



University of Houston-Downtown®

Campus Solutions Services

Supervisor and User Approval Guide



# Campus Solutions Services Security Access Request Form Guide

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# Campus Solutions Services Security Access Request Form Guide

## Supervisor/User Approval of Request

Once the form is approved by Campus Solutions Security Administrator, Notification of Workflow Assignment will be sent to either the supervisor or user for review and approval. **Approver's responsibility** to review the employee information, verifying security access requested is appropriate for the employee's position. Employees who receive notification are required to review **Confidentiality Statement** prior to selecting approve.

**Notification of Workflow Assignment by Employee**  
Amy Test, RQ (10)

Hello,  
A request for Campus Solution (CS) System Security Access has been submitted by your employee. Please review security roles requested by your employee below and select **approve/reject** option on email to be taken to the form to **confirm** decision.

**Employee Information:**  
**First Name:** Amy  
**Last Name:** Test  
**Middle Name:** Christine  
**UHD Email:** TestA@uhd.edu  
**User PS ID:** 0511165  
**Job Title:** UHD Tester  
**Campus Phone:** 7132214321  
**Coll/Dept:** UHD Tester

**Short Term Access Request:** No  
**Start Date:** - **End Date:**  
**Student Worker Access Request:** No

**Access to display Social Security Number:** Full  
**Access to display Date of Birth:** Partial  
**SSN Full Access Display Justification:** Test Justification

**Module Security Requested:**

Module	Security Roles
Academic Advising (AA)	
Campus Community (CC)	
Enrollment Management (EM)	
Financial Aid (FA)	
Records, Reports, and Registration (SR) ["UHCSAD_AD_TSL_PROC"]	
Matriculation and Articulation (SR)	
Graduation & Graduation (SR)	
Academic Scheduling (AS)	
Institutional Research (IR)	
PeopleTools (PT)	
Student Business Services (SBS)	

This is a required step if not completed the workflow will not be sent for any additional approvals and will be automatically denied after five days. You or your employee would need to initiate this request again.

If you have additional questions, please feel free to contact PeopleSoft Student Administration Security at [css@uhd.edu](mailto:css@uhd.edu)

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Date Created: Wednesday, December 14, 2022 4:33 PM GMT

**Notification of Workflow Assignment by Supervisor**  
for Amy Test, RQ (32)

Hello,  
A request for Campus Solution (CS) System Security Access has been submitted by your supervisor. Please review security roles requested by your supervisor below and select **approve/reject** option on email to be taken to the form to **confirm** decision.

**Employee Information:**  
**First Name:** Amy  
**Last Name:** Test  
**Middle Name:**  
**UHD Email:** [REDACTED]  
**User PS ID:** 0511361  
**Job Title:** Test  
**Campus Phone:**  
**Coll/Dept:** Test

**Short Term Access Request:** Yes  
**Start Date:** 12/14/2022 - **End Date:** 01/12/2023  
**Student Worker Access Request:** No

**Access to display Social Security Number:** Full  
**Access to display Date of Birth:** Partial  
**SSN Full Access Display Justification:** Test

**Module Security Requested:**

Module	Roles
Academic Advising (AA)	["UHCSAD_AA_ADVISOR"]
Campus Community (CC)	
Enrollment Management (EM)	
Financial Aid (FA)	
Records, Reports, and Registration (SR)	
Matriculation and Articulation (SR)	
Graduation & Graduation (SR)	
Academic Scheduling (AS)	
Institutional Research (IR)	
PeopleTools (PT)	
Student Business Services (SBS)	

**Confidentiality Statement**  
I understand that data obtained from any UHS system is to be considered confidential and to **NOT** be shared with anyone not previously authorized to receive such data.  
**General Security Guidelines for Users Adapted from Computing Facilities User Guidelines (1/91)**

**State law requires that you be informed of the following:**  
**Student Administration Application Privacy Warning**  
**I have read and understood the information on this form. I agree to comply with the rules as stated therein:**

This is a required step if not completed the security workflow will be automatically denied after five days. You or your supervisor would need to initiate this request again

If you have additional questions, please feel free to contact PeopleSoft Student Administration Security at [css@uhd.edu](mailto:css@uhd.edu)

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Date Created: Friday, December 16, 2022 9:29 PM GMT



# Campus Solutions Services Security Access Request Form Guide

Once review is complete, select Approve or Reject button for the request, this will direct you to Microsoft to finalize the decision.

**Notification of Workflow Assignment by Employee**  
Amy Test, RQ (10)

Hello,  
A request for Campus Solution (CS) System Security Access has been submitted by your employee. Please review security roles requested by your employee below and select **approve/reject** option on email to be taken to the form to **confirm** decision.

**Employee Information:**  
 First Name: Amy  
 Last Name: Test  
 Middle Name: Christine  
 UHD Email: TestA@uhd.edu  
 User PS ID: 0511165  
 Job Title: UHD Tester  
 Campus Phone: 7132214321  
 Coll/Dept: UHD Tester

Short Term Access Request: No  
 Start Date - End Date:  
 Student Worker Access Request: No

Access to display Social Security Number: Full  
 Access to display Date of Birth: Partial  
 SSN Full Access Display Justification: Test Justification

**Module Security Requested:**

Module	Security Roles
Academic Advising (AA)	
Campus Community (CC)	
Enrollment Management (EM)	
Financial Aid (FA)	
Records, Reports, and Registration (SR) ["UHCSAD_AD_TSL_PROC"]	
Matriculation and Articulation (SR)	
Graduation & Graduation (SR)	
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Date Created: Wednesday, December 14, 2022 4:33 PM GMT

**Notification of Workflow Assignment by Supervisor**  
for Amy Test, RQ (32)

Hello,  
A request for Campus Solution (CS) System Security Access has been submitted by your supervisor. Please review security roles requested by your supervisor below and select **approve/reject** option on email to be taken to the form to **confirm** decision.

**Employee Information:**  
 First Name: Amy  
 Last Name: Test  
 Middle Name:  
 UHD Email:  
 User PS ID: 0511161  
 Job Title: Test  
 Campus Phone:  
 Coll/Dept: Test

Short Term Access Request: Yes  
 Start Date: 12/14/2022 - End Date: 01/12/2023  
 Student Worker Access Request: No

Access to display Social Security Number: Full  
 Access to display Date of Birth: Partial  
 SSN Full Access Display Justification: Test

**Module Security Requested:**

Module	Roles
Academic Advising (AA)	["UHCSAD_AA_ADVISOR"]
Campus Community (CC)	
Enrollment Management (EM)	
Financial Aid (FA)	
Records, Reports, and Registration (SR)	
Matriculation and Articulation (SR)	
Graduation & Graduation (SR)	
Academic Scheduling (AS)	
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PeopleTools (PT)	
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**Confidentiality Statement**  
 I understand that data obtained from any UHS system is to be considered confidential and to NOT be shared with anyone not previously authorized to receive such data. **General Security Guidelines for Users Adapted from Computing Facilities User Guidelines (1/91)**

**State law requires that you be informed of the following:**  
**Student Administration Application Privacy Warning**  
 I have read and understood the information on this form. I agree to comply with the rules as stated therein:

This is a required step. If not completed the security workflow will be automatically denied after five days. You or your supervisor would need to initiate this request again.

If you have additional questions, please feel free to contact PeopleSoft Student Administration Security at [css@uhd.edu](mailto:css@uhd.edu)

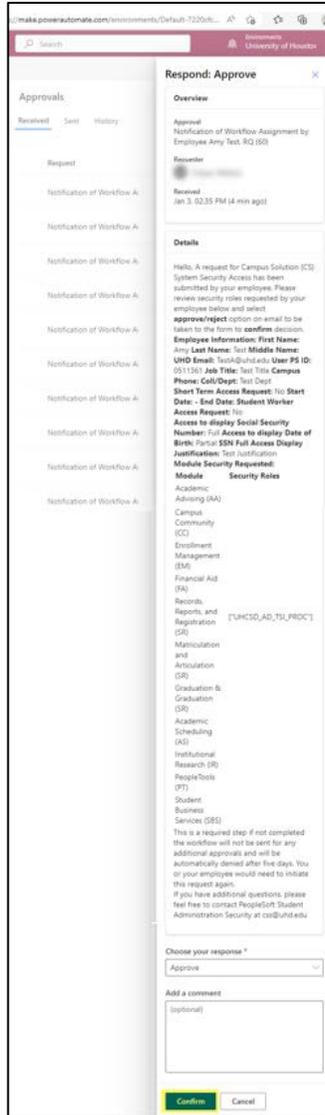
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Date Created: Friday, December 16, 2022 9:29 PM GMT

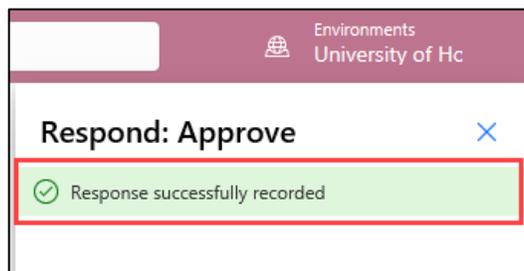
**Sign into Microsoft Office to Verify Identity.** Due to auditing purposes, approver is required to verify identity through Microsoft log in before finalizing decision for the security request.

Microsoft  
 Sign in  
 Email or phone  
 Can't access your account?  
 Next

**Approval of Security Request via Microsoft.** Scroll to verify the access being requested.



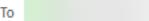
Select **Confirm** to update the request accordingly, a successfully recorded message will appear.



## Supervisor/User Reject

If the user/supervisor selects *Reject* the following communication will be sent to the user, supervisor and Campus Solutions.

 Wed 12/14/2022 2:38 PM  
Enrollment Management Systems  
Denial of Campus Solutions Security Access, RQ (10)

To 

Cc  UHD Campus Solution Services

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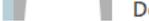
Hello,

's Campus Solutions System Security Access request has been **denied** by the supervisor.

If you have additional questions, please feel free to contact PeopleSoft Student Administration Security at [css@uhd.edu](mailto:css@uhd.edu)

**Please, do not respond to this email. If you have any questions, please contact CSS directly.**

 Mon 1/9/2023 5:13 PM  
Enrollment Management Systems  
Denial of Campus Solutions Security Access, RQ ( )

To 

Cc  UHD Campus Solution Services

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Hello,

Request for Campus Solutions System Security Access has been **denied** by the user .

If you have additional questions, please feel free to contact PeopleSoft Student Administration Security at [css@uhd.edu](mailto:css@uhd.edu)

**Please, do not respond to this email. If you have any questions, please contact CSS directly.**

## Questions

If you have any questions regarding security request contact Campus Solutions Security Administration via email at [css@uhd.edu](mailto:css@uhd.edu)