Employees – PeopleSoft Student Administration System Security Authorization

Steps for Requestor

Step 1: Fill out the PowerForm Signer Information with the appropriate names and email addresses.

- Access Requestor = The user requesting Student Administration access.
- Access Requestor Supervisor = Supervisor of the requestor.
- Division/College Authorization = Administrative Services Manager (ASM) or Associate Dean.
  ***Note – This line MUST be signed by the Associate Dean if the user is requesting access to any advising information (e.g., grades, transcripts). The request will be denied if not signed by the Associate Dean.**

Click "Begin Signing" once all fields are filled out.

PowerForm Signer Information

Access to the Student Administration system is available to users to support official university business. Staff, Faculty, and Student Assistants may request administrative access to the student system by reviewing and completing the required security forms.

You must submit the Student Administration System Security Authorization form below. After you review and sign the form, it will be emailed to your Supervisor and College/Division for approval.

If you have any questions, please contact: SAAccess.eSignature@csulb.edu

Please enter your name and email
to begin the signing process.

Your Role:

Access Requestor *
Your Name:

Sally Smith

Your Email:

sally.smith@csulb.edu

Please provide information for any other signers needed for this document.

Role:

Access Requestor Supervisor
Name:

Mary Rice

Email:

mary.rice@csulb.edu

Role:

Division/College Authorization
Name:

John Brown

Email:

john.brown@csulb.edu

Begin Signing

Step 2: Click the checkbox to agree to use electronic records and signatures and then click "Continue".

Step 3: Fill out all the required fields as indicated by the red boxes. Under Employee Status, a box should be checked to indicate if the requestor is Permanent Faculty/Staff or Temporary Faculty/Staff. Temporary Faculty/Staff should indicate an Appointment Start Date and Appointment End Date.

Step 4: Fill out the Job Requirements/Needs for Access sections to indicate what access is being requested. Examples of access granted by each Module can be found in the left column.

MODULE	JOB REQUIREMENTS/NEEDS FOR ACCESS Provide a brief description of your access needs for each module	SUPERVISOR COMMENTS
CAMPUS COMMUNITY *Biographic and demographic data, student contact information*	Student contact information	
ADMISSIONS *Application information, View Docs*	Application information for undergraduate and graduate applicants	
STUDENT RECORDS *Catalog & Class Search, college/dept scheduling, enrollment, holds, class permissions*	Enrollment, holds, class permissions	
ACADEMIC ADVISING *Academic Requirements Report, Transfer Credit Summary, Unofficial Transcript, Advisor Notes*	Advisor notes	
STUDENT FINANCIALS *Customer Accounts, Charges, Payments*		
FINANCIAL AID *Federal and department aid, scholarships*		
REPORTS *CS Link reports*	CS Link reports for academic advising	
OTHER *Ad Astra, OnBase*		

Step 5 (optional): If the requestor would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 6.

Step 6: Click "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.

Step 7: Click "Finish" when done signing.

FINISH

Step 8 (optional): If desired, download or print a copy of the form for your records. Otherwise, click "Close".

Save a Copy of Your Document

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Your document has been signed

If you would like a copy for your records, click Download or Print and save.

DOWNLOAD   PRINT   CLOSE
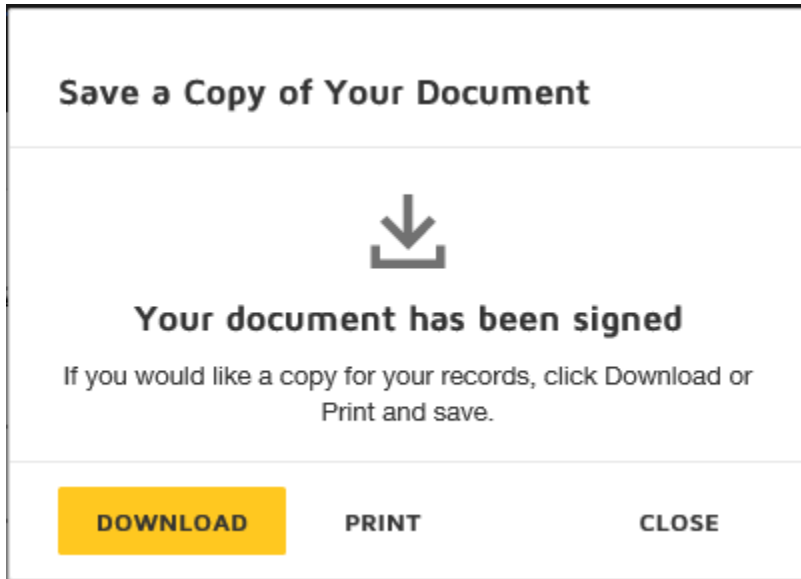
The form will now route to the supervisor indicated on the PowerForm for their signature.

Steps for Supervisor

Step 1: The supervisor indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click "Review Document" in the email.
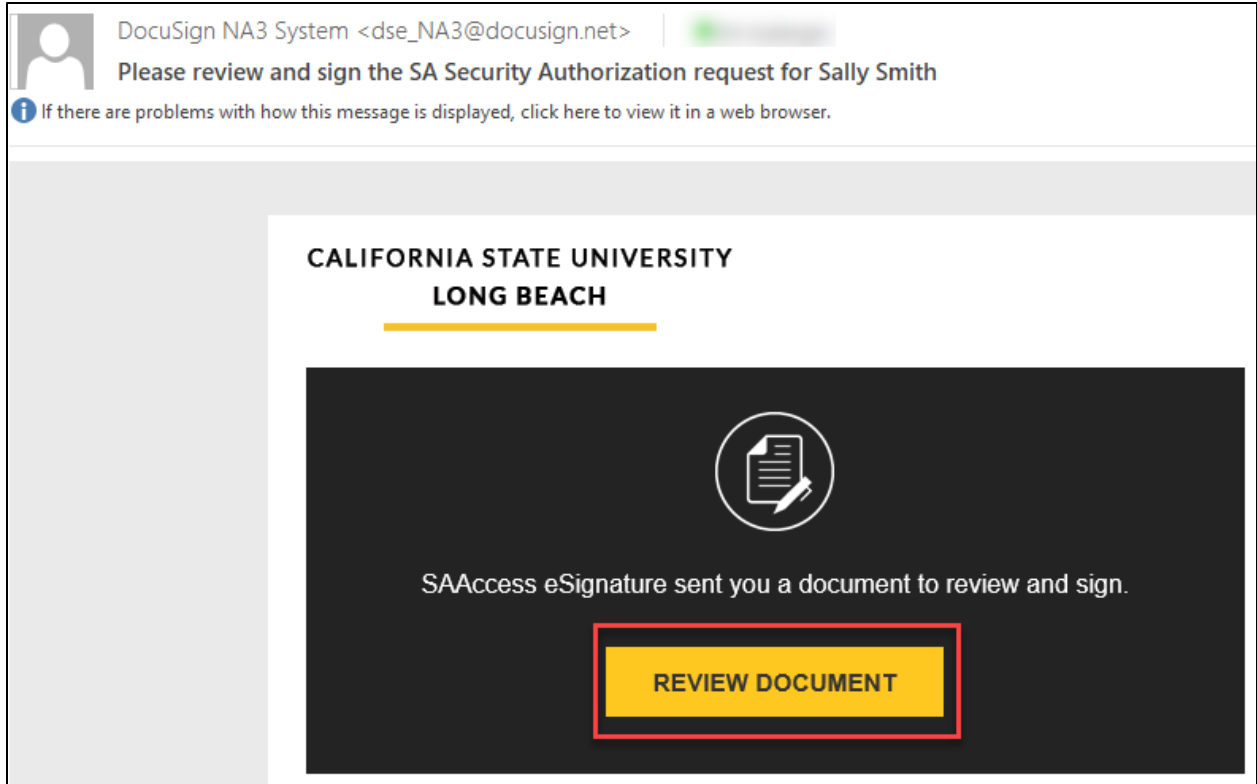
Step 2: Click the checkbox to agree to use electronic records and signatures and then click "Continue".
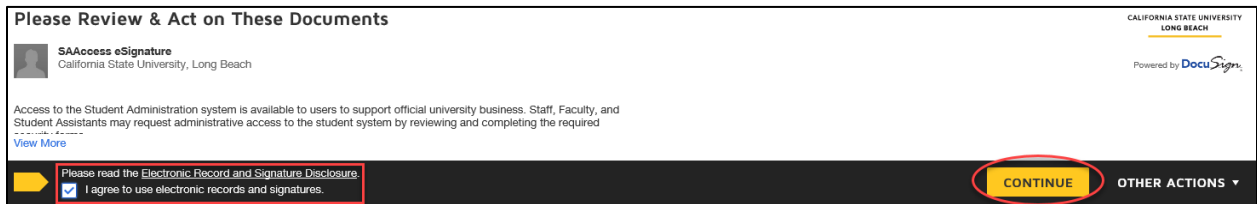
Step 3: Review the request made by the requestor for accuracy. If you would like to add some additional notes or clarification (optional), please make these notes in the area labeled "Supervisor Comments".

MODULE	JOB REQUIREMENTS/NEEDS FOR ACCESS Provide a brief description of your access needs for each module	SUPERVISOR COMMENTS
CAMPUS COMMUNITY *Biographic and demographic data, student contact information*	Student contact information	Please also add ARR and unofficial transcript access
ADMISSIONS *Application information, View Docs*	Application information for undergraduate and graduate applicants	
STUDENT RECORDS *Catalog & Class Search, college/dept scheduling, enrollment, holds, class permissions*	Enrollment, holds, class permissions	
ACADEMIC ADVISING *Academic Requirements Report, Transfer Credit Summary, Unofficial Transcript, Advisor Notes*	Advisor notes	
STUDENT FINANCIALS *Customer Accounts, Charges, Payments*		
FINANCIAL AID *Federal and department aid, scholarships*		
REPORTS *CS Link reports*	CS Link reports for academic advising	
OTHER *Ad Astra, OnBase*		

Step 4 (optional): If you would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 5.

** To include a student assistant position description or provide business justification for this request, please add attachments here:

I have read and will comply with the provisions for security & confidentiality of data as stated in the "CSULB Student Administration Confidentiality/Security Agreement"; that has been signed and included with this form. I further acknowledge that I have read and will abide Records Procedures" which outlines the campus guidelines for compliance with the Family Educational Rights and Privacy Act (FERPA).
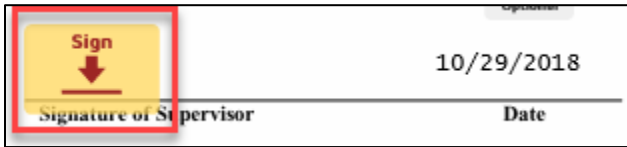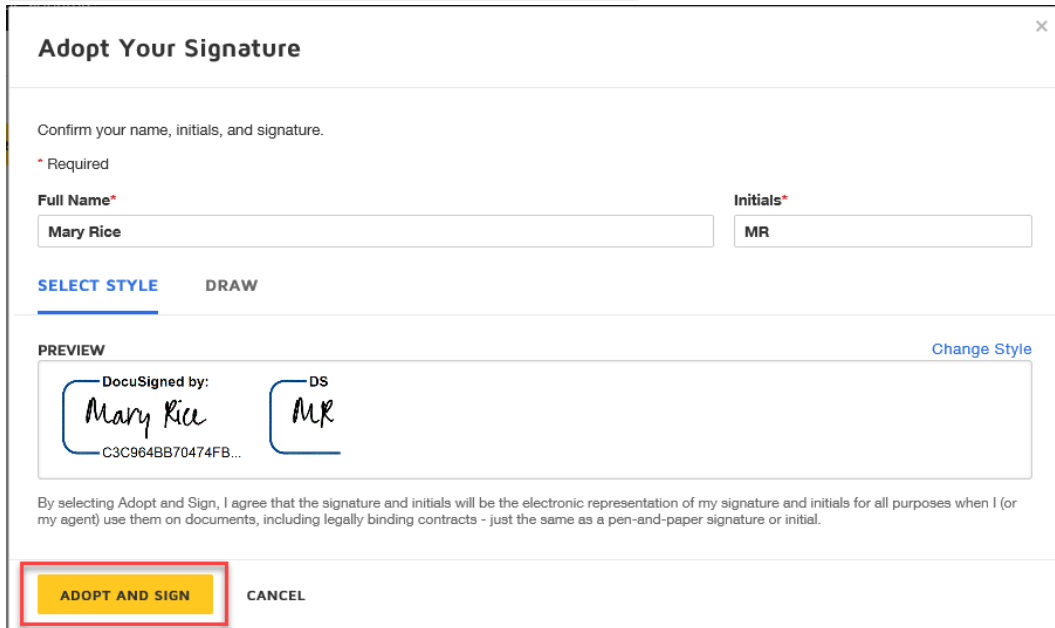
Optional

Upload Attachment

UPLOAD A FILE

DONE

Step 5: Click "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.

Step 6: Click "Finish" when done signing.

Step 7 (optional): If desired, download or print a copy of the form for your records. Otherwise, click "Close".

The form will now route to the Division/College Authorization indicated on the PowerForm for their signature.

Steps for Division/College Authorization

Step 1: Once the requestor's supervisor has finished signing the form, the Division/College Authorization indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click "Review Document" in the email.

Step 2: Click checkbox to agree to use electronic records and signatures and then click "Continue".

Step 3 (optional): If you would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 4.

Step 4: Click "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.

Step 5: Click "Finish" when done signing.

The form is now complete and will route to Student Administration for processing.