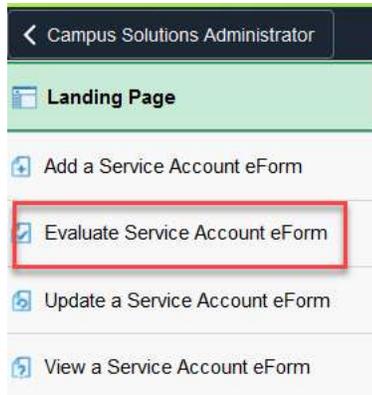# How to Approve a Service Account eForm Request

1. Start by logging in to Campus Solutions

2. Look for your institution's security eForm icon. If you don't see the icon, please email your institution's CS security administrator with your PeopleSoft ID.

3. Select 'Evaluate a Service Account eForm'.

4. There are 4 approvers in the service account eForm workflow.
   a. The Manager
   b. The CSS Lead
   c. The Business Owner
   d. The Campus Security Admin (CSA)

a. To approve a form as a manager, confirm that segments labeled 1-3 are accurate. Click 'Approve'	

	▸ **Comments** Search Deny Recycle Approve	
b. To approve as a CSS Lead, confirm segments 1-3 are correct. Enter the correct business Owner for this form in segment 4. Click 'Approve'	**Requester** User ID Name College/Department Job Title Email Address Phone **①** **Request Access For** Self Yes Manager Name Manager PeopleSoft ID Manager Email Manager Phone **②** **Service Account Information** SA Name CSS Lead **③** **CSS Lead- Business Owner** Business Owner 🔍 **④** ▸ **Comments** Search Deny Recycle Approve	
c. To approve as a Business Owner and a CSA, confirm segments labeled 1-5 are correct.	**Requester** User ID Name College/Department Job Title Email Address Phone **①** **Request Access For** Self Yes Manager Name Manager PeopleSoft ID Manager Email Manager Phone **②** **Service Account Information** SA Name CSS Lead **③**	

Click 'Approve'	**CSS Lead- Business Owner**

Business Owner ░░░░░░░░░░░░░ ④

Requested Service Account Users

	Service Account Name ◇	Authorized User ID ◇	Authorized User Name ◇
1	░░░░░░ ⑤	░░░░░	░░░░░░
2	░░░░░░	░░░░░	░░░░░░

Form Action Items

	Acknowledgement
1	**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.

▸ **Comments**

Search   Deny   Recycle   **Approve**