

Security eForm. CBA Approval

CBAs can either approve or decline an access request.

Background: Campus Solutions security access for Student Records and Academic Advising can now be requested electronically. Later, access request option for other modules will be added. For other access requests, please complete the paper security form, <https://tinyurl.com/y449dr5z>.

1. Once a manager approves access request for Campus Solutions, using electronic version of the security form (security eForm), you will receive a similar email, as their CBA:

From: uhselfservice@uh.edu
Date: October 15, 2020 at 11:35:40 AM CDT
To: [REDACTED]
Subject: Form ID: 10113 System Security Access Request - Routed for your approval

Security Form ID: [10113](#) - System Security Access Request eForm has been routed for your approval.

To approve the request, log into accessuh.uh.edu, click on Campus Solutions, then the 'CS Security Form' tile. Then, select 'Evaluate a Request' from the left-hand menu. Click search. All the forms that are waiting for your approval will display. Select the Form ID listed on this email. As an approver, you can approve or deny an access request.

If you see any discrepancies, you can use 'Update a Request' option to modify a request, before approving the request.

If you have any questions about this request, please contact Campus Solutions Security Office at sasecrt@central.uh.edu.

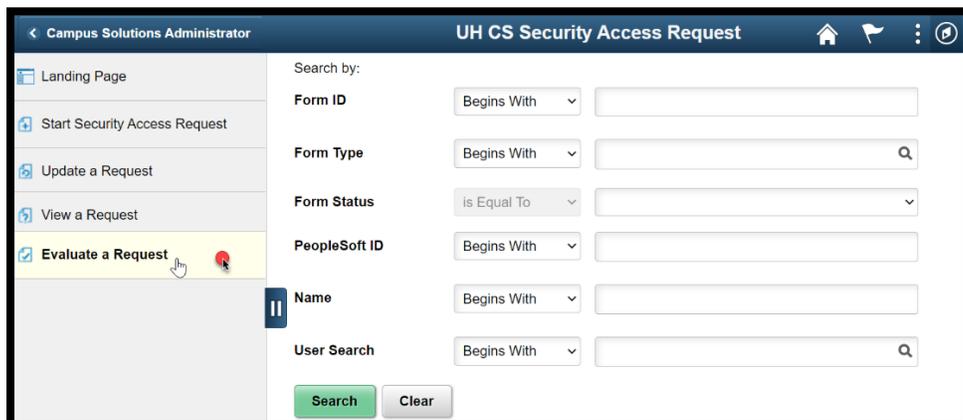
2. Alternatively, you can access the form by following steps a through c.
 - a. Log into Campus Solutions in any browser.



- b. 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.

- c. Select 'Evaluate a Request' from the left-hand menu.
All the forms that are waiting for your approval will show up.
Select the appropriate form from the list.



3. Following screen comes up. Validate items 1 through 6. Please ensure all the information on this page is correct.

UH CS Security Access Request Form Page

Access Request : Page 1 of 3

UNIVERSITY of HOUSTON

Before PeopleSoft Campus Solutions access can be granted, the user must have the following information available for the form to be completed:

1. PeopleSoft ID number of the person you are requesting access for – This person should be an active employee or a Person of Interest (POI)
2. College Business Administrator (CBA) of the person you are requesting access for.
3. Have taken training session (if required)

Assistance Information

For assistance with the form or security access questions, please email sa-security@uh.edu.

For assistance with training, please contact Pamela Ogden, 832-642-9606, progden@uh.edu OR navigate to HR's training information site.

Please note: An automated process removes Campus Solutions access when a user transfers or terminates from a position. Access to P.A.S.S. and Student Self-Service will remain active and available.

Requester

User ID
Name
College/Department
Email Address
Basic Access Existing User

Job Title
Phone

Request Access For

Self Yes
Manager Name
Manager Email
CBA Search
CBA Name

Manager PeopleSoft ID
Manager Phone
CBA Email

General Request Information

Short Term Access Request No
Student Worker No

Search Next Hold

4. Click 'Next'

5. Following screen comes up. For items 1 and 2, please validate that the employee has selected correct level of access. All the employees get partial access to SSN and DOB as default. For full access to either DOB or SSN, a justification is needed. For less than partial access, no justification is needed. Employee only needs to select access under Academic Advising and Student Records, if he/she needs more than basic access. Basic access allows an employee to see basic bio/demo data for the students, and account balances. Click approve.

Access Request : Page 2 of 3 Form ID 10115

Request Access For

PeopleSoft ID 0015047 Name Tran, Giang Doan

Display of Social Security Number (SSN) & Date of Birth (DOB)

Set search screens to display ONE of the following for SSN and DOB. Default setting is Partial display for both SSN (last 4 digits) and DOB (Month/day)

Social Security Number Partial Date of Birth Partial

Modules

All approve access requests will grant view only access to the Student Services Center, Student Biographical data, UHS Account Summary and Customer Accounts via the UHCSM_CC_GENERAL and UHCSM_SF_GENERAL roles.

For users needing additional access to a specific module, please switch the toggle to "Yes" to select available options.

** FOR NOW, THIS FORM IS ONLY BEING USED FOR STUDENT RECORDS AND ACADEMIC ADVISING ACCESS REQUESTS **

Academic Advising Yes
Student Records Yes

Required Training

Program/Plan Update No
EAB Navigate
UHS Document Attachment (specify below) No
Other

Comments

Search Previous Deny Recycle Hold Approve

Upon clicking the approval button, you will see a screen like below:

UH CS Security Access Request Form Result

Access Request : Results Form ID 10115

You have successfully approved your eForm.
The eForm has been routed to the next approval step. Saeed Javaria. Refresh

[View Approval Route](#)

Transaction / Signature Log 3 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	10/06/2020 10:16:58PM	Initiated	[REDACTED]	[REDACTED]	Submit	
2	10/07/2020 8:05:57AM	[PAGEREC.UHS_EMK	[REDACTED]	[REDACTED]	Approve	9 hours 46 minutes
3	10/07/2020 8:49:18AM	[PAGEREC.GSCBA_JI	[REDACTED]	[REDACTED]	Approve	43 minutes

Action Item Log 2 rows

	Acknowledgement	Description	User	Time Stamp
1	Yes	Check here to confirm employee needs access to education records in order to perform their official, educationally-related duties.	[REDACTED]	10/06/20 10:16:53.000000PM
2	Yes	By switching the toggle to "Yes", I indicate that I have read and understood the information on this form, and I agree to comply with the rules as stated therein.	[REDACTED]	10/06/20 10:16:54.000000PM

Once a form has been approved, it will be routed to the Campus Security Administrator (CSA). The CSA will receive an email like the following:

From: uhselfservice@uh.edu
Date: October 15, 2020 at 11:35:40 AM CDT
To: [REDACTED]
Subject: Form ID: 10113 System Security Access Request - Routed for your approval

I
Security Form ID: [10113](#) - System Security Access Request eForm has been routed for your approval.

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