



Request for PeopleSoft Access Paper Form Instructions

The PeopleSoft Access Form must be completed and approved for each employee who needs PeopleSoft access.

Instructions:

1. The employee's supervisor completes the form specifying the type of access requested. Directions for specific parts of the form follow:
 - A. User Information:
 - i. Fill out the appropriate information about the employee who will need PeopleSoft access.
 - ii. Fill out the reason for the access request, i.e.:
 1. New = the employee is new to the District and/or never had administrative access to PeopleSoft. If the employee is not a full time staff, please verify with the employee that he/she does not have access to PeopleSoft via another department. By selecting "New" any previous access will be removed and only the current request access will be granted.
 2. Change = the employee currently has PeopleSoft access. This request is to modify the employee's current access. If role(s) is/are to be removed, please indicate so in the comments box.
 3. Inactivate = the employee is transferring to another department/college within the District, and will not need PeopleSoft access. This request will remove all administrative access roles.
 - B. Access Roles:
 - i. Place a check in the appropriate box(es) for the role(s) you are requesting for the employee. Check as many boxes as needed.
 - ii. If you have any comments or information you'd like to add, please add it in the comments box.
2. Upon completion, the form should be signed and dated by the employee's supervisor and forwarded (via email, fax, or mail) to a Level 1 approver (see PeopleSoft Access Authorized Signers List). Email routing may be used as a substitute for the approver signature.
3. The Level 1 approver reviews the form to ensure that the role(s) requested provide the employee with the data access necessary to perform their job function without permitting access to sensitive or confidential data unnecessary to their job function. Once approved, the Level 1 approver signs and dates the form. Note: If Level 1 approver(s) is not available, a Level 2 can sign for a Level 1. However, Level 1 and Level 2 approvers can not be the same person.
 - i. A request for View Only access or role inactivation requires Approval Level 1 only. In read only access, the requester and Level 1 approver can not be the same person.
4. The Level 2 approvers will review the form to ensure that District access control policy has been followed.
5. Once approved, submit your form via e-mail to psaccess@losrios.edu, or via inter-office mail to the District Office HelpDesk. If sending via e-mail, please include in the subject line: PeopleSoft Access Request - the employee's ID and name.
6. The District Office HelpDesk processes the request as approved by the college/DO.
7. The employee and the data business owner will receive an email notice when access is granted.

Note:

- Improperly authorized forms will be returned for correction.
- Request for access will not be granted until all necessary approvals have been received.
- Access granted to employees without an active job record will be removed the next business day.

Information Security R-8871, Section 6.1 Access Control Policy: Data shall be captured and stored in a manner that supports employees accessing the data necessary to the job function without permitting access to sensitive or confidential data unnecessary to the job function. There is a delicate balance between protecting the data and permitting access to those who need to use the data for authorized purposes. This balance should be recognized and maintained.

Information Security R-8871, Section 7.0: All individuals employed by the District are held responsible for adhering to District procedures for system access, use and security.