



University of Houston-Downtown®

Campus Solutions Services

Module Lead Approval Guide



Campus Solutions Services Module Lead Guide

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Module Lead Approval

Module leads will receive email Notification of Workflow assignment to review the requested security roles from their module area. Due to auditing purposes security access requests require approval from module leads before UHD Campus Solutions Security Administration can process.

Module responsibility to review the request and verify security access is appropriate for user.

Notification of Workflow Assignment: Campus Solutions Security Request for Enrollment Management (EM), RQ (92)

Requested for [Redacted]

Hello,
A request for Campus Solution (CS) System Security Access has been assigned to you. Please review security roles listed below and **select approve/reject** on email to be directed to the form to **confirm** decision.

 **User Name:** Test, Amy
Email: TestA@uhd.edu
Job Title: Admissions Counselor
Department: Undergraduate Admissions, Enrollment Management
Security Access: ["UHCSD_EM_QRYRR"]
SSN Full Display Justification:

No additional steps are needed once decision is submitted.

If you have additional questions, please feel free to contact PeopleSoft Student Administration Security at css@uhd.edu

Date Created: Friday, March 3, 2023 5:12 PM GMT

[Approve >](#) [Reject >](#)

Select Approve or Reject button for the request, this will direct module lead to Microsoft to Confirm the decision.

Notification of Workflow Assignment: Campus Solutions Security Request for Enrollment Management (EM), RQ (92)

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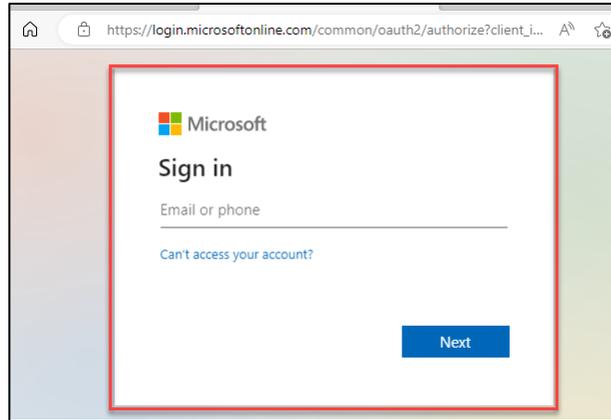
Date Created: Friday, March 3, 2023 5:12 PM GMT

[Approve >](#) [Reject >](#)

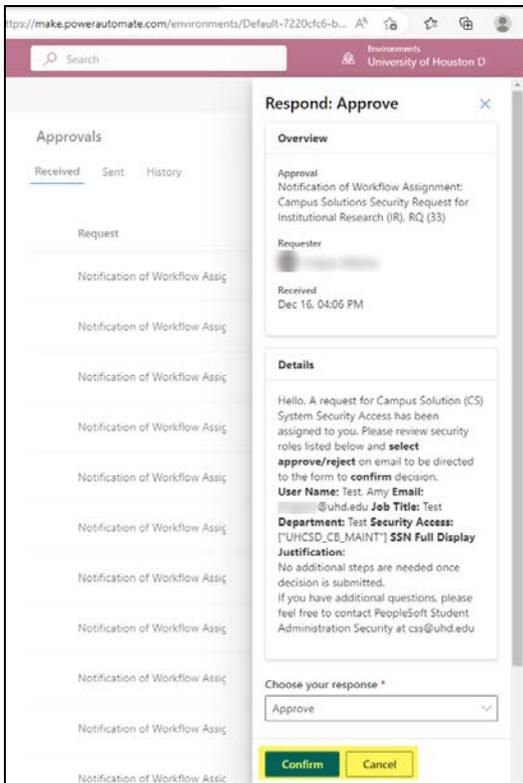


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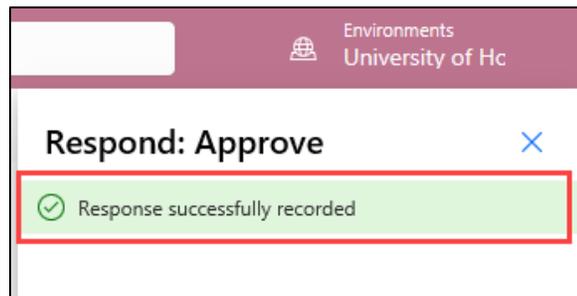
Sign into Microsoft Office, auditing purposes require approver to verify identity through Microsoft log in before finalizing decision for the security request.



Select **Confirm**, the status of the request will update based on module decision made in Notification of Workflow Assignment email.



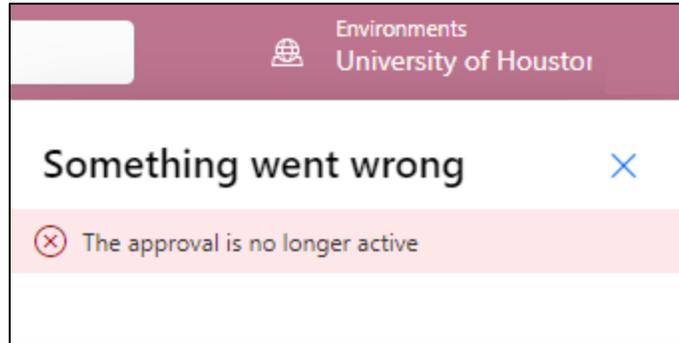
Verify Response is recorded successfully.



If the module lead approves the security request will be processed by Campus Solutions Security Administrator and communication sent to requestor.

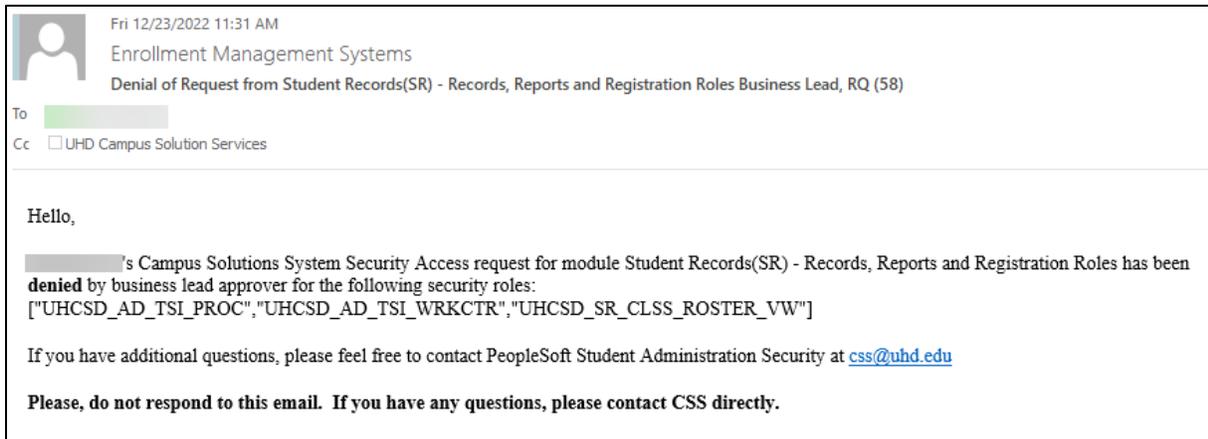
Multiple Module Approvers

The below message will appear, if the alternate approver attempts to submit a decision for a completed request.



Module Lead Rejects

If the module lead **rejects** the security request the user will receive below communication.



Questions

If you have any questions regarding security request contact Campus Solutions Security Administration via email at css@uhd.edu