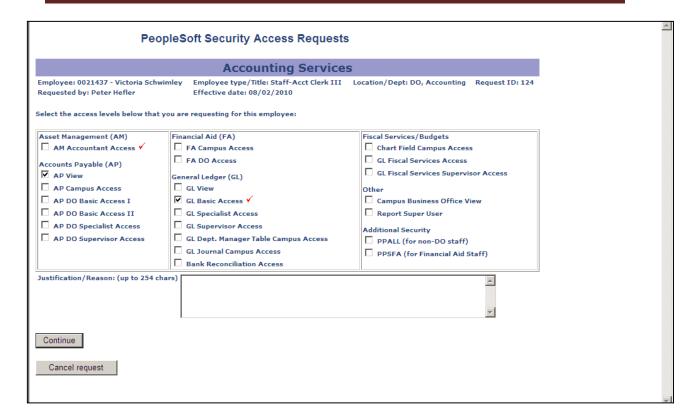
#### Example 2: Accounting Services form:



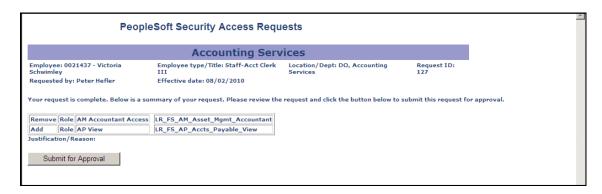
Click the Continue button.



The system displays the Accounting Services access request form. Note that the user's existing roles are checked. This allows you to remove a role from a user. For example, to add the role "AP View" and remove the role "AM Accountant Access", check the new role and uncheck the AM Accountant Access role:



Click the **Continue** button to see a summary of your request:



Click the Submit for Approval button.

#### PeopleSoft Security Access Requests

#### Your request has been submitted for approval.

DO NOT USE THE BACK BUTTON on your browser. If you wish to view this request, please use this link: <u>View Request</u>.

Submit another request

Logoff and close this window

An e-mail will be automatically routed to the approver to request that they review and approve the request. Once the request has been approved, it will be automatically routed to the PS Access administrators (the Help Desk) for them to process. You will automatically receive an e-mail when the request has been processed.

#### E-mails you will receive

The system will automatically send you an e-mail in the following cases:

- When your request has been successfully processed by the Help Desk
- If an approver rejects your request (you will also receive information about why the request was rejected so you can fix it)
- If the Help Desk is unable to complete your request (bad ID, etc.) and cancels it (this will rarely happen.)

#### Viewing your requests

Go back to the main page <a href="http://www.losrios.edu/psaccess">http://www.losrios.edu/psaccess</a>:



#### Click the View My Requests link:



You will see a list of requests you have made, including the current status. Status values include:

Ready for Approval	The request is awaiting approval at Level 1	
Approved at Level 1	The request was approved at Level 1, and has not yet been approved at Level 2.	
In Help Desk Queue	The request has been approved at all required levels and is in	
	the queue for processing by the Help Desk.	
Completed	The Help Desk has processed the request.	

To see the details of the request, click the View Request link:



The request above is awaiting approval at level 1.

# Limitations to the system

- 1. The system currently does not allow you to quickly submit another request form for the same user. This has been added to the enhancement list. Until then, you must complete the initial form information (ID, name, job title, location, etc.) each time you need to submit a form for an employee.
- 2. The system currently does not allow you to edit an existing request form and re-submit it.

If you need help with the system, e-mail your questions to the District Office Help Desk.