ERP Access Request Process

Request WorkFlow

Access Initiated For An Employee

(1) →

Appropriate MPP Level Manager Of Employee

Reject/Clarify

Reject/Notify

Approve → **Employee** → Acknowledges → **Central Roles**

Distributed User → **Training** → (2)

Central User → **Business Analyst** → Reviewed/Trained on Core Roles → **Training**

Information Security Office WorkFlow

(2) → Split → **ERP Security** → Grant Access/Notify → **Employee**

Split → **ISO Admin Analyst** → **Check Compliance Document** → Print Form → **CISO** → Approve → **Imaged/Filed**

Check Form Check-off
Check Sec. Awareness

CISO → Reject → (3)

Archive Form With Signature

(3) → **ISO Admin Analyst** → Reject → **ERP Security** → (Revoke Access) Notify → **Appropriate MPP Level Manager Of Employee**

Quarterly Corrdinator Review Initiated

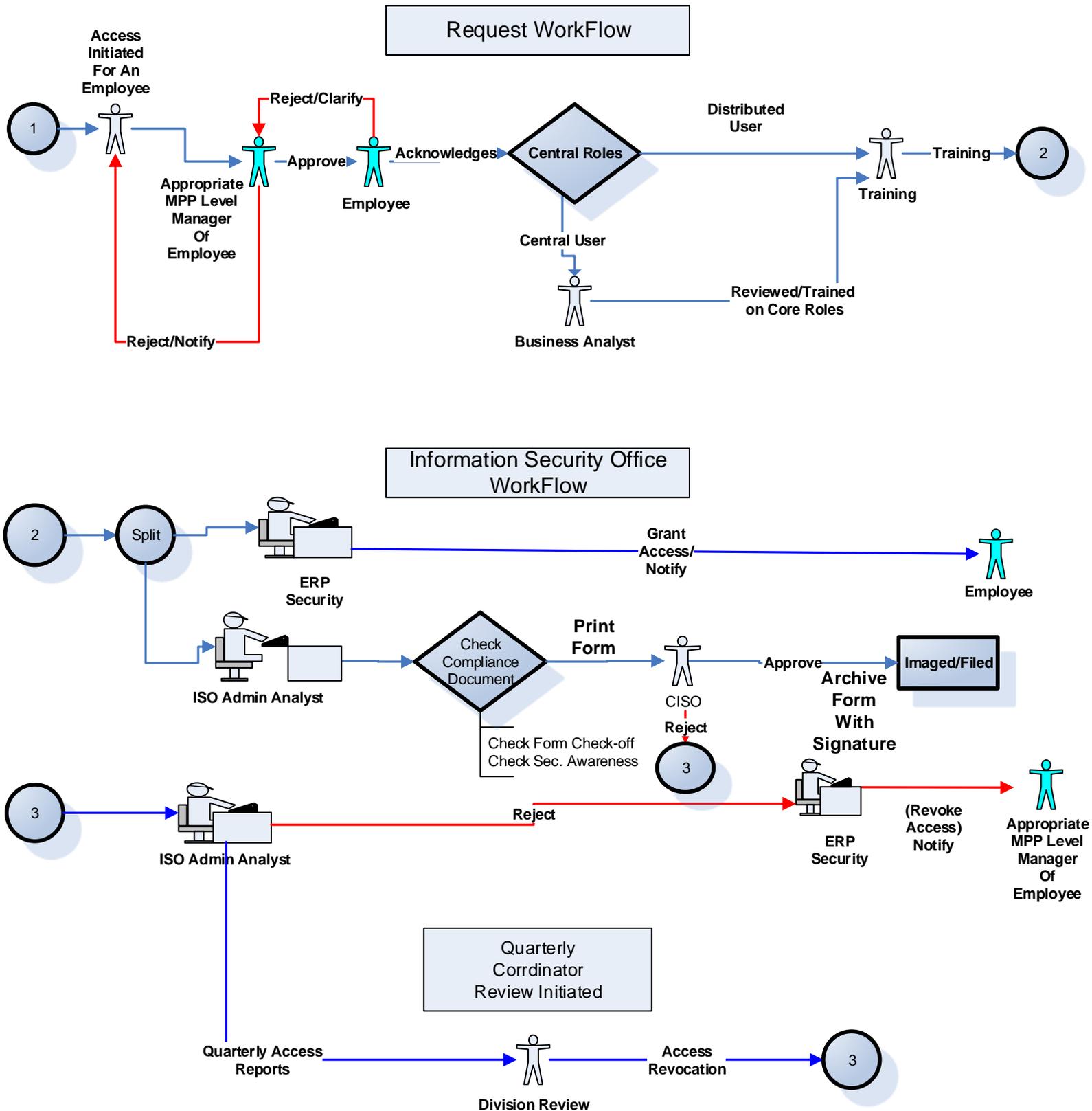Quarterly Access Reports → **Division Review** → Access Revocation → (3)

Note: Process requires an active job record in PeopleSoft HR. All contractors, temporary employees, Auxiliary staff/student workers, or other non-state employees must contact cmssecurity@fullerton.edu to have a profile created in PeopleSoft HR before a form can be generated.