LOS RIOS
COMMUNITY COLLEGE DISTRICT

CS ◆ FS ◆ HR
PeopleSoft
Access Request Form

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

Information Technology
Definition of Roles

Role Name	Description	PS Role Name
Requested Roles:		
App Message Administrator	**This role is used for email notification, only.** For staff that monitor messaging between CS & HR, CS & FS, HR & FS. This role will provide an email notification to the user whenever there is an application message error detected by the PT_AMM_WF process.	CS, FS & HR: APP_MSG_ADMININSTRATOR
Developer Access*	Provides full access to all pages, with the following exceptions - view-only access to Security pages and to Grade functions on Enrollment panel. Note: Grade access is only applicable to CS.	CS, FS & HR: LR_HE_DEVELOPER
Help Desk Access**	Provides access to the appropriate pages in CS, FS, and HR for Help Desk staff to support the system users (staff and students). Includes ability to reset user passwords and view employee and student security information.	CS: LR_CS_HELP_DESK FS: LR_FS_IT_Help_Desk_Staff HR: LR_HR_HELP_DESK
NEA Administrator Access	For staff who create and maintain Non-Employee Access (NEA). This role includes all access of the Employment View I and the following access: ➢ Workforce Administration – Add, update, and correct home and host data – View all relationships that a person has with the organization (Person Organizational Summary) – Add a new person to the system including the biographical details and contact information – Add, update, and correct a person's biographical details and contact information (Modify a Person) – Add a POI (NEA) Relationship – Update and correct the information for a person-of-interest (POI) without jobs.	CS: LR_HR_EMP_NEA_ACCESS FS: N/A HR: N/A
Operations Access	Provides the appropriate access to run processes in CS, FS, and HR for Operations staff to support batch processing on these systems. System and User ID: CS: SAOPER, APPOPER FS: LR_OP HR: OPRATOR	CS: IT_Operations_SA FS: LR_FS_IT_Operations_Staff HR: IT_Operations
PS Administrator Access*	The PeopleSoft Administrator role gives full access to all menus and pages in the PSAUTHITEM table. The PeopleSoft Administrator role cannot be viewed, edited, modified, or cloned because it is not defined as other roles are defined. The PeopleSoft Administrator role is hard-coded into every application. You will not find this role if you search for it in the roles component. *Note: The PeopleSoft Administrator role does not have access to data. Data security is granted through the primary and row-level permission lists assigned directly to a user profile.*	CS, FS & HR: PeopleSoft Administrator

* Role includes Bundled Roles (listed in separate section below)   *** Role includes Bundled Permissions (listed in separate section below)*

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Role Name	Description	PS Role Name
Staff Access*	**This role provides no access to change data.** Provides display only access to all pages in CS, FS or HR. Provides access to PeopleTools tables and Portal menus (such as content references and message queues). Provides display only access to App Designer. FS only: Provides access to query, web services, web libraries.	CS: LR_CS_IT_STAFF FS: LR_FS_IT_STAFF HR: LR_HR_IT_STAFF
Bundled Roles:	These roles are automatically included along with the following IT roles: PeopleSoft Administrator, PeopleSoft Developer, IT Staff.	
PeopleSoft User	Basic role that all PeopleSoft users need for navigating the application pages. Includes access to component interfaces and web libraries required for PeopleSoft applications.	CS & HR: PeopleSoft User FS: LR_FS_GBL_PeopleSoft_Staff
Portal Administrator	This role gives Portal access to see all folders and content references, but it doesn't give PIA security access to all menus and components. This special Role is needed for somebody doing portal administration where they need to see all folders and content references, when running Portal Security Sync, and/or running the Portal Upgrade Application Engine program. *If you clone this role you will not get the same access in the cloned role because the role name is hard-coded into PeopleTools.*	CS, FS, HR: Portal Administrator
Process Scheduler Administrator	A user with this privilege has the ability to update any definitions in Process Scheduler Manager, view/update process requests in Process Monitor, and maintain process recurrences.	CS, FS, HR: ProcessSchedulerAdmin
Query Create Access	For staff approved for full (create/modify) access to PS Query Tool as follows: ➢ Query Manager - Add/Change/Delete Records - Add/Change/Delete Fields - Add/Change/Delete Criteria - Add/Change/Delete Expressions - Add/Change/Delete Prompts	CS: LR_QRY_CREATE HR: LR_QRY_CREATE FS: N/A (Query access included in role LR_FS_IT_STAFF)
Query Data Access for IT Staff	For staff approved for query access to data from all CS, FS & HR records when using the PS Query Tool.	CS: LR_QRY_ACCESS_IT HR: LR_QRY_ACCESS_IT FS: N/A (Query access included in role LR_FS_IT_STAFF)
Report Distribution Administrator	This is for roleusers who are Report Distribution Administrators. They have access to view ALL the reports output from Report Manager. They are also allowed to delete the report entry and update the distribution list / expiration date of a report entry in Report Manger.	CS, FS, HR: ReportDistAdmin
Help Desk Bundled Permissions:	These roles/permissions are bundled with the CS Help Desk role.	
Verify Employee Identity w/Security Questions	For staff who are authorized to reset employee passwords. Includes the security questions tab. ➢ PeopleTools − Verify Employee Identity (access to obtain employee security questions and answers, name, last 4 of SSN, DOB, home address and phone numbers) *Note: User ID must be added to the Active Directory Employee PSMS Group to perform password reset.*	CS: LR_HR_PT_VERIFY_ID_HD FS: N/A HR: N/A

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Role Name	Description	PS Role Name
Verify Student Identity	For staff who are authorized to reset student passwords. ➢ PeopleTools – Verify Student Identity (access to obtain student security questions and answers and name, last 4 of SSN, DOB, home address and phone numbers) *Note: User ID must be added to the Active Directory Student PSMS Group to perform password reset.*	CS: LR_SA_PT_VERIFY_ID FS: N/A HR: N/A
Roles for all users:	These roles are assigned to appropriate user profiles during the original creation process.	
All LRCCD Employees: Employee Self Service	Provides access to the Employee Self Service portal. It is assigned in a nightly batch process (App Engine – LR_EPAY_OPR).	CS: LR_ePay FS: N/A HR: LR_ePay
All CS, FS & HR Users: General User	Provides access to basic functionality (e.g. component interfaces) required by every CS, FS, and HR staff user. Assigned via CS App Engine – LR_EPAY_OPR, LR_FAC_OPR, LR_SA_OPR.	CS: LRUSER FS: LR_FS_GBL_PeopleSoft_Staff HR: LRUSER
ALL CS Staff Users: SA User	Provides access to basic functionality (e.g. web services, component interfaces, etc.) required by every CS staff user. Assigned manually when adding CS (aka SA) access.	CS: LRSAUSER HR: N/A FS: N/A
Report Distribution Roles:	These roles are used for report distribution through the process scheduler. **No page or data access is provided by these roles.**	**Note: These roles will be replaced by MS Outlook Distribution Lists (DL) in the future.**
DB Audit Report Reviewer	This role will be added manually for IT staff that will review the Database and System Audit reports for the CS and HR databases. These reports are distributed by role name. (Report ID: SYSAUDIT & DDDAUDIT) *Note: These same reports for the FS database are distributed via OPRID instead of by role.*	CS & HR: LR_AUDITS FS: Individual OPRIDs
Security Audit Report Reviewer	This role will be added manually for IT staff that will review the Security Audit reports for the CS and HR databases. These reports are distributed by role name. (Report ID: LRPS002, LRPS003, LRPS006) *Note: The corresponding report for the FS database is distributed via OPRID instead of by role.* *(Report ID: LRPS008)*	~~CS& HR: LR_SECURITY~~ CS& HR: Role replaced by MSOutlook DL: PS-SecurityRemoval@losrios.edu FS: Individual OPRIDs
D2L Role:	D2L = Desire 2 Learn student learning management application.	
D2L Coordinator	This role is added or removed via PeopleCode on the custom application page LR D2L Coordinator Setup.	CS: LR_SA_SR_D2L_COORD_ACCESS HR: n/a FS: n/a

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