

**Online  
SAS  
Requester  
Guide**

# Online SAS Requester Guide

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*To get started, go to:*

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

The screenshot shows the Los Rios Community College District website. The header includes the Los Rios logo and navigation links for Home, Contact Us, and Search. Below the header is a banner with images of students and faculty. A navigation menu lists various user groups: New Students, Current Students, High School Students, Employees, Job Openings, and About Los Rios. On the left side, there is a vertical menu with links to Class Schedules, College Catalogs, How to Enroll, Application, Registration, Fees & Payment, eServices, eLearning, Programs of Study, Academic Calendar, Transfer Information, and Transcripts. The main content area is titled "Online PeopleSoft Security Access Request System (SAS)" and contains the following text and links:

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](#)

## *Contents:*

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- [E-mails you will receive](#)
- [Viewing your requests](#)
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# Online SAS Requester Guide

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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)



A Windows-style dialog box titled "Connect to inside3.losrios.edu" with a blue header and a yellow body. It features a key icon in the top left. The text inside reads: "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 small person icon, and "Password:" with a standard text box. At the bottom are "OK" and "Cancel" buttons.



A web form titled "PeopleSoft Security Access Requests" with a sub-header "Request Access - User Information". The form contains several input fields and dropdown menus:

- Employee ID#: 0003255
- Last Name: Backus
- First Name: Kristine
- Work Phone: (empty)
- M.I.: (empty)
- Employee type: Select an employee type (dropdown)
- Other: (empty)
- Job title: (empty)
- College/Site: Select a college/site (dropdown)
- Department: (empty)
- Effective Date: (empty) with a calendar icon

At the bottom, there are two dropdown menus for selecting security access forms:

- Select a security access form: Select a form (dropdown)
- Or, select a supporting form: Select a form (dropdown)

A "Continue" button is located at the bottom left.

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:

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**PeopleSoft Security Access Requests**

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**Request Access - User Information**

Employee ID# : <input type="text" value="0003456"/>	Last Name: <input type="text"/>	First Name: <input type="text"/>
Work Phone: <input type="text"/>		M.I.: <input type="text"/>
Employee type: <input type="text" value="Select an employee type"/>	Other: <input type="text"/>	Job title: <input type="text"/>
College/Site: <input type="text" value="Select a college/site"/>	Department: <input type="text"/>	
Effective Date: <input type="text"/>		

No employee account exists in Active Directory.  
Please check the Employee ID you entered.  
Access cannot be granted until the job start date.

Select a security access form:  Or, select a supporting form:

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

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

**PeopleSoft Security Access Requests**

**Request Access - User Information**

Employee ID#:  Last Name:  First Name:   
Work Phone:  M.I.:   
Employee type:  Other:  Job title:   
College/Site:  Department:   
Effective Date:

Select a security access form:  Or, select a supporting form:

Click the **Continue** button.

**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):

<input type="checkbox"/> Student Info View I	<input checked="" type="checkbox"/> <b>Advisor View</b> ✓	<input type="checkbox"/> Add on - Veterans Processing
<input type="checkbox"/> Student Info View II	<input type="checkbox"/> Athletic Services Access	<input type="checkbox"/> Add on - Student Group Processing
<input type="checkbox"/> SR Access I	<input type="checkbox"/> International Students Access	<input checked="" type="checkbox"/> <b>View</b> ✓ <input type="checkbox"/> Update <input type="checkbox"/> Correction
<input type="checkbox"/> SR Access II	<input type="checkbox"/> UCD Enrollment Access	<input type="checkbox"/> Add on - Transcript Processing
<input type="checkbox"/> SR Access III	<input checked="" type="checkbox"/> <b>Matric View</b> ✓	<input checked="" type="checkbox"/> <b>Request</b> ✓ <input type="checkbox"/> Batch Processing
<input type="checkbox"/> SR Evaluator Access	<input type="checkbox"/> Matric Access	<input type="checkbox"/> Add on - Supplemental Processing
<input type="checkbox"/> SR Supervisor Access	<input type="checkbox"/> CalWORKs View	<input type="checkbox"/> Current Terms <input type="checkbox"/> Prior Terms
<input type="checkbox"/> CC View I	<input type="checkbox"/> CalWORKs Access	<input type="checkbox"/> Add on - Class Permission
<input type="checkbox"/> CC View II	<input type="checkbox"/> EOPS View	<input type="checkbox"/> View <input type="checkbox"/> Update
<input type="checkbox"/> CC Access I	<input type="checkbox"/> EOPS Access	<input type="checkbox"/> Add on - Grade Change/Multiple Enrollmnt
<input type="checkbox"/> CC Access II	<input type="checkbox"/> DSPS View	<input type="checkbox"/> Add on - Enrollment Page Access
<input type="checkbox"/> CC Access III	<input type="checkbox"/> DSPS Access	<input type="checkbox"/> Add on - Update Service Indicators
<input type="checkbox"/> HR CC View		<input type="checkbox"/> Add on - Update Student Enrollment Appointments
<input type="checkbox"/> Admission View I		<input type="checkbox"/> Add on - Staff Application
<input type="checkbox"/> Admission Access I		<input type="checkbox"/> Add on - Positive Attendance
<input type="checkbox"/> Transfer Credit View		<input type="checkbox"/> View <input type="checkbox"/> Update
<input type="checkbox"/> Transfer Credit Access I		

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:

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**PeopleSoft Security Access Requests**

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**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):

<input checked="" type="checkbox"/> Student Info View I <input type="checkbox"/> Student Info View II <input type="checkbox"/> SR Access I <input type="checkbox"/> SR Access II <input type="checkbox"/> SR Access III <input type="checkbox"/> SR Evaluator Access <input type="checkbox"/> SR Supervisor Access <input type="checkbox"/> CC View I <input type="checkbox"/> CC View II <input type="checkbox"/> CC Access I <input type="checkbox"/> CC Access II <input type="checkbox"/> CC Access III <input type="checkbox"/> HR CC View <input type="checkbox"/> Admission View I <input type="checkbox"/> Admission Access I <input type="checkbox"/> Transfer Credit View <input type="checkbox"/> Transfer Credit Access I	<input checked="" type="checkbox"/> Advisor View ✓ <input type="checkbox"/> Athletic Services Access <input type="checkbox"/> International Students Access <input type="checkbox"/> UCD Enrollment Access <input type="checkbox"/> Matric View ✓ <input type="checkbox"/> Matric Access <input type="checkbox"/> CalWORKs View <input type="checkbox"/> CalWORKs Access <input type="checkbox"/> EOPS View <input type="checkbox"/> EOPS Access <input type="checkbox"/> DSPS View <input type="checkbox"/> DSPS Access	<input type="checkbox"/> Add on - Veterans Processing <input type="checkbox"/> Add on - Student Group Processing <input checked="" type="checkbox"/> View ✓ <input type="checkbox"/> Update <input type="checkbox"/> Correction <input type="checkbox"/> Add on - Transcript Processing <input checked="" type="checkbox"/> Request ✓ <input type="checkbox"/> Batch Processing <input type="checkbox"/> Add on - Supplemental Processing <input type="checkbox"/> Current Terms <input type="checkbox"/> Prior Terms <input type="checkbox"/> Add on - Class Permission <input type="checkbox"/> View <input type="checkbox"/> Update <input type="checkbox"/> Add on - Grade Change/Multiple Enrollmnt <input type="checkbox"/> Add on - Enrollment Page Access <input type="checkbox"/> Add on - Update Service Indicators <input type="checkbox"/> Add on - Update Student Enrollment Appointments <input type="checkbox"/> Add on - Staff Application <input type="checkbox"/> Add on - Positive Attendance <input type="checkbox"/> View <input type="checkbox"/> Update
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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:

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User security details for: Kristine Backus (W0003255)

**User has SSN access.**

User has no Enrollment Access Security defined.

Transcript Type Security	
Transcript Type	Description
ARCOF	ARC Official Transcript
ARCUN	ARC Unofficial Transcript
CRCOF	CRC Official Transcript
CRCUN	CRC Unofficial Transcript
FLCOF	FLC Official Transcript
FLCUN	FLC Unofficial Transcript
LRCCD	LRCCD All College Unofficial
SCCOF	SCC Official Transcript
SCCUN	SCC Unofficial Transcript

Student Group Security			
Group	Description	Inquiry	Update
CONT	Appoint Assign-Continuing P-1	Y	Y
APPT	Appointment Assignment P-2	Y	Y
DSPS	DSPS Student	Y	Y
EOPS	EOPS Student	Y	Y
GRAD	Graduating Student	Y	Y
NM	New Matriculated	Y	Y
PSC	Public Safety Center Stdnt Grp	Y	Y
VETP	Veterans Priority Registration	Y	Y

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

<input type="checkbox"/> Academic Advisement View <input type="checkbox"/> Academic Advisement Access I <input type="checkbox"/> Academic Advisement Access II	<input checked="" type="checkbox"/> Add on - Student ID Verification ✓ <input type="checkbox"/> Add on - Enrollment Security <input type="checkbox"/> Superuser (x001) <input type="checkbox"/> Clerk (x002) <input type="checkbox"/> Counter (x003) <input type="checkbox"/> Other <input style="width: 50px;" type="text"/> <input type="checkbox"/> Add on - SSN Unmasked <input type="checkbox"/> Add on - Nursing Application Processing <input type="checkbox"/> Add on - Search Match <input type="checkbox"/> Add on - Program/Plan Update
Comments: (up to 254 chars) <input style="width: 90%;" type="text" value="Student provides assistance at the counter."/>	
<input type="button" value="Continue"/>	
<input type="button" value="Cancel request"/>	

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

**PeopleSoft Security Access Requests**

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**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

Your request is complete. Below is a summary of your request. Please review the request and click the button below to submit this request for approval.

Add	Role	Student Info View I	LR_SA_SR_STDT_INFO_VW_1
Remove	Role	Matric View	LR_SA_SC_MATRIC_VW

Comments: Student provides assistance at the counter.

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: [View Request](#).

[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.



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## Example 2: Accounting Services form:

The screenshot shows the 'Request Access - User Information' section of the PeopleSoft Security Access Requests form. The form contains the following fields:

- Employee ID#: 0021437
- Last Name: Schwimley
- First Name: Victoria
- Work Phone: 9165683062
- M.I.: (empty)
- Employee type: Staff
- Other: (empty)
- Job title: Acct Clerk III
- College/Site: District Office
- Department: Accounting
- Effective Date: 08/02/2010

Below the fields, there are two dropdown menus:

- Select a security access form: AS-Accounting Services
- Or, select a supporting form: Select a form

A 'Continue' button is located at the bottom left of the form.

Click the **Continue** button.

The screenshot shows the 'Accounting Services' section of the PeopleSoft Security Access Requests form. The form displays the following information:

- Employee: 0021437 - Victoria Schwimley
- Employee type/Title: Staff-Acct Clerk III
- Location/Dept: DO, Accounting
- Request ID: 124
- Requested by: Peter Hefler
- Effective date: 08/02/2010

Below this information, the text reads: "Select the access levels below that you are requesting for this employee:"

The form is divided into three columns of checkboxes:

- Asset Management (AM)**
  - AM Accountant Access ✓
- Accounts Payable (AP)**
  - AP View
  - AP Campus Access
  - AP DO Basic Access I
  - AP DO Basic Access II
  - AP DO Specialist Access
  - AP DO Supervisor Access
- Financial Aid (FA)**
  - FA Campus Access
  - FA DO Access
- General Ledger (GL)**
  - GL View
  - GL Basic Access ✓
  - GL Specialist Access
  - GL Supervisor Access
  - GL Dept. Manager Table Campus Access
  - GL Journal Campus Access
  - Bank Reconciliation Access
- Fiscal Services/Budgets**
  - Chart Field Campus Access
  - GL Fiscal Services Access
  - GL Fiscal Services Supervisor Access
- Other**
  - Campus Business Office View
  - Report Super User
- Additional Security**
  - PPALL (for non-DO staff)
  - PPSFA (for Financial Aid Staff)

Below the checkboxes, there is a text area for "Justification/Reason: (up to 254 chars)".

At the bottom, there are two buttons: "Continue" and "Cancel request".

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:

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**PeopleSoft Security Access Requests**

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**Accounting Services**

Employee: 0021437 - Victoria Schwimley    Employee type/Title: Staff-Acct Clerk III    Location/Dept: DO, Accounting    Request ID: 124  
Requested by: Peter Hefler    Effective date: 08/02/2010

Select the access levels below that you are requesting for this employee:

<b>Asset Management (AM)</b> <input type="checkbox"/> AM Accountant Access ✓	<b>Financial Aid (FA)</b> <input type="checkbox"/> FA Campus Access <input type="checkbox"/> FA DO Access	<b>Fiscal Services/Budgets</b> <input type="checkbox"/> Chart Field Campus Access <input type="checkbox"/> GL Fiscal Services Access <input type="checkbox"/> GL Fiscal Services Supervisor Access
<b>Accounts Payable (AP)</b> <input checked="" type="checkbox"/> AP View <input type="checkbox"/> AP Campus Access <input type="checkbox"/> AP DO Basic Access I <input type="checkbox"/> AP DO Basic Access II <input type="checkbox"/> AP DO Specialist Access <input type="checkbox"/> AP DO Supervisor Access	<b>General Ledger (GL)</b> <input type="checkbox"/> GL View <input checked="" type="checkbox"/> GL Basic Access ✓ <input type="checkbox"/> GL Specialist Access <input type="checkbox"/> GL Supervisor Access <input type="checkbox"/> GL Dept. Manager Table Campus Access <input type="checkbox"/> GL Journal Campus Access <input type="checkbox"/> Bank Reconciliation Access	<b>Other</b> <input type="checkbox"/> Campus Business Office View <input type="checkbox"/> Report Super User
		<b>Additional Security</b> <input type="checkbox"/> PPALL (for non-DO staff) <input type="checkbox"/> PPSFA (for Financial Aid Staff)

Justification/Reason: (up to 254 chars)

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

**PeopleSoft Security Access Requests**

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**Accounting Services**

Employee: 0021437 - Victoria Schwimley    Employee type/Title: Staff-Acct Clerk III    Location/Dept: DO, Accounting Services    Request ID: 127  
Requested by: Peter Hefler    Effective date: 08/02/2010

Your request is complete. Below is a summary of your request. Please review the request and click the button below to submit this request for approval.

Remove	Role	AM Accountant Access	LR_FS_AM_Asset_Mgmt_Accountant
Add	Role	AP View	LR_FS_AP_Accts_Payable_View

Justification/Reason:

Click the **Submit for Approval** button.

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### 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: [View Request](#).

[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.

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

**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](#)

Click the **View My Requests** link:

PeopleSoft Security Access Requests			
Employee	Status	Status Date	View
Kristine Backus	Ready for Approval	07-08-2010 09:32	<a href="#">View Request</a>
Stanley Barrick	Ready for Approval	07-08-2010 07:52	<a href="#">View Request</a>

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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:

**PeopleSoft Security Access Requests**

**Access Request for  
Admissions and Records  
Approver Level 1: -- / Approver Level 2: --  
Status: Ready for Approval as of 07-08-2010 09:32**

Employee: 0003255 - Kristine Backus    Employee type/Title: Class. Temp-Student Help    Location/Dept: SCCC, AR    Request ID: 446  
Requested by: Kristine Backus    Effective date: 07-01-2010

The following access has been requested:

Add Role	LR_SA_SR_STDY_INFO_VW_1	Student Info View I
Remove Role	LR_SA_SC_MATRIC_VW	Matric View

Comments:

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.