

Security eForm. Manager Approval

Managers can either approve, modify *and* approve, or decline an access request.

Campus Solutions security access can now be requested electronically.

1. Once one of your direct reports submits an access request for Campus Solutions, using electronic version of the security form (security eForm), you will receive a similar email, as their Manager:



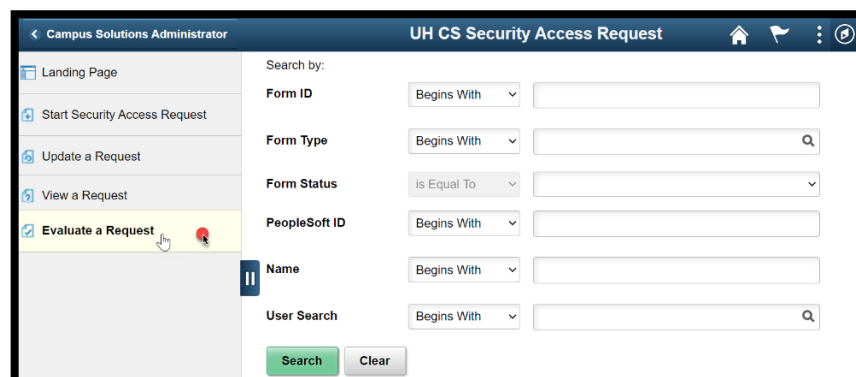
2. You can access the form by following steps a through c.
 - a. Log into Campus Solutions in any browser.



- 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. Following screen comes up. Validate items 1 through 4. Please ensure all the information on this page is correct.

The screenshot shows a 'Request Access For' form with the following sections and callouts:

- Requester:** Fields for User ID, Name, College/Department, Email Address, Job Title, and Phone.
- Request Access For:** Fields for User Search (Name, Job Title, Email), Manager Name, Manager Email, User Has Basic Access (Y), and Manager PeopleSoft ID/Phone.
- General Request Information:** Fields for Short Term Access Request (No) and Student Worker (No). Callout 3 points to this section.
- CBA Information:** Fields for CBA Search (with a search icon), CBA Email, and CBA Name. Callout 4 points to the search icon.

Buttons at the bottom include Search, Next, and Hold.

4. Please select your CBA by searching for their peoplesoft ID or click the search icon and search for their name in the description box.

5. Click 'Next'

6. 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 they needs more than basic access. Click approve.

The screenshot shows the 'Request Access For' form with the following sections and callouts:

- Request Access For:** Fields for PeopleSoft ID (1674608) and Name (Ihesulo,Chinyere Cynthia).
- Display of Social Security Number (SSN) & Date of Birth (DOB):** Fields for Social Security Number (Partial, callout 1) and Date of Birth (Partial, callout 2).
- Modules:** A list of modules with 'No' selected for each: Academic Advising, Admissions, Campus Community, Financial Aid, Student Business Services, Student Records, Institutional Research, and PeopleTools. Callout 3 points to this section.

Buttons at the bottom include 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,Javaaria. Refresh

[View Approval Route](#)

Transaction / Signature Log 2 row.

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
10/06/2020 10:16:58PM	Initiated				
10/07/2020 8:05:57AM	[PAGEREC.UHS_EMGR_OPRID] + [PAGEREC.GSPOI_SPONSOR				9 hours 48 minutes

Action Item Log 4 rows

Acknowledgement	Description	User	Time Stamp
1	Yes		10/06/20 10:16:53.000000PM
2	Yes		10/06/20 10:16:54.000000PM

Once a form has been approved, it will be routed to the CBA. The CBA 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.