

# Online SAS Approver's Guide

<http://www.losrios.edu/psaccess>

The screenshot shows the Los Rios Community College District website. The header includes the logo and navigation links for Home, Contact Us, and Search. Below the header is a banner with images of students and faculty. A yellow navigation bar contains links for New Students, Current Students, High School Students, Employees, Job Openings, and About Los Rios. On the left, a blue sidebar lists various services like Class Schedules, College Catalogs, and eServices. The main content area is titled "Online PeopleSoft Security Access Request System (SAS)" and provides instructions for users and approvers. A black arrow points to the "View My Approvals" link.

**LOS RIOS**  
Community College District

Home Contact Us Search

American River College Cosumnes River College Folsom Lake College Sacramento City College

New Students Current Students High School Students Employees Job Openings About Los Rios

Class Schedules  
College Catalogs  
How to Enroll  
Application  
Registration  
Fees & Payment  
eServices  
eLearning  
Programs of Study  
Academic Calendar  
Transfer Information  
Transcripts

### Online PeopleSoft Security Access Request System (SAS)

Please click a link below to get started (provide your W+ID and password when asked):

- [New Request](#) (start a new access request)
- [View My Requests](#) (see the status of requests you have already submitted)
- [User Guide](#)

If you are an approver, use the link below to see which requests are awaiting your approval:

- [View My Approvals](#)
- [User Guide \(for approvers\)](#)

Additional links:

- [Role Descriptions](#)
- [Business Process for PeopleSoft Access Requests](#)

## Viewing awaiting approvals

Click **View My Approvals**. You will be required to authenticate (use your normal W+ID and password)

The screenshot shows a Windows-style dialog box titled "Connect to inside3.losrios.edu". It features a question mark and close button in the title bar. The main area contains a message: "The server inside3.losrios.edu at Security Access Requests requires a username and password." Below this, there are two input fields: "User name:" with a dropdown arrow and a "Password:" field. At the bottom, there are "OK" and "Cancel" buttons.

Connect to inside3.losrios.edu

The server inside3.losrios.edu at Security Access Requests requires a username and password.

User name:

Password:

OK Cancel

## Online SAS Approver's Guide

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You will be shown a list of security access requests waiting for approval:

**Requests awaiting approval Level 1 for Admissions and Records at SCC:**

Employee	Status	Status Date	View
Emmie Oesterman	Ready for Approval	06-21-2010 10:11	<a href="#">View/Approve Request</a>
Kim Small	Ready for Approval	07-02-2010 15:33	<a href="#">View/Approve Request</a>
Kristine Backus	Ready for Approval	07-08-2010 09:32	<a href="#">View/Approve Request</a>

**Requests awaiting approval Level 2 for Admissions and Records at SCC:**

Employee	Status	Status Date	View
Joanne Moylan-Aube	Approved at Level 1	06-15-2010 10:14	<a href="#">View/Approve Request</a>

Depending on the area, college and level you are authorized for, your list may look different.

### *Approving requests*

Requests for approval will be e-mailed to you automatically via the SAS system. You may simply click the link provided in the e-mail:

From: donotreply@losrios.edu Sent: Mon 7/12/10 10:11 AM  
To: Backus, Kris  
Cc:  
Subject: PeopleSoft Security Access Approval Level 2 (Goff)

**\*\* APPROVAL LEVEL 2 \*\***

Please access the following link to review a PeopleSoft Access Request: [https://inside3.losrios.edu/cgi-bin/sas/sas\\_approval\\_login.cgi?sas\\_req\\_id=453&sas\\_level=2](https://inside3.losrios.edu/cgi-bin/sas/sas_approval_login.cgi?sas_req_id=453&sas_level=2)

Or, you may access your approvals by using the View My Approvals page described above. Simply click the **View/Approve Request** link next to a request.

In either case, the following page appears (after you have authenticated):

**PeopleSoft Security Access Requests**

You have successfully authenticated. Click the button to continue.

Press Continue.

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**PeopleSoft Security Access Requests**

**Access Request for  
Admissions and Records  
Approval Level 2  
(Approved at Level 1 by: Cindy GiddingsVelez)**

Employee: Nathan Weast      Employee type/Title: Stdnt Emp.-student asst      Location/Dept: CRCC, A      Request ID: 217  
Requested by: Valerie Dobbins      Effective date: 06-14-2010      [View User's Current Roles](#)      [View Additional Security](#)

The following access has been requested:

Add Role	Student Info View II
Add Role	SR Access I
Add Role	CC View I
Add Role	Admission View I
Add Role	Transfer Credit View
Add Role	Academic Advisement View
Add Role	Advisor View
Add Enrollment Security	Add on - Enrollment Security - Counter (x003)
Add Role	Add on - Transcript Processing - Request
Add Transcript Type	LRCCD - All College Unofficial Transcript

Comments:

Reason for denial:

## *Approve*

To approve the request, click the Approve button. If the request requires another level of approval, it will be automatically routed to the next level. If no more approval is required, then it will be sent to the Help Desk Queue.

## *Deny (Reject)*

If you do not approve this request, then provide a reason for denying it and press the Deny button. An e-mail will automatically be sent to the requester, providing the reason for denial.

Notice the links available in the top right corner:

- **View User's Current Roles:** will open a new window and show you the roles a user currently has assigned to them.
- **View Additional Security:** will open a new window and show you the additional security access this user has (including service indicators, enrollment security, transcript type, student groups and SSN access.)