

## How to View an existing Service Account 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 'View a Service Account eForm' from the left-hand menu. You can search for a form using any of the criteria in the red box.

Form Status can be

- Pending: The form is waiting for approval.
- Saved: The form has not been submitted for approval.
- Executed: The form has completed its workflow.

Campus Solutions Administrator UHS Service Account Request

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/> <input type="button" value="Q"/>
Form Status	is Equal To	<input type="text"/> <input type="button" value="v"/>
Name	Begins With	<input type="text"/>
SA Name	Begins With	<input type="text"/> <input type="button" value="Q"/>
User Search	Begins With	<input type="text"/> <input type="button" value="Q"/>