

How to View an existing Service Account request.

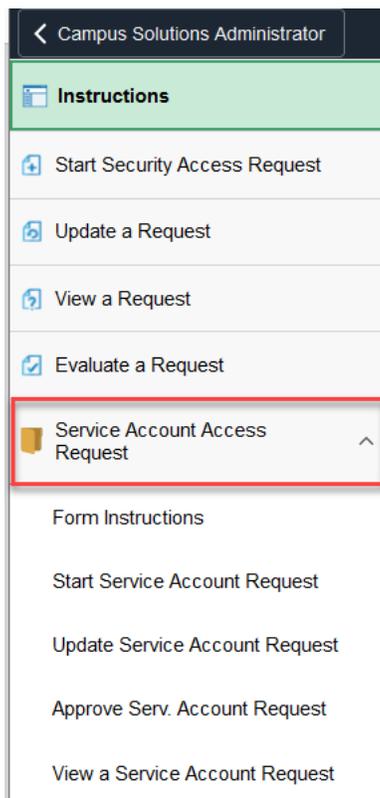
1. Start by logging in to Campus Solutions.



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'



4. Select 'View a Service Account Request' from the left-hand drop-down menu. You can search for a form using any of the criteria in the red box. Form Status can be:

Pending: The form is waiting for approval.

Saved: The form has not been submitted for approval.

Executed: The form has completed its workflow.

UHS Service Account Request

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/> 
Form Status	is Equal To	<input type="text"/> 
Name	Begins With	<input type="text"/>
SA Name	Begins With	<input type="text"/> 
User Search	Begins With	<input type="text"/> 