

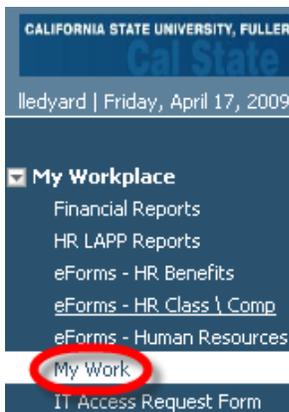
Employee Review

To Review the Access Request Form electronically go to www.fullerton.edu log into the campus portal, and select the Titan Online tab.

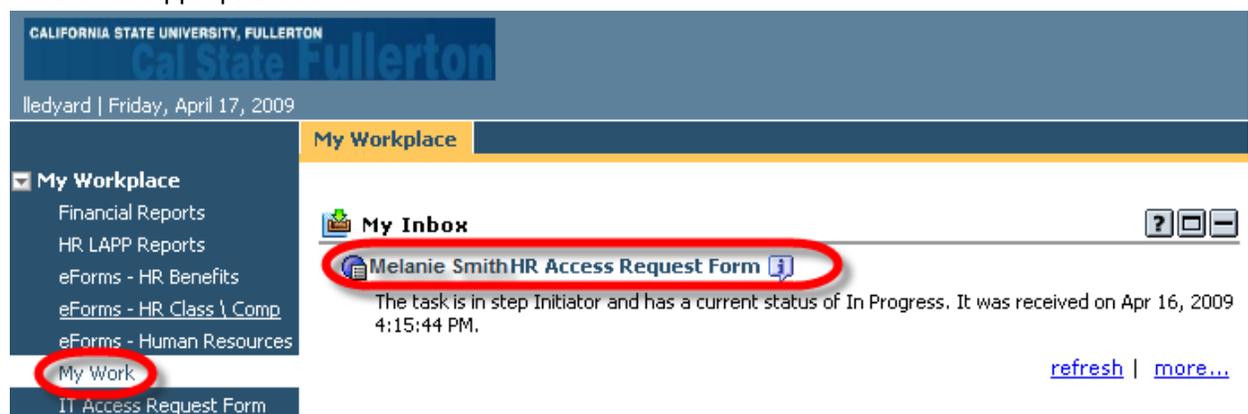
1. In Titan Online Select “My Workplace”



2. Go to “My Work” and choose the appropriate pending Access Request Form



3. Choose the Appropriate Form



4. Next, go to the Signatures Page

4a. For HR and Finance

The screenshot shows a web browser window with a navigation bar containing 'Employee Information' and 'Signatures'. The 'Signatures' tab is circled in red. The main content area features the California State University Fullerton logo and the title 'California State University, Fullerton Finance System Access Request Form'. Below this is a section titled 'Access and Compliance Form' with two certification checkboxes and corresponding name and date fields for both the employee and the administrator.

Employee Information | **Signatures**

CALIFORNIA STATE UNIVERSITY FULLERTON California State University, Fullerton Finance System Access Request Form

Access and Compliance Form

I certify that I have read, understood and agree to follow the Access and Compliance.
Employee Name _____ Date _____

I certify that this access is appropriate for this individual's duties and responsibilities.
Administrator Name _____ Date _____

Name Date

4b. For Campus solutions

The screenshot shows a web browser window with a navigation bar containing 'Employee Info', 'Departments', 'Admissions Office', 'Records Office', 'Scheduling Office', 'Financial Aid', and 'Student Financials'. The 'Employee Info' tab is selected. The main content area features the California State University Fullerton logo and the title 'California State University, Fullerton Campus Solutions Access Request Form'. Below this is a section titled 'Employee Information' with various fields for CWID, name, email, department, title, division, and appointment end date. At the bottom, there are radio buttons for 'Account Action Request' and two buttons: 'Go to Security Page' and 'Go to Signatures Page', which is circled in red.

Employee Info | Departments | Admissions Office | Records Office | Scheduling Office | Financial Aid | Student Financials

CALIFORNIA STATE UNIVERSITY FULLERTON California State University, Fullerton Campus Solutions Access Request Form

Employee Information (Please enter CWID to retrieve employee information) Name : Cristina Garcia

Employee ID: 800000000 Campus E-mail: ittraining@fullerton.edu
First Name: Tuffy Last Name: Titan
Department Name: International Education & Exch Department ID: 10144
Title: Admin Support Coord 12 Mo Campus Extension: 7777
Division: IT - Information Technology Appropriate Administrator: Lori Arthur
 Permanent Temporary If Temporary, List Appointment End Date: 08/30/2012
 Faculty Staff Management Student Other

Account Action Request (choose one) New User Existing User Change Department

Go to Security Page **Go to Signatures Page**

- Electronically sign the form by checking that you have read and understood the Access and Compliance Form

PDF | Complete | Close

* Responses: < Select a response >

Comment:

Page 1 | Page 2

CALIFORNIA STATE UNIVERSITY FULLERTON California State University, Fullerton *10013+
Finance System Access Request Form

Access and Compliance Form ←

I certify that I have read, understood and agree to follow the Access and Compliance form which I signed when I was hired.

Employee Name Melanie Smith Date 06/16/2009

I certify that this access is appropriate for this individual's duties and responsibilities.

Administrator Name: Joe Manager Date 06/16/2009

Name Date

- Next, Either Accept or Reject the form

PDF | Complete | Close

* Responses: < Select a response >

Comment:

< Select a response >
Accept
Reject

7. Finally, Click Complete

PDF Complete Close

Comment:

Page 1 Page 2



CALIFORNIA STATE UNIVERSITY
FULLERTON

California State University, Fullerton
Finance System Access Request Form

I certify that I have read, understood and agree to follow the Access and Compliance form which I signed when I was hired.
Employee Name Melanie Smith Date 6/16/2009

I certify that this access is appropriate for this individual's duties and responsibilities.
Administrator Name: Joe Manager Date 6/16/2009