Online SAS Requester Guide

To get started, go to:

http://www.losrios.edu/psaccess

Contents:

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

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:

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:

☐ 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 assistance at the counter.

[Continue]

[Cancel request]

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

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

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.

Submit for Approval

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.

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: **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.

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:

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.