



Request for PowerFAIDS Access

The PowerFAIDS Access Form must be completed and approved for each employee who needs PowerFAIDS 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. The employee's direct supervisor fill out the appropriate information about the employee who will need PowerFAIDS 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 access to PowerFAIDS.
 2. Add = the employee currently has PowerFAIDS access. This request is to add a new role to their current access.
 3. Delete = the employee currently has PowerFAIDS access. This request is to delete a current role from their access.
 4. Inactivate = the employee is leaving the District or transferring to another department/college within the District, and will not need PowerFAIDS access. This request will inactivate the employee PowerFAIDS account.
 - B. Access Roles:
 - i. Place a check in the appropriate box(es) for the access group(s) you are requesting for the employee. Check as many boxes as needed.
 - ii. In the comments box states the reason why the employees need access to PowerFAIDS.
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 PowerFAIDS 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.
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 pfaccess@losrios.edu, or via inter-office mail to the DO, Director, Financial Aid Systems. If sending via e-mail, please include in the subject line: PowerFAIDS Access Request - the employee's ID and name.
6. The Director, Financial Aid Systems 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.

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.