



University of Houston-Downtown®

Campus Solutions Services

Security Access Request Guide



Campus Solutions Services Security Access Request Guide

Table of Contents

Complete Security Access Request.....	3
Next Steps in Process.....	7
Questions.....	8



Campus Solutions Services Security Access Request Guide

Complete Security Access Request

Submit UHD Campus Solutions security access request via Microsoft workflow to trigger a workflow notification to Campus Solutions, employee, supervisor, and module lead for review of security access request. The security form is on the Campus Solutions Security webpage, link: [Campus Solutions Access Request Form](#)

Sign into Microsoft Office to Verify Identity, audit purposes require the requestor to verify identity through Microsoft log in before accessing the security form.

A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing "username@uhd.edu". Underneath the input field is a blue link that says "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

A screenshot of the "Campus Solutions Security Access Request" form. The header is dark blue with the "UHD University of Houston DOWNTOWN" logo. The title "Campus Solutions Security Access Request" is in white. Below the title is a paragraph explaining that the form is needed for security access in PeopleSoft Campus Solutions. The main content area is white and contains the following text:

Hi, When you submit this form, the owner will see your name and email address.

Who can complete form?

1. Employees – user has been processed as an active employee through Human Resources and has received an employee ID number and a valid UHD email address on file.
2. Non Employees or Person of Interest – Persons of Interest are users who need administrative access to the Campus Solutions System, but are not employees of the University, Sponsoring party has submitted this user as an active Person of Interest to Human Resources and, has received a PeopleSoft ID number.
3. Must read and include all signatures required, security roles & sign the Confidentiality Statement.

If you need assistance with completing this form please consult with the Campus Security Administrator via email at css@uhd.edu or visit <https://www.uhd.edu/css/Pages/security.aspx> for detailed instructions on how to complete form.

UHD View Only Role

(Security role below is automatically granted to users who submit Campus Solutions security form)

UHCSD_CC_GENERAL - This role provides VIEW ONLY access to the Student Services Center (Admissions tab, Academic tab, finances tab, etc) and to VIEW student biographical data (addresses, phones, emails, services indicators, checklist, etc).

PLEASE NOTE: An automated process removes Campus Solutions access when a user transfers to a new Administrative Office, Academic Group, Department or terminates from a position, including student workers changing from work-study. Self-Service access to P.A.S.S. and Student Self-Service will remain active and available.

At the bottom, there is a blue "Next" button and a "Page 1 of 12" indicator.



Campus Solutions Services Security Access Request Guide

Access Type Indicate if short-term access is required. If Yes is selected you will be required to put start and end date for access requested, Campus Solutions access will be terminated on end date provided. Indicate if the user is a student worker.

This screenshot shows the 'Limited Access Request' section of the security access request form. It includes two questions with radio button options:

- 1. Short Term Access Request ***
Check "Yes" below if access requested is for a limited time frame. Access will be terminated on end date.
 No
 Yes
- 2. Student Worker Access Request ***
Check "Yes" below if user requesting access is a Student Worker
 No
 Yes

Navigation buttons for 'Back' and 'Next' are visible at the bottom, along with a page indicator 'Page 2 of 12'.

Employee Information must be complete where required last name, first name, employee ID, job title, etc.

This screenshot shows the 'Information of the person requesting Access in PeopleSoft Campus Solutions' section. It contains two text input fields:

- 3. Last Name ***
Input field with placeholder text: 'Enter your answer'
- 4. First Name ***
Input field with the text 'Melissa' entered.

Navigation buttons for 'Back' and 'Next' are visible at the bottom, along with a page indicator 'Page 2 of 12'.

Display of Social Security Number and Date of Birth

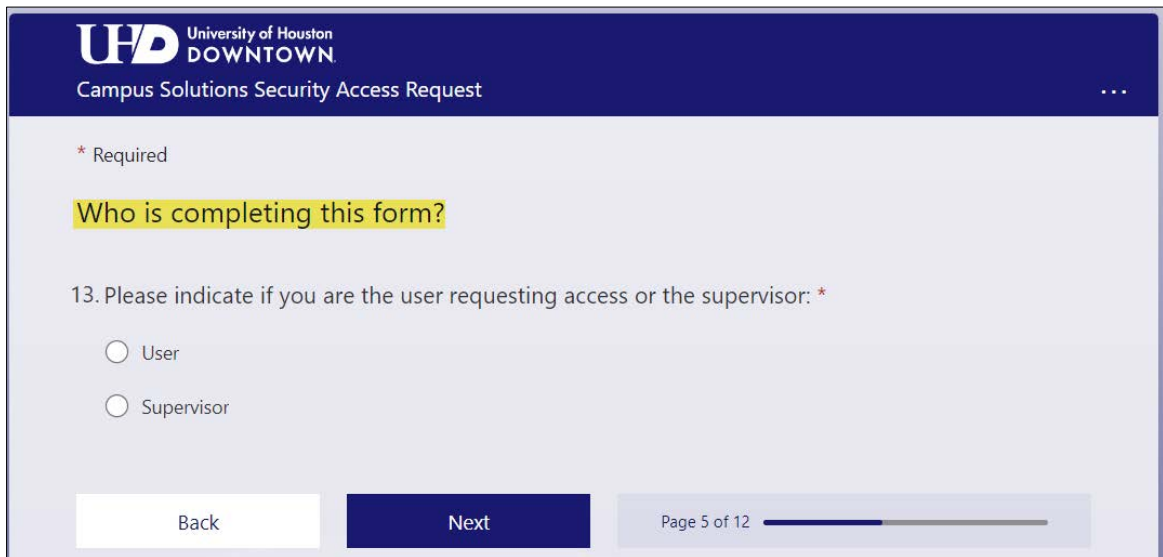
*Display of **full** Social Security Number will require justification in the text box. Request that do not have justification will be automatically rejected by UHD Registrar.*

This screenshot shows the 'Access to display of SSN & Date of Birth' section. It includes a text box for justification and two sets of radio button options:

- 11. SSN**
 None
 Partial
 Full
- 12. Date of Birth**
 None
 Partial
 Full

Navigation buttons for 'Back' and 'Next' are visible at the bottom, along with a page indicator 'Page 4 of 12'.

Indicate who is completing the Security Request, the user or the supervisor.



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Campus Solutions Security Access Request

* Required

Who is completing this form?

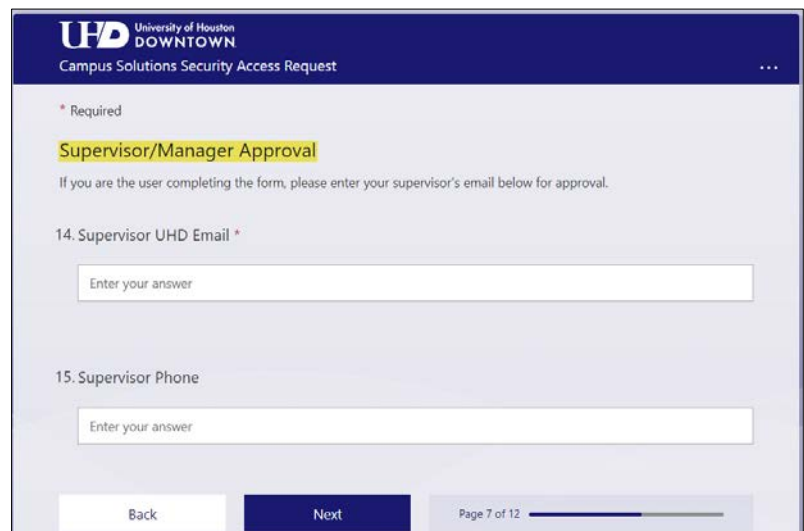
13. Please indicate if you are the user requesting access or the supervisor: *

User

Supervisor

Back Next Page 5 of 12

If the user is completing the request, enter supervisor's email for approval.



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Campus Solutions Security Access Request

* Required

Supervisor/Manager Approval

If you are the user completing the form, please enter your supervisor's email below for approval.

14. Supervisor UHD Email *

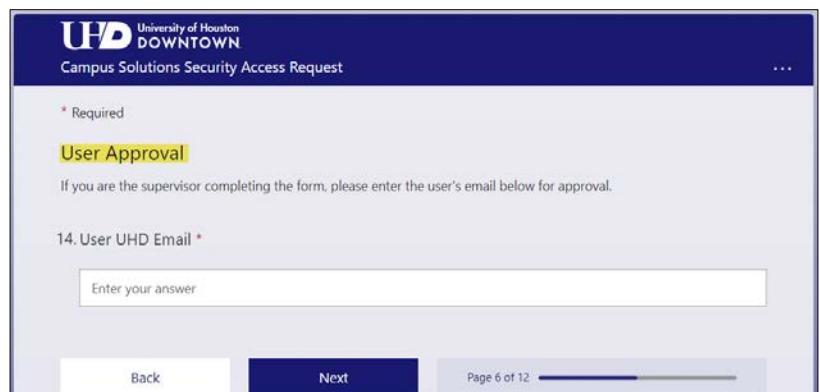
Enter your answer

15. Supervisor Phone

Enter your answer

Back Next Page 7 of 12

If the supervisor is completing the request, enter user's email for approval.



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* Required

User Approval

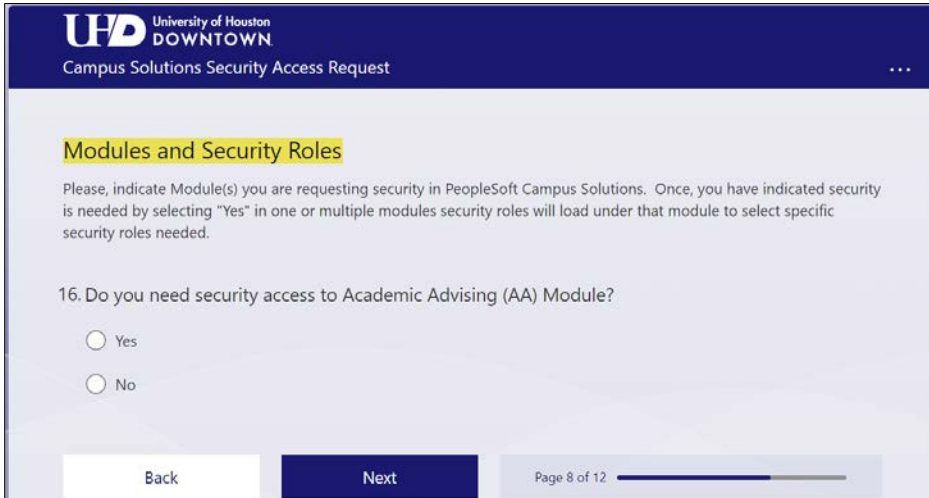
If you are the supervisor completing the form, please enter the user's email below for approval.

14. User UHD Email *

Enter your answer

Back Next Page 6 of 12

Select Module and Security Roles are required to be selected in appropriate areas before submitting the security form to module leads for review/approval.

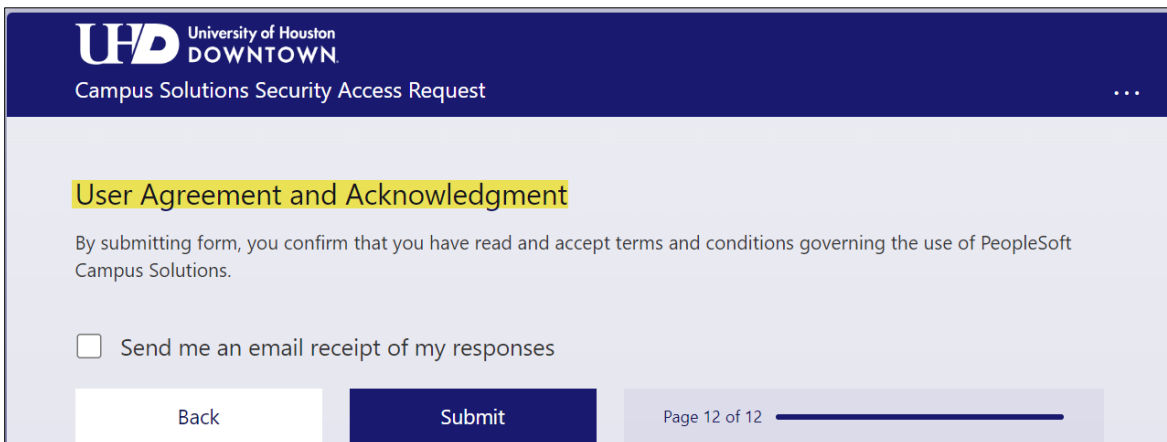


The screenshot shows the 'Modules and Security Roles' section of the 'Campus Solutions Security Access Request' form. The header includes the UHD University of Houston Downtown logo and the title 'Campus Solutions Security Access Request'. The section title 'Modules and Security Roles' is highlighted in yellow. Below the title, there is a paragraph explaining that users must indicate which modules they need security for, and that selecting 'Yes' will load specific security roles. A question asks: '16. Do you need security access to Academic Advising (AA) Module?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are 'Back' and 'Next' buttons, and a progress indicator showing 'Page 8 of 12'.

*All security roles begin with UHCS, the acronym after will signify the module it belongs too. There is an exception to this rule with Admission roles, placed in Student Records, Articulation & Matriculation area.

Review and Acknowledge Confidentiality Statement. If the supervisor completes the security request for the user the user will receive the Confidentiality Statement and is required to review prior to approving the security request.

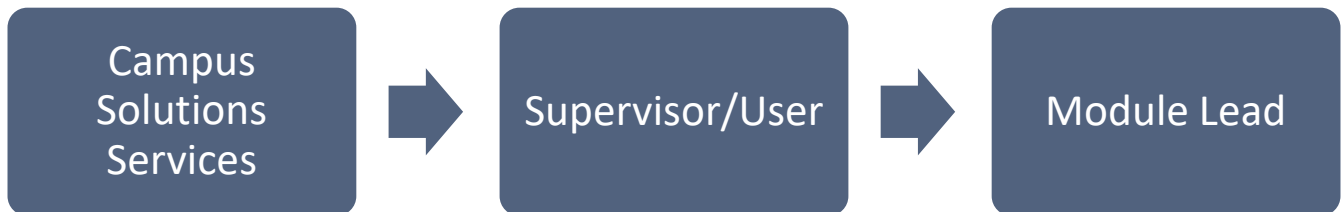
User Agreement and Acknowledgment and Submit.



The screenshot shows the 'User Agreement and Acknowledgment' section of the 'Campus Solutions Security Access Request' form. The header includes the UHD University of Houston Downtown logo and the title 'Campus Solutions Security Access Request'. The section title 'User Agreement and Acknowledgment' is highlighted in yellow. Below the title, there is a paragraph stating that by submitting the form, the user confirms they have read and accept the terms and conditions governing the use of PeopleSoft Campus Solutions. There is a checkbox option: 'Send me an email receipt of my responses'. At the bottom of the form, there are 'Back' and 'Submit' buttons, and a progress indicator showing 'Page 12 of 12'.

Next Step: Approval Workflow

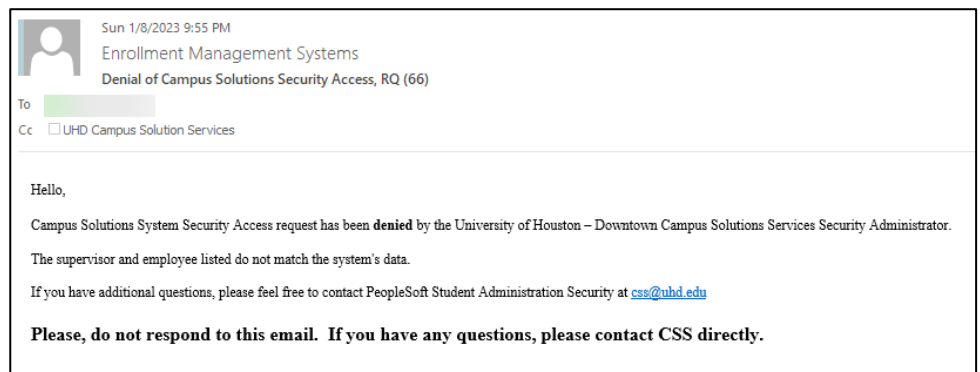
Once the security access request is submitted, the electronic security workflow will notify approvers in a sequential order. Approval are required from the below areas before the request can be processed by Campus Solutions Security Administrator.



Campus Solutions

If the Campus Solutions Security Administrator approves the user and supervisor are match, the workflow is submitted to the next approvers.

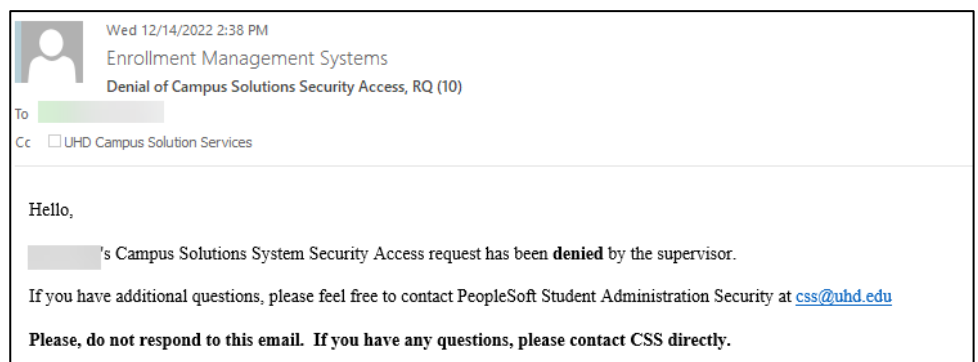
If the **Campus Solutions Security Administrator** rejects the security request the user will receive communication.



Supervisor/User

If the user/supervisor approves the request, the workflow is submitted to the next approvers.

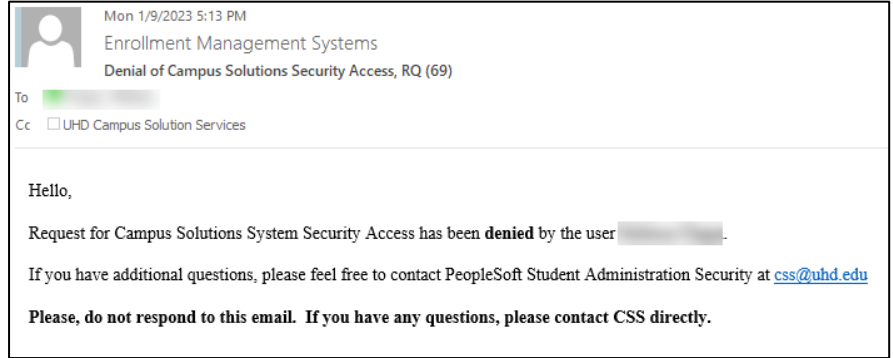
If the **supervisor** rejects the security request, the user will receive denial communication.





Campus Solutions Services Security Access Request Guide

If the **user rejects** the security request, the user will receive denial communication.

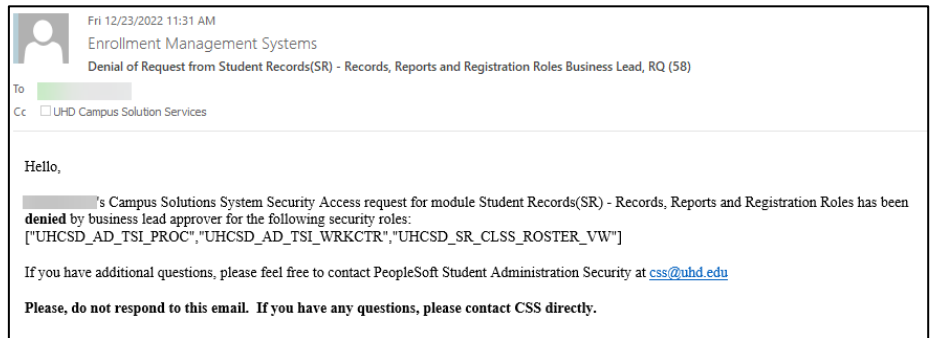


Module Lead

If the module lead approves the Campus Solutions Security Administrator will process and communicate with requestor.

Module Area	Module Lead
Academic Advising	Dr. Charlie Finch, Director , Strategic Initiatives & Projects
Academic Scheduling	Reyna Romero, Assistant Dean , Advising & Degree Completion
Campus Community	Shannon Cunningham, Director , Academic Scheduling & Integrated Services
Enrollment Management	Rocio Beiza, Director , Campus Solutions Services
Financial Aid	Tiffany Reno, Director , Enrollment Management Systems
Institutional Research	LaTasha Goudeau, Director , Scholarships and Financial Aid
PeopleTools	Carol Tucker, Director , Institutional Research
Student Business Services	Lupe Gongora, Functional Analyst III , Enterprise Systems
Student Records	Krystal LeBlanc, Director , Student Business Services
Records, Reports, and Registration	Ovidio Galvan, University Registrar , Registrar's Office
Articulation & Matriculation	Lisa Lyle, Associate Registrar , Undergraduate Admissions
Graduation & Graduation Tracking	Janelle Frazier, Assistant Registrar , Degree Audit and Graduation

If the **module lead rejects** the security request the user and supervisor will receive denial communication.



Questions

If you have any questions regarding security request contact Campus Solutions Security Administration via email at css@uhd.edu