

## How to View an existing Service Account request.

1. Start by logging in to Campus Solutions.



2. Ensure you can see the 'UHS Service Account Request' form icon. If you don't see the icon, please email [sa-security@uh.edu](mailto:sa-security@uh.edu) 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.

The screenshot shows the 'UHS Service Account Request' search interface within the 'Campus Solutions Administrator' application. On the left is a navigation menu with options: 'Landing Page', 'Add a Service Account eForm', 'Evaluate Service Account eForm', 'Update a Service Account eForm', and 'View a Service Account eForm' (which is highlighted in green). The main search area is titled 'UHS Service Account Request' and contains a 'Search by:' section with a red border. This section includes search criteria for 'Form ID', 'Form Type', 'Form Status', 'Name', 'SA Name', and 'User Search', each with a dropdown menu and an input field. Below the search criteria are three buttons: 'Search', 'Clear', and 'Save Search'.