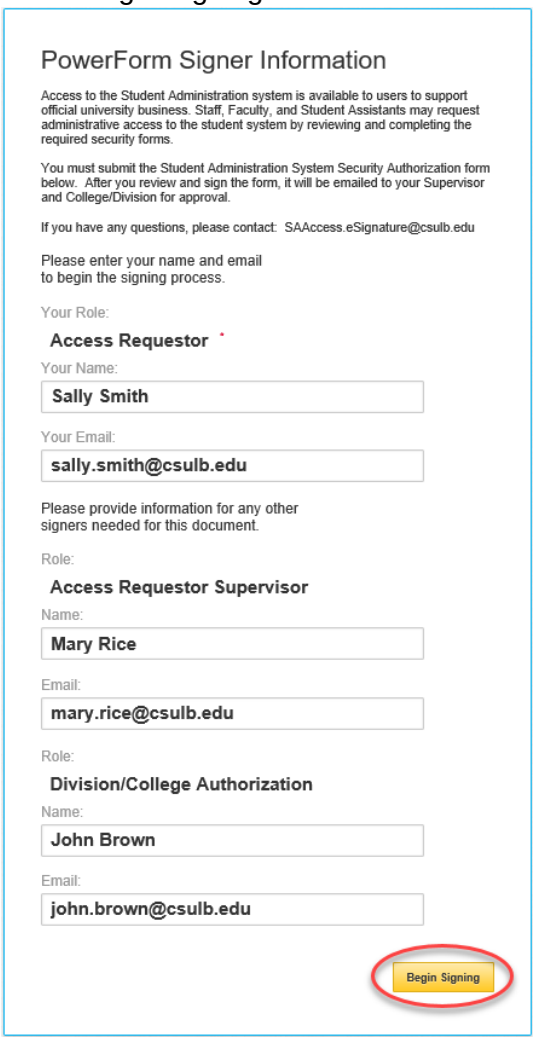
Employees – PeopleSoft Student Administration System Security Authorization

Steps for Requestor

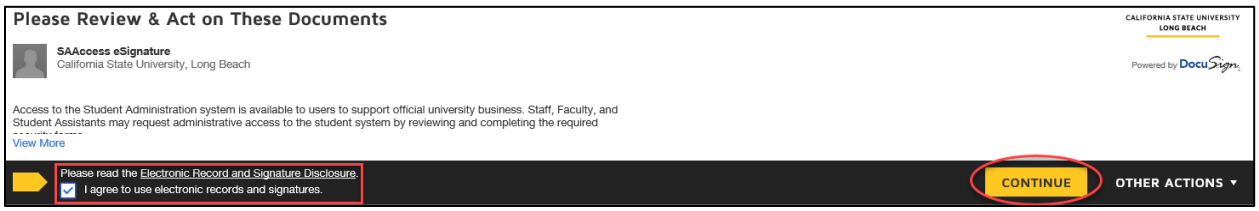
Step 1: Fill out the PowerForm Signer Information with the appropriate names and email addresses.

- 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.**

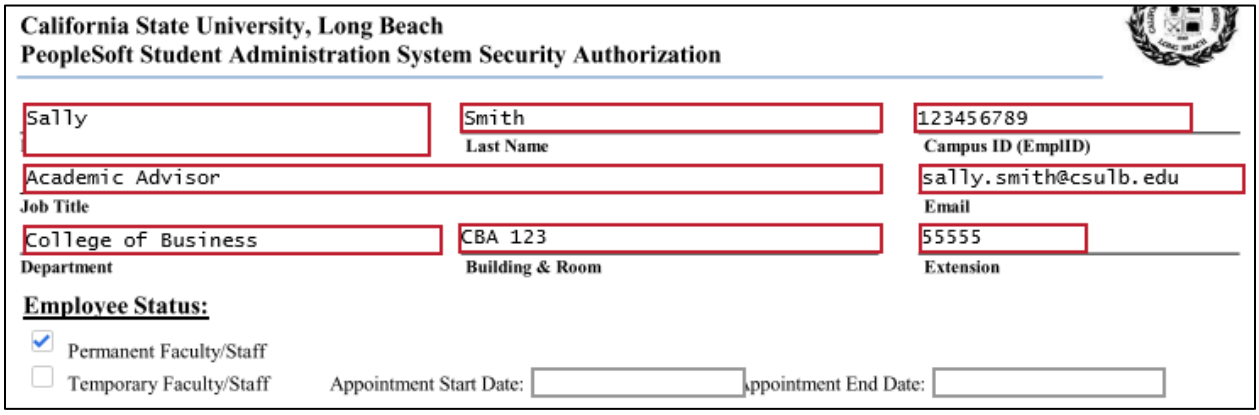
  Click "Begin Signing" once all fields are filled out.



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



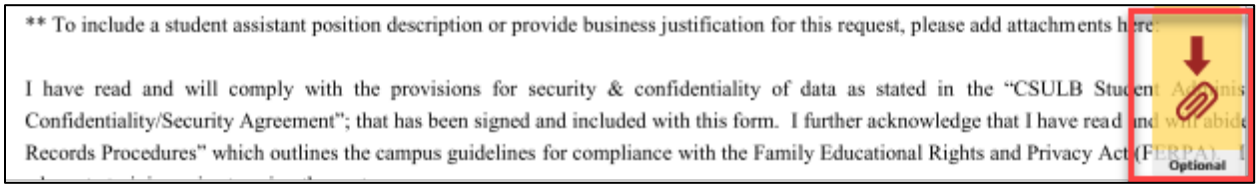
Step 3: Fill out all the required fields as indicated by the red boxes. Under Employee Status, a box should be checked to indicate if the requestor is Permanent Faculty/Staff or Temporary Faculty/Staff. Temporary Faculty/Staff should indicate an Appointment Start Date and Appointment End Date.

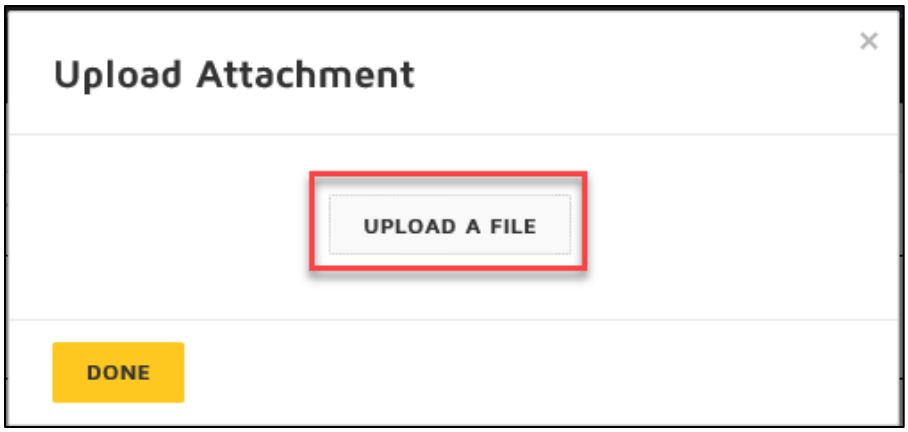


Step 4: Fill out the Job Requirements/Needs for Access sections to indicate what access is being requested. Examples of access granted by each Module can be found in the left column.

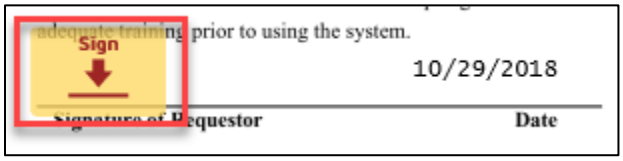
MODULE	JOB REQUIREMENTS/NEEDS FOR ACCESS Provide a brief description of your access needs for each module	SUPERVISOR COMMENTS
CAMPUS COMMUNITY *Biographic and demographic data, student contact information*	Student contact information	
ADMISSIONS *Application information, View Docs*	Application information 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*		

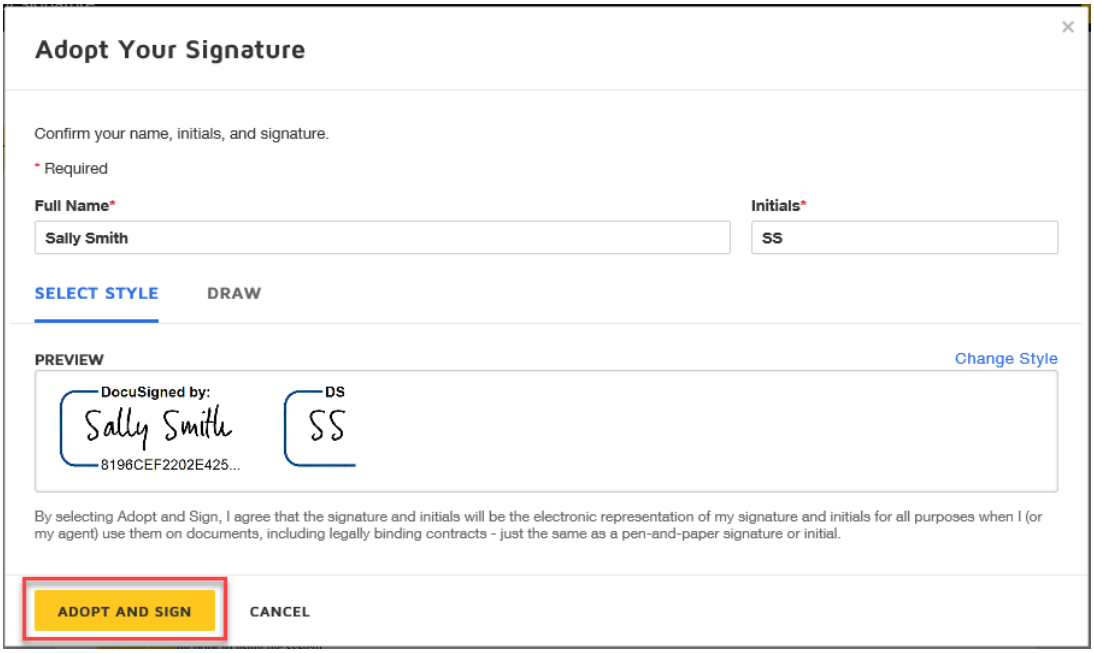
Step 5 (optional): If the requestor would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 6.





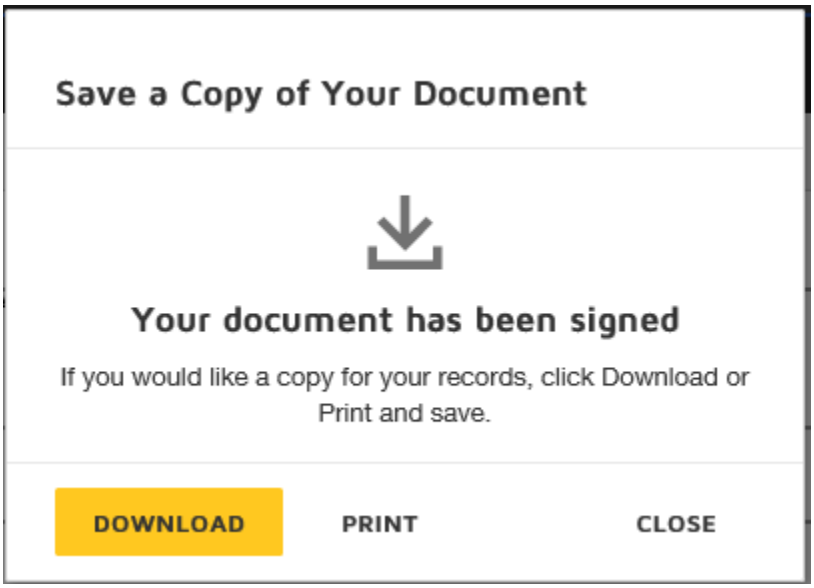
Step 6: Click "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.





Step 7: Click “Finish” when done signing.

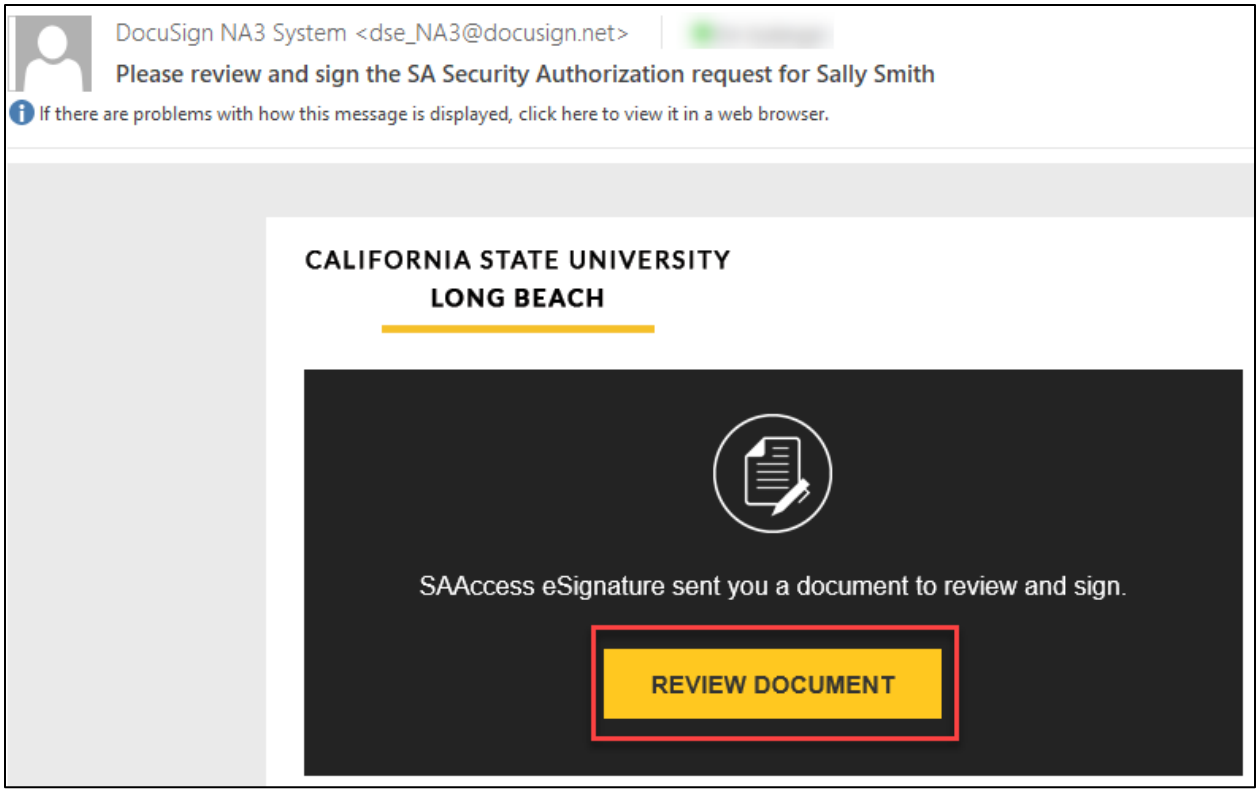
Step 8 (optional): If desired, download or print a copy of the form for your records. Otherwise, click “Close”.



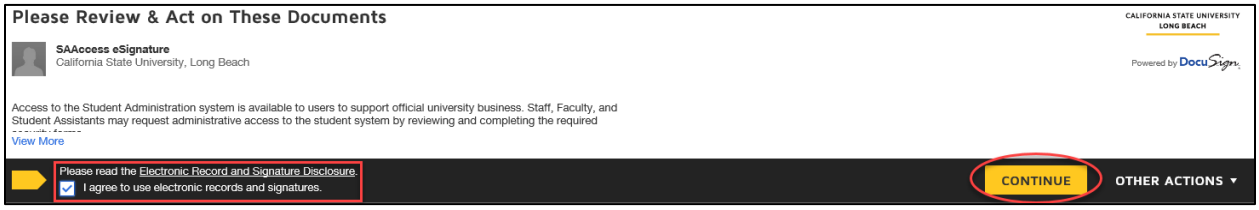
The form will now route to the supervisor indicated on the PowerForm for their signature.

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.



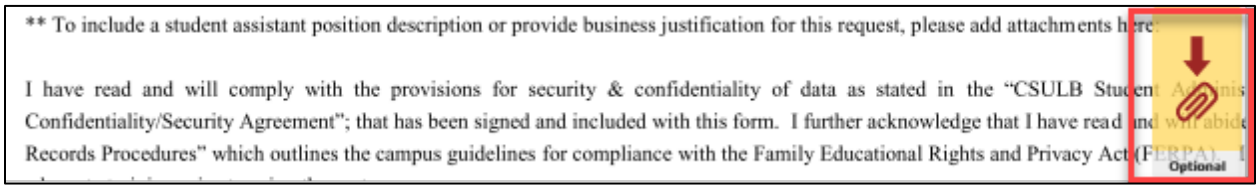
Step 2: Click the checkbox to agree to use electronic records and signatures and then click "Continue".

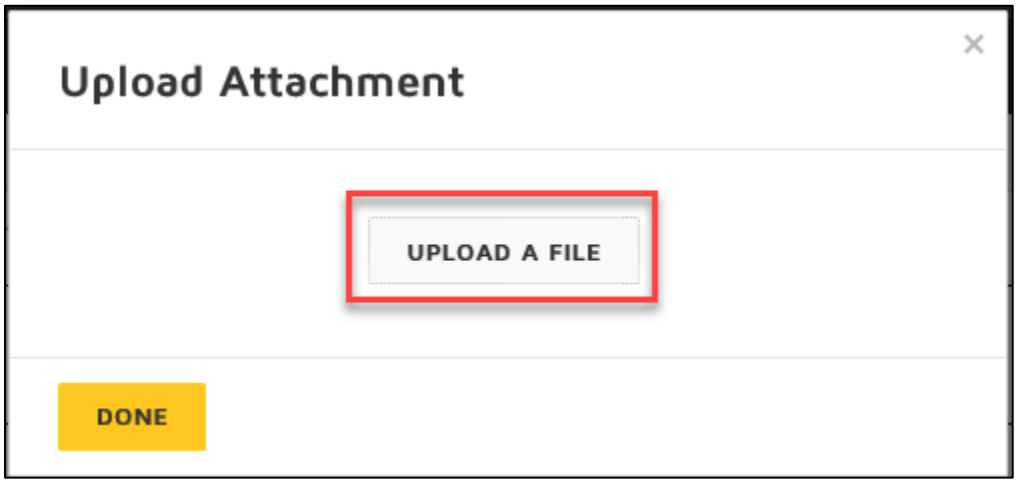


Step 3: Review the request made by the requestor for accuracy. If you would like to add some additional notes or clarification (optional), please make these notes in the area labeled "Supervisor Comments".

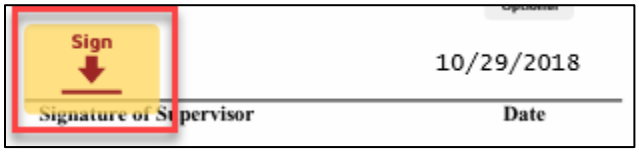
MODULE	JOB REQUIREMENTS/NEEDS FOR ACCESS Provide a brief description of your access needs for each module	SUPERVISOR COMMENTS
CAMPUS COMMUNITY *Biographic and demographic data, student contact information*	Student contact information	Please also add ARR and unofficial transcript access
ADMISSIONS *Application 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*		

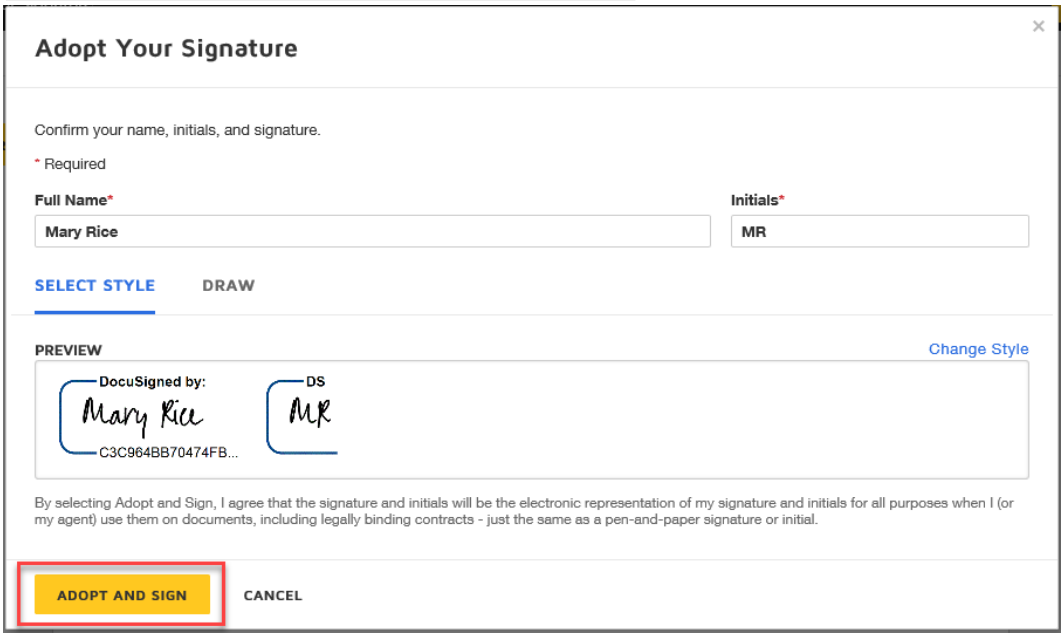
Step 4 (optional): If you would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 5.





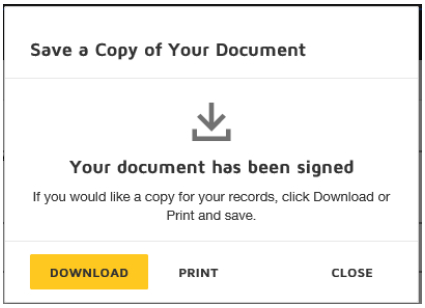
Step 5: Click “Sign” to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click “Adopt and Sign” when done.





Step 6: Click “Finish” when done signing.

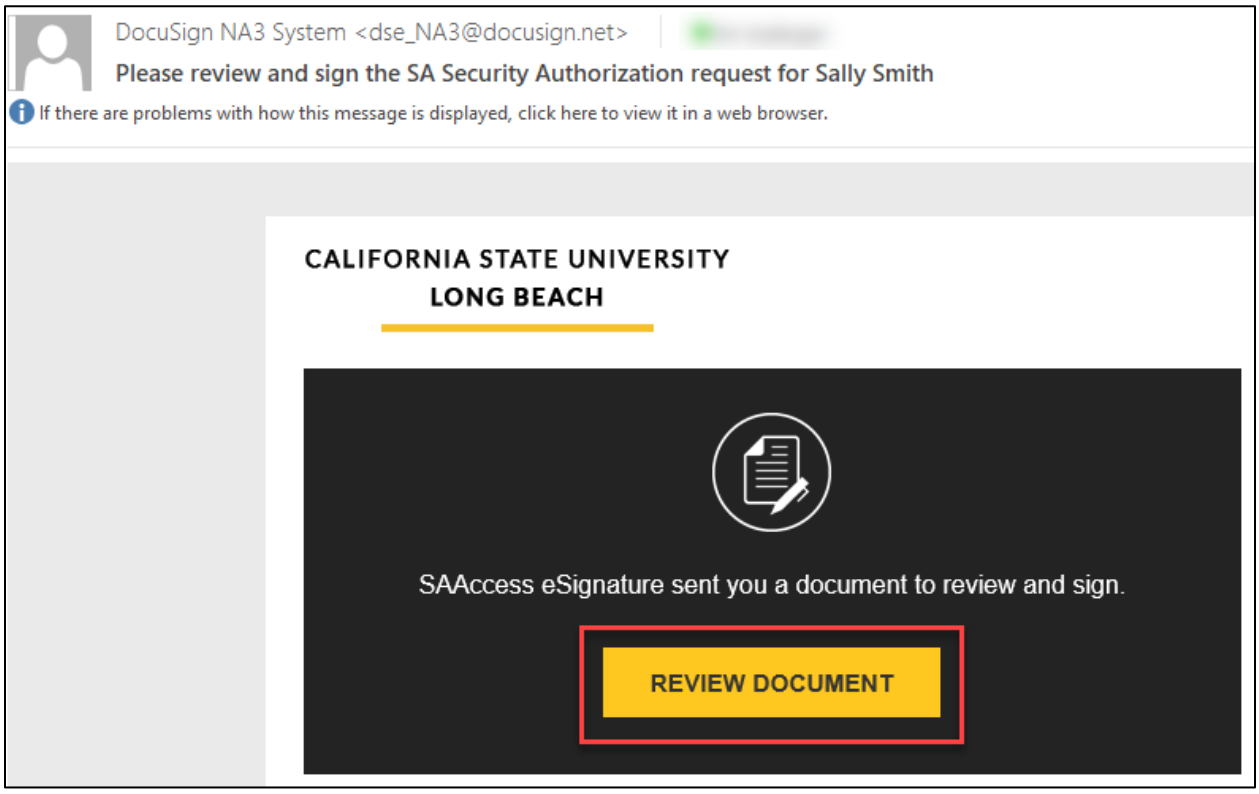
Step 7 (optional): If desired, download or print a copy of the form for your records. Otherwise, click “Close”.



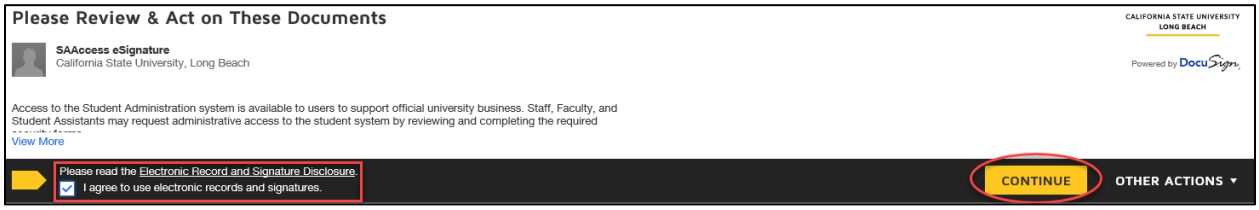
The form will now route to the Division/College Authorization indicated on the PowerForm for their signature.

Steps for Division/College Authorization

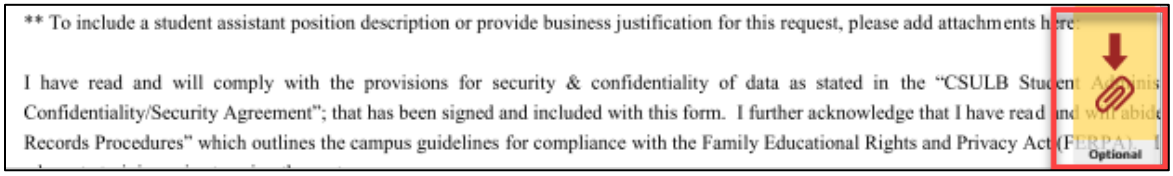
Step 1: Once the requestor's supervisor has finished signing the form, the Division/College Authorization indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click "Review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

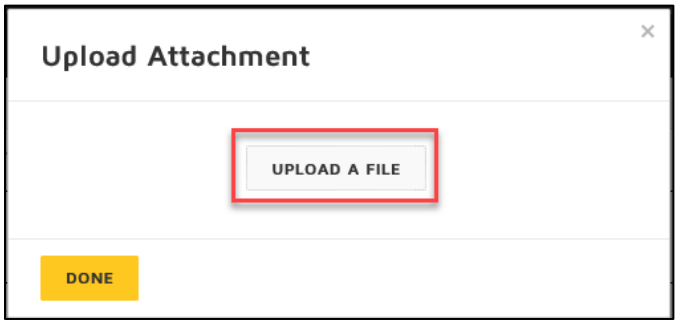


Step 2: Click checkbox to agree to use electronic records and signatures and then click "Continue".

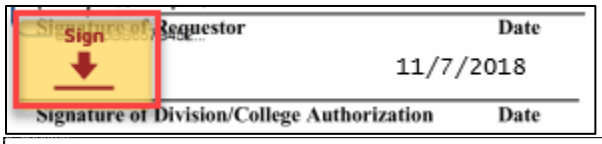


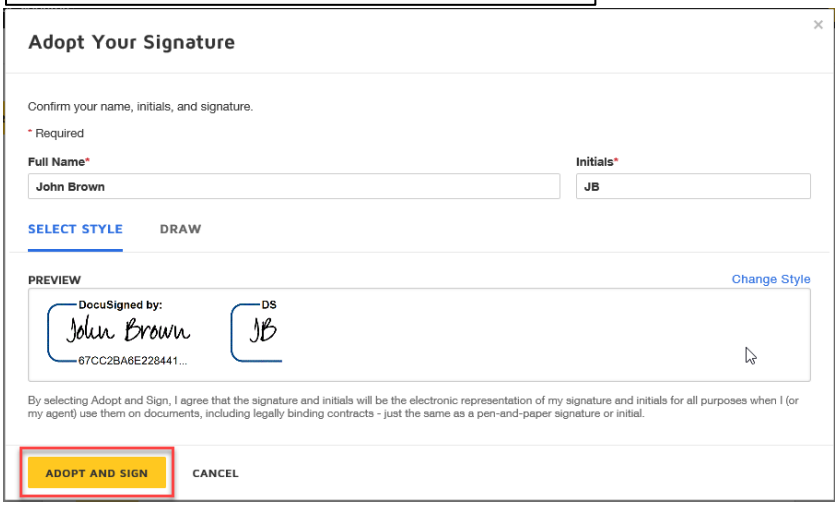
Step 3 (optional): If you would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 4.





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.