Security eForm. How to initiate a request for self?

Note: At this time access can only be requested online for Student Records and Academic Advising. For other access requests, please complete the paper security form, [https://tinyurl.com/y449dr5z](https://tinyurl.com/y449dr5z).

1. Start by logging in to Campus Solutions.

2. Ensure you can see the CS security form icon. If you don’t see the icon, please email sa-security@uh.edu with your empid.

3. Select ’Start Security Access Request’ from the left-hand menu.

4. Following screen comes up. Validate items 1 through 6. Please contact your Manager to find out who is the CBA for your department.

5. Click ‘Next’
6. Following screen comes up. For items 1 and 2, if you need full access to either DOB or SSN, please complete the justification box, which will pop up. Toggle button 3 and/or 4 to request access for Academic Advising and/or Student Records.

7. If you toggled yes for either Student Records or Academic Advisement, the page will expand to show access options for the selected module/s. For each of the access toggle in area marked 1, you can find its required training in area 2. If the access you are looking for is not on a toggle, you can use the ‘other’ (marked as 3) box to write in the access needs. Click Next.
8. Complete the Acknowledgement section. Click Submit. Once the form is submitted, it is routed to your Manager for approval.

FYI. Upon clicking the submit button, the requester’s Manager will receive a notification email like:

Form ID: 10113 - System Security Access Request Completed.

Your Form ID: 10113 - System Security Access Request access request has been completed.

To view the request, log into accessuh.uh.edu, click on Campus Solutions, then the 'CS Security Form' tile. Then, select 'View a Request' from the left-hand menu. Enter the Form ID. Click search.

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

FYI. Once your access has gone through all the approvals, and the Campus Security Administrator (CSA) has processed your request, it is considered complete. You will receive an email like the following:

Form ID: 10113 - System Security Access Request Completed.

Your Form ID: 10113 - System Security Access Request access request has been completed.

To view the request, log into accessuh.uh.edu, click on Campus Solutions, then the 'CS Security Form' tile. Then, select 'View a Request' from the left-hand menu. Enter the Form ID. Click search.

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