

Security eForm. How to view an existing request.

Note: At this time access can only be requested online for Student Records and Academic Advising. Later, access request options for other modules will be added. For other access requests, please complete the paper security form, <https://tinyurl.com/y449dr5z>.

The latest status of any security eForm can be seen using the steps below:

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 emplid.



3. Select 'View a Request' from the left-hand menu. You can use any of the criteria in the red box to search for a particular form.

A screenshot of the Campus Solutions Administrator interface. The top navigation bar includes 'Campus Solutions Administrator' and 'UH CS Sec'. A left-hand menu lists several options: 'Landing Page', 'Start Security Access Request', 'Update a Request', 'View a Request' (highlighted in green), and 'Evaluate a Request'. The main content area shows a search interface with a red box highlighting the search criteria. The search criteria include: 'Form ID' (Begins With), 'Form Type' (Begins With), 'Form Status' (is Equal To), 'PeopleSoft ID' (Begins With), 'Name' (Begins With), and 'User Search' (Begins With). Each criterion has a dropdown menu and an input field. Below the search criteria are 'Search' and 'Clear' buttons.

4. Following screen comes up. You can quickly identify the status of the form from the form status field, boxed in red.
 - Pending: The form is waiting for the next approval.
 - Save: The form has not been submitted yet. It is still with the initiator.

- Executed: The form has completed its workflow. A new request should be initiated for new security request.

The screenshot displays a web application interface for managing security requests. On the left is a navigation menu with options: 'Landing Page', 'Start Security Access Request', 'Update a Request', 'View a Request' (highlighted in green), and 'Evaluate a Request'. The main area features search filters for 'Form ID', 'Form Type', 'Form Status', 'PeopleSoft ID', 'Name', and 'User Search', each with a 'Begins With' dropdown and an input field. Below the filters are 'Search' and 'Clear' buttons. A table below shows a list of requests with columns: 'Form ID', 'Form Type', 'Form Status', 'PeopleSoft ID', 'Name', 'User Search', and 'Last Date'. The 'Form Status' column is highlighted with a red box, showing values 'Pending', 'Saved', 'Pending', and 'Executed' for rows 1 through 4 respectively.

Form ID	Form Type	Form Status	PeopleSoft ID	Name	User Search	Last Date
1 10052	SECURITY	Pending	00000	Robert Thomas	0000	2020-03-10
2 10053	SECURITY	Saved	00000	Robert Thomas	0000	2020-03-24
3 10072	SECURITY	Pending	00000	Robert Thomas	00000	2020-05-13
4 10115	SECURITY	Executed	00000	Robert Thomas	00000	2020-10-07