PeopleSoft (ERP) Human Resources Access Request Form

In order to access any PeopleSoft functionality campus users must complete a PeopleSoft (ERP) Access Request Form. These forms are available online through the campus portal. A separate form is required for each of the following functional areas: Human Resources, Finance, and Student Administration. **Prior to accessing the form all popup blockers must be disabled.**

Who completes the ARF?
An Access Request Form can be initiated either by an individual employee or another person within the division.

When is the access granted?
Once the manager electronically approves the ARF, IT Training will assign the necessary training courses. **All training requirements** must be completed before **any** access to PeopleSoft is granted.

⚠️ To avoid delays in access due to significant training requirements it is recommended you submit a form for immediate access needs. Then, submit a separate form for lower priority access requests.

![Please use the appropriate browser to successfully access the web based access request form:](image)

- PC – use Internet Explorer
- MAC – use Safari

This guide covers:
1. [Access Request Form (ARF) Data Entry for Human Resources](#)
2. [Manager Approval Process](#)
3. [Employee Review](#)

### ARF Data Entry Human Resources

#### Step 1:
Log into the [campus portal](#).
Enter your campus username and password.

Then, click **Login**.

#### Step 2:
Next, select the [Titan Online](#) tab.
**Step 3:**

Next, select **My Workplace** under the eContent section.

**Step 4:**

Depending upon your access you may see additional forms and reports.

To access the Access Request Form, select the "IT Access Request Form" link.

**Step 5:**

Next, select the appropriate form for the required access:

- Human Resources (HR)

**Step 6:**

The form opens in a new window.

First, enter the Employee ID (CWID).

Then, tab to the next field. Additional fields on the page will auto populate.

⚠️ Note: Fields in green should be completed first. This will auto populate other fields on the form with PeopleSoft data.

The arrow keys are only used in the ERP Campus Solutions Access Request Form.
Step 6a:

If the CWID is not listed in PeopleSoft the following error will occur:

![Error Message]

To continue, select the button and complete the form manually.

Send the manually completed form to LH-700 Attn: Security.

Note: The Access Request Form must only be completed manually if an error occurs.

Note: If the form populates with incorrect data, contact Human Resources.

Step 6b:

If the employee has multiple jobs on campus you will be prompted to choose the appropriate position for the form.

To review the position information, select a position and click **Details**.
Step 6c:
The job details will be displayed. Select **OK** to return to the position selection screen.

When the correct position has been identified, select the position and click **OK** to continue.

Step 7:
Next, identify the action request:
- New User
- Existing User
- Change Department

Then, select the type of access:
- Distributed User
- Central User

Central Users are employees that work in departments such as: Payroll, HR, Budget Operations, Accounts Payable, Admissions & Records, etc.
**Step 8:**

Based upon the type of access selected, the appropriate columns become available.

Select the ‘add’ box next to each role needed.

If necessary, you can also remove any roles no longer required by choosing the ‘remove’ box next to the role.

**Step 9:**

Next, identify the Department IDs being requested.

**Step 10:**

Only the Department IDs for the identified division are listed.

Choose the appropriate departments and select **OK**.
Step 11:
If necessary, add any comments in the ‘Comment’ field. Then, select the link to complete processing of the form.

Step 12:
The form is now complete.

The appropriate manager is notified via email to electronically approve the access request form.

Once routed to the manager, changes cannot be made to the form; however, the manager can reject the form and it will be routed back to the initiator.

Rejected Form:
If the form is rejected and returned to the initiator:

- The initiator can update and reprocess the form
- The initiator can delete the form and start over.
Manager Approval Process

Once a form is complete the appropriate manager is notified via email to review the Access Request Form (ARF).

**Step 1:**
The appropriate manager receives an email to review the Access Request form electronically.

**Step 2:**
Log into the campus portal. Enter your campus username and password.

Then, click **Login**.

Next, select the **Titan Online** tab.

**Step 3:**
Next, select **My Workplace** under the eContent section.

**Step 4:**
Then select ‘My Work’.

The pending Access Requests form will appear.

Choose the appropriate form.
**Step 5:**

Review the access request form.
Select Page 2 and certify the access is appropriate.

**Step 6:**

Next, either “Approve” or “Reject” the form.
If the request is rejected it will return to the form initiator.

**Step 7:**

Once the response is selected, click the button.

Note:
- If the request is rejected it will return to the form initiator.
- If the request is approved the form will move to the next appropriate party for processing.

If the request is approved by the ISO admin office, the manager will be notified via email.

**Step 8:**

The Access Request form is approved and removed from the list of pending ARF’s.
**Employee Review**

If the Access Request form is initiated by someone other than the employee, the employee must review and accept the form electronically.

**Step 1:**
Employee receives an email to review the Access Request form electronically.

**Step 2:**
Log into the campus portal. Enter your campus username and password. Then, click **Login**.

**Step 3:**
Next, select the **Titan Online** tab.

**Step 4:**
Next, select **My Workplace** under the eContent section.

**Step 5:**
Then select 'My Work'. The pending Access Requests form will appear. Choose the appropriate form.
Step 6:

The Access Request form is displayed.

Review the fields on the page for accuracy.

To approve the form, select page 2.

If the employee rejects the access request form it is routed back to the appropriate administrator. If the appropriate administrator agrees, he/she can also reject the form. The rejected form is returned to the initiator.

Step 7:

Electronically sign the form by checking the statement "I certify that I have read, understood and agree to follow the Access and Compliance form which I signed when I was hired."

By checking this statement your name and date will auto populate.

If necessary, add any comments into the 'Comment' field.
Step 8:

Next, either “Accept” or “Reject” the form.

If the request is rejected it will return to the form to your appropriate administrator.

Step 9:

To complete the approval process select the Complete link.

Step 10:

The Access Request form is approved and removed from the list of pending ARF’s.

The form is routed to the Division of Information Technology.

The Access Request form cannot be changed once approved by the employee. Please contact the ISO security admin Pat Nelson for assistance.

Once access has been granted, the employee will be notified by the ISO administrative office.