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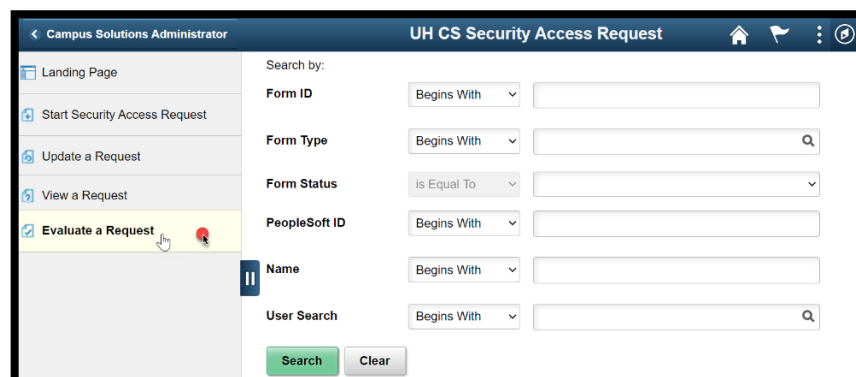
3. Following screen comes up. Validate items 1 through 4. Please ensure all the information on this page is correct.

Requester

User ID ~~~~~~
Name ~~~~~~
College/Department ~~~~~~
Email Address ~~~~~~
Job Title ~~~~~~
Phone ~~~~~~

Request Access For

User Search ~~~~~~
1 Name ~~~~~~
Job Title ~~~~~~
Email ~~~~~~
Phone
2 Manager Name ~~~~~~
Manager PeopleSoft ID ~~~~~~
Manager Email ~~~~~~
Manager Phone ~~~~~~
User Has Basic Access Y

General Request Information

3 Short Term Access Request No
Student Worker No

CBA Information

4 *CBA Search [ ] 🔍
CBA Email
CBA Name

[Search] [Next] [Hold]

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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.

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5. Click 'Next'

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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.

Request Access For

PeopleSoft ID 1674608
Name Ihesiulo,Chinyere Cynthia

Display of Social Security Number (SSN) & Date of Birth (DOB)

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)

Social Security Number Partial **1**
Date of Birth Partial **2**

Modules

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.

Academic Advising No
Admissions No
Campus Community No
Financial Aid No
3
Student Business Services No
Student Records No
Institutional Research No
PeopleTools No

▸ Comments

[Search] [Previous] [Deny] [Recycle] [Hold] [Approve]

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

Once a form has been approved, it will be routed to the CBA. The CBA will receive an email like the following: