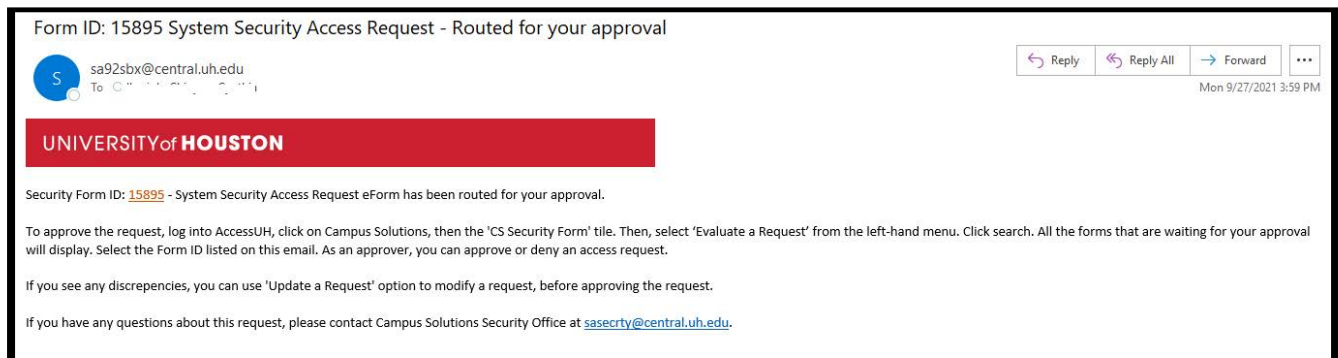


Security eForm. CBA Approval

CBA's can either approve or decline an access request.

Campus Solutions security access can now be requested electronically.

1. Once a manager approves access request for Campus Solutions, using electronic version of the security form (security eForm), you will receive a similar email, as their CBA:



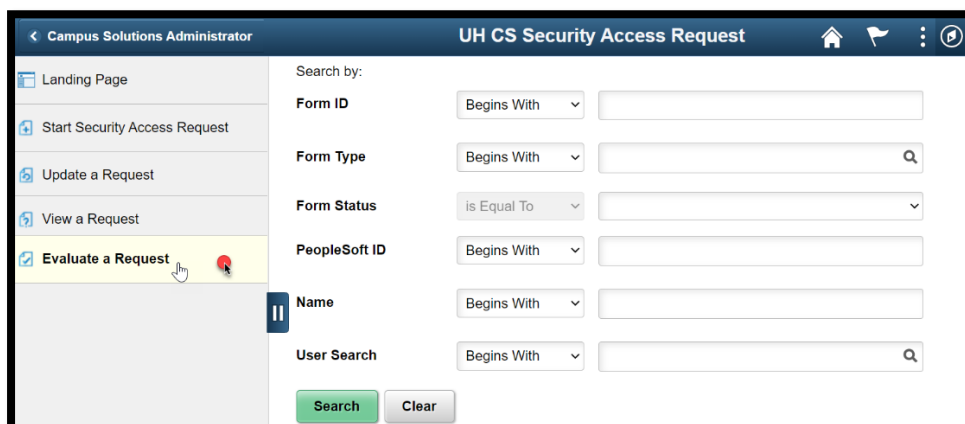
2. Alternatively, you can access the form by following steps a through c.
 - a. Log into Campus Solutions in any browser.



- b. Ensure you can see the CS security form icon.

If you don't see the icon, please email sa-security@uh.edu with your emplid.

- c. Select 'Evaluate a Request' from the left-hand menu.
All the forms that are waiting for your approval will show up.
Select the appropriate form from the list.



3. The following screen comes up. Validate items 1 through 6. Please ensure all the information on this page is correct.

The screenshot shows the 'UH CS Security Access Request' form. At the top, it says 'Access Request: Page 1 of 3' and 'Form Page'. The University of Houston logo is present. Below the logo, there is a disclaimer: 'Before PeopleSoft Campus Solutions access can be granted, the user must have the following information available for the form to be completed.' This is followed by three numbered instructions: 1. PeopleSoft ID number of the person you are requesting access for - This person should be an active employee or a Person of Interest (POI); 2. College Business Administrator (CBA) of the person you are requesting access for; 3. Have taken training session (if required). There is also an 'Assistance Information' section with contact details for email and training. A 'Please note' section states: 'An automated process removes Campus Solutions access when a user transfers or terminates from a position. Access to P.A.S.S. and Student Self-Service will remain active and available.' The form is divided into sections: 'Requester' (with fields for User ID, Name, College/Department, Email Address, Job Title, and Phone), 'Request Access For' (with fields for User Search Name, Job Title, Email, Manager Name, Manager Email, User Has Basic Access, and Manager PeopleSoft ID/Phone), 'General Request Information' (with checkboxes for Short Term Access Request and Student Worker), and 'CBA Information' (with fields for CBA Search, CBA Email, and CBA Name). Red circles with numbers 1 through 6 are overlaid on the form to indicate specific validation points: 1 is on the Name field in the Requester section; 2 is on the User Search Name field; 3 is on the Manager Name field; 4 is on the User Has Basic Access checkbox; 5 is on the Short Term Access Request checkbox; and 6 is on the CBA Email field.

4. Click 'Next'

5. The following screen comes up. For items 1 and 2, please validate that the employee has selected correct level of access. All the employees get partial access to SSN and DOB as default. For full access to either DOB or SSN, a justification is needed. For less than partial access, no justification is needed. Employee only needs to select access under the modules if he/she needs more than basic access. Click approve.

The screenshot shows the 'Request Access For' section of the form. It displays 'PeopleSoft ID 1674608' and 'Name Ihesulo,Chinyere Cynthia'. Below this, there is a section titled 'Display of Social Security Number (SSN) & Date of Birth (DOB)' with the instruction: 'Set search screens to display ONE of the following for SSN and DOB. Default setting is Partial display for both SSN (last 4 digits) and DOB (Month/day)'. There are two dropdown menus: 'Social Security Number' set to 'Partial' (marked with a red circle 1) and 'Date of Birth' set to 'Partial' (marked with a red circle 2). Below this is the 'Modules' section with the text: 'All approve access requests will grant view only access to the Student Services Center, Student Biographical data, UHS Account Summary and Customer Accounts via the UHCSM_CC_GENERAL and UHCSM_SF_GENERAL roles. For users needing additional access to a specific module, please switch the toggle to "Yes" to select available options.' There are two columns of checkboxes for modules: Academic Advising, Admissions, Campus Community, Financial Aid, Student Business Services, Student Records, Institutional Research, and PeopleTools, all currently set to 'No'. A red circle 3 is placed over the 'Academic Advising' checkbox. At the bottom, there is a 'Comments' section with buttons for Search, Previous, Deny, Recycle, Hold, and Approve.

Upon clicking the approval button, you will see a screen like below:

UH CS Security Access Request Form Result

Access Request : Results Form ID 10115

You have successfully approved your eForm.
The eForm has been routed to the next approval step. Saeed Javaria. Refresh

[View Approval Route](#)

Transaction / Signature Log 3 rows

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
10/06/2020 10:16:58PM	Initiated	[REDACTED]	[REDACTED]	Submit	
10/07/2020 8:05:57AM	[PAGEREC.UHS.EMC	[REDACTED]	[REDACTED]	Approve	9 hours 46 minutes
10/07/2020 8:49:18AM	[PAGEREC.GSCBA.JI	[REDACTED]	[REDACTED]	Approve	43 minutes

Action Item Log 2 rows

Acknowledgement	Description	User	Time Stamp
1 Yes	Check here to confirm employee needs access to education records in order to perform their official, educationally-related duties.	[REDACTED]	10/06/20 10:16:53.000000PM
2 Yes	By switching the toggle to "Yes", I indicate that I have read and understood the information on this form, and I agree to comply with the rules as stated therein.	[REDACTED]	10/06/20 10:16:54.000000PM

Once a form has been approved, it will be routed to the Campus Security Administrator (CSA). The CSA will receive an email like the following:

Form ID: 15895 System Security Access Request - Routed for your approval

sa92sbx@central.uh.edu
To: [REDACTED]

[Reply](#) [Reply All](#) [Forward](#) [...](#)
 Mon 9/27/2021 3:59 PM

UNIVERSITY of HOUSTON

Security Form ID: **15895** - System Security Access Request eForm has been routed for your approval.

To approve the request, log into AccessUH, click on Campus Solutions, then the 'CS Security Form' tile. Then, select 'Evaluate a Request' from the left-hand menu. Click search. All the forms that are waiting for your approval will display. Select the Form ID listed on this email. As an approver, you can approve or deny an access request.

If you see any discrepancies, you can use 'Update a Request' option to modify a request, before approving the request.

If you have any questions about this request, please contact Campus Solutions Security Office at sasecrt@central.uh.edu.