

USER DOCUMENT

OUTLOOK EMAIL ACCOUNT REQUEST

Overview

Temporary Classified (TCL) and Student Help (STU) are not automatically given a Los Rios Outlook account. However, employees working in offices may need Los Rios Outlook email so they are included in communications with their department.

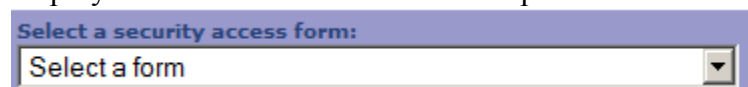
To obtain a Los Rios Outlook Email Account, a **request from the TCL or STU employee's supervisor must be made**. The request is sent to District Office Windows System Administrator who establishes their access through their AD account. The below identifies the steps to process an Online Security Access Request System (SAS) automated request. This replaces the paper form requests.

Request from Supervisor

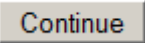
Request Email Accounts for TCL or STU Employees by clicking the on the following link.:

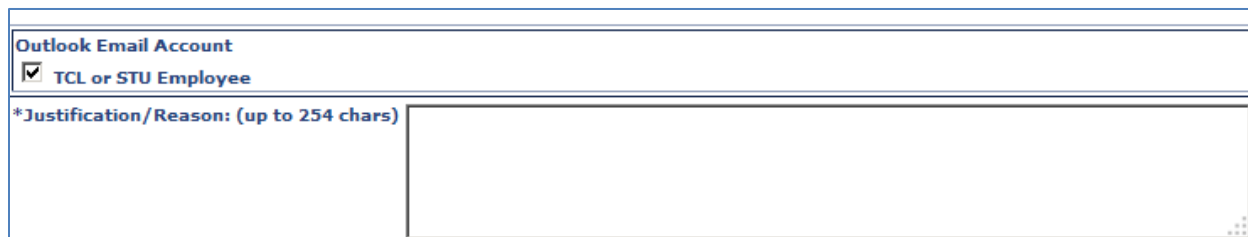
<http://www.losrios.edu/psaccess>

Select 'New Requests' • **New Request** and complete the requested information for the employee and under 'Select a form' dropdown



Select 'Outlook Email for TCL or STU'

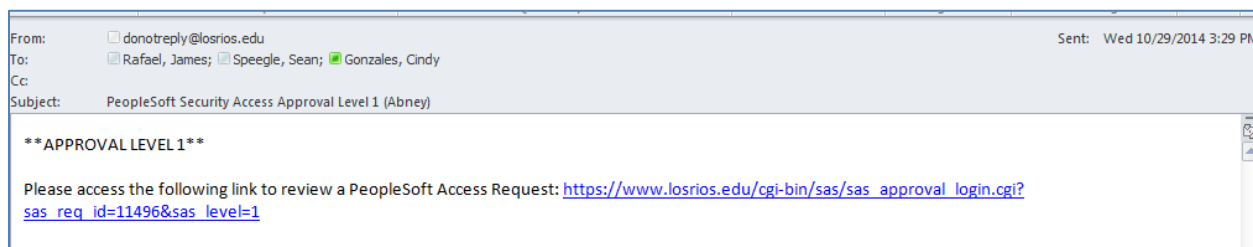
From the next page click on 'TCL or STU Employee' and include the reason for the needed outlook account. Click on Continue 



The automated process documents the request.

Email Received

Approver will receive an email. Below see sample email



There are two methods to approve/disapprove a request

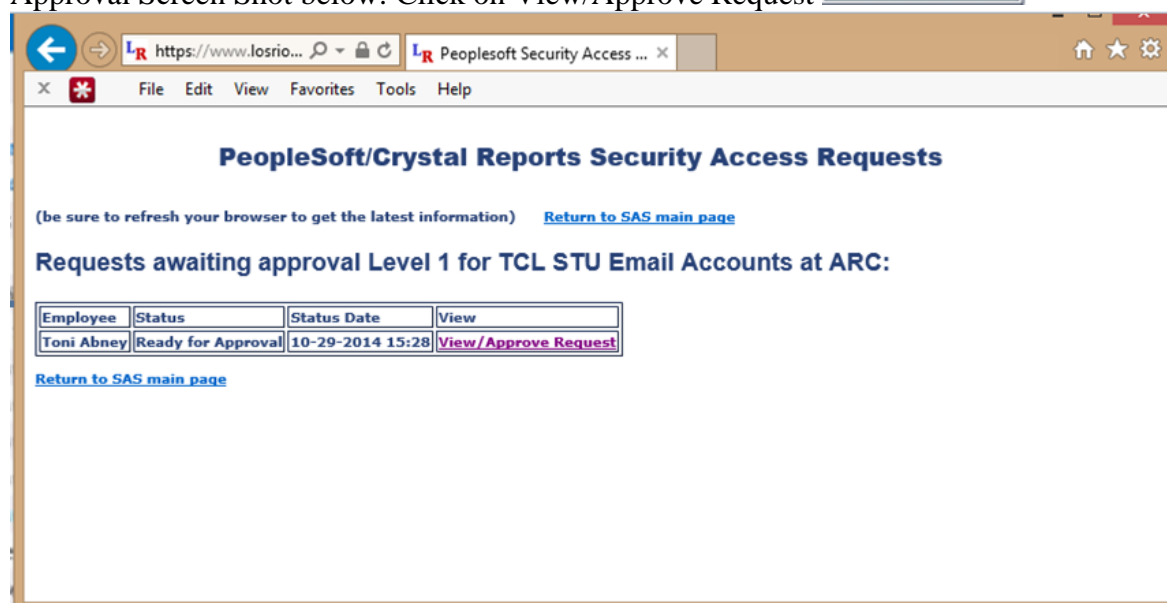
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1. Click on the link in the email.
This will bring you to the approver/disapprove web page triggered by this email.
2. Go into the your (the approver's queue) in the Security Access Request System (SAS)
<http://www.losrios.edu/psaccess>
Click on View My Approvals
 - [View My Approvals](#) (requests you have not yet approved)

The web page below will list all of the approvers requests that have not been approved or disapproved. An email will be auto sent to the approver for each request, but going to View My Approvals will allow you (the approver) a method to approve multiple requests at one time rather than responding to each individual email.

Approval Screen Shot below: Click on View/Approve Request [View/Approve Request](#)



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Note: This is the same page the link in the email.

PeopleSoft/Crystal Reports Security Access Requests

**Access Request for
TCL STU Email Accounts
Approval Level 1**

Employee: 1096156 - Toni Abney Employee type/Title: Staff-Test Outlook Location/Dept: ARCC, Outlook Request ID: 11496
Requested by: Cindy Gonzales Effective date: 10-29-2014 [View User's Current Roles](#) [View Add'l Security \(SA only\)](#)

The following access has been requested:

Justification/Reason: Testing Outlook Email Request - No Action Necessary

Reason for denial:

[Return to SAS main page](#)

See red circle in screen shot.

After the Outlook Account has been created, District Office IT will send an email to the Requested By in the request. [Requested by: Cindy Gonzales](#) In above example: Jane Smith; Supervisor is the requestor. The staff that needs the Outlook Account is in the Employee: [Employee: 1096156 - Toni Abney](#)

The example: Emplid 1096156 – Toni Abney is the employee needing Outlook.

Send an Email to the 'Requested by' informing them the Outlook account has been established. In this example the email will be sent to Jane Smith; Supervisor.

The Subject of the email sent is: Email Request

An example of the content of the email is as shown below
Email has been enabled for Toni Abney (W1096156).

District IT; Windows System Administrator
Los Rios Community College District
916.568.3003
1919 Spanos Court
Sacramento, CA 95825
rafaelj@losrios.edu