

How to Approve a Service Account eForm Request

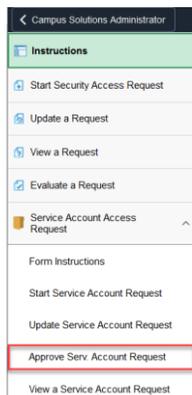
1. Start by logging in to Campus Solutions



2. Ensure you can see the 'CS security eform' icon. If you don't see the icon, please email sa-security@uh.edu with your PeopleSoft ID.



3. Click on the 'Service Account Access Request Folder'. Select 'Approve Service Account Request'.



4. There are 4 approvers in the service account eForm workflow.
 - a. The Manager
 - b. The CSS Lead
 - c. The Business Owner
 - d. The Campus Security Admin (CSA)

a. To approve a form as a manager, confirm that segments labeled 1-3 are accurate. Click 'Approve'

Requester

User ID

Name **1**

College/Department

Email Address

Request Access For

Self Yes

Manager Name **2** Manager PeopleSoft

Manager Email Manager Photo

Service Account Information

SA Name **3**

CSS Lead

Comments

b. To approve as a CSS Lead, confirm segments 1-3 are correct. Enter the correct business Owner for this form in segment 4. Click 'Approve'

Requester

User ID

Name **1** Job Title

College/Department Photo

Email Address

Request Access For

Self Yes

Manager Name **2** Manager PeopleSoft

Manager Email Manager Photo

Service Account Information

SA Name **3**

CSS Lead

CSS Lead- Business Owner

Business Owner **4**

Comments

c. To approve as a Business Owner and a CSA, confirm segments labeled 1-5 are correct. Click 'Approve'

Requester

User ID [redacted]
Name [redacted] **1**
College/Department [redacted]
Email Address [redacted]

Request Access For

Self Yes
Manager Name [redacted] **2**
Manager Email [redacted]

Service Account Information

SA Name [redacted] **3**
CSS Lead [redacted]

CSS Lead- Business Owner

Business Owner [redacted] **4**

Requested Service Account Users

| | Service Account Name <input type="text"/> | Authorized User ID <input type="text"/> | Author |
|---|---|---|------------|
| 1 | [redacted] 5 | [redacted] | [redacted] |
| 2 | [redacted] | [redacted] | [redacted] |

Form Action Items

Acknowledgement

1 Yes No 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

Comments

Search Deny Recycle **Approve**