CALIFORNIA STATE UNIVERSITY FULLERTON

California State University, Fullerton
Campus Solutions Access Request Form

Employee Information   *(Please enter CWID to retrieve employee information)*

Employee ID: (CWID)   12345678

Campus E-mail:

First Name: Joe

Last Name: Doe

Department Name: IT

Department ID: 54678

Title: Analyst

Campus Extension: 5000

Division: IT

Appropriate Administrator:

☐ Permanent   ☐ Temporary   If Temporary, List Appointment End Date:

☐ Faculty   ☐ Staff   ☐ Management   ☐ Student   ☐ Other

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

Comments **(Read only)**   *Approval Status: Pending*

SAMPLE

CALIFORNIA STATE UNIVERSITY FULLERTON

California State University, Fullerton
Campus Solutions Access Request Form

DEPARTMENTS

Name : Joe Doe

Office (check one)

- ☐ Academic Advising
- ☐ Academic Department
- ☐ Athletic Office
- ☐ College of Education/Credentials
- ☐ Credentials Office
- ☐ Dean of Students
- ☐ Disabled Student's Office
- ☐ EOP Office
- ☐ Freshman Programs

- ☐ Graduate Admissions Advisor
- ☐ Graduate Studies Office
- ☐ Graduation Check Reviewer
- ☐ Health Center
- ☐ Human Resources
- ☐ Irvine Campus Academic Advising
- ☐ Irvine Campus Reg / Cashiering
- ☐ Other _____

- ☐ Judicial Affairs
- ☐ Library
- ☐ New Student Orientation
- ☐ Outreach Office
- ☐ Payroll
- ☐ Public Safety
- ☐ Testing Center

SECURITY REQUEST

Note: "*" = Business Justification needed.

Curriculum Security (select any)

Add	Remove		Add	Remove	
☐	☐ Class Schedule Update		☐	☐ Update Enrollment Limit	
☐	☐ View Class Schedule / Course Catalog (in addition to Online Search)		☐	☐ Other _____	

Records Security (select any)

Add	Remove		Add	Remove	
☐	☐ Place Registration Permits		☐	☐ View CSUF Unofficial Transcript	
☐	☐ Update Service Indicators		☐	☐ View Service Indicators	
			☐	☐ Other _____	

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐ * FileNet/View Imaged Documents		☐	☐ View Student Center	
☐	☐ * View Ethnicity		☐	☐ View Undergrad Applications	
☐	☐ * View Name History		☐	☐ * View Visa Status	
☐	☐ * View Residency		☐	☐ Other _____	

My Queries (select any)

Add	Remove		Add	Remove	
☐	☐ Classes		☐	☐ End of Term	
☐	☐ Commencement		☐	☐ Enrollment	
☐	☐ Degree Checkout		☐	☐ Other _____	

Financial Aid Security (select any)

Add	Remove		Add	Remove	
☐	☐ * FA Status Page		☐	☐ Scholarship / Grant Entry	
☐	☐ Need Summary Page		☐	☐ Awards by term	
☐	☐ * Budget / Need		☐	☐ Other _____	

Business Justification

Business Analyst Comment (Security Office use only)

SAMPLE

	California State University, Fullerton Campus Solutions Access Request Form

ADMISSIONS OFFICE

Name : Joe Doe

Role (check one)

☐ Admissions Coordinator	☐ Director of Admissions
☐ Admissions Evaluators with Residency	☐ Evaluations Supervisor
☐ Admissions Evaluators without Residency	☐ Front Office Staff
☐ Admissions Supervisor	☐ Imaging Staff
☐ Application Center Staff with Mentor	☐ Student Assistants
☐ Application Center Staff without Mentor	☐ Technical Staff
☐ Business Analyst	

SECURITY REQUEST

Note: "*" = Business Justification needed.

Specific Security (select any)

Add	Remove		Add	Remove	
☐	☐	External Organizations	☐	☐	Residency Update
☐	☐	* FileNet/View Imaged Documents	☐	☐	Other _____

Curricular Security (select any)

Add	Remove		Add	Remove	
☐	☐	View Class Schedule / Course Catalog (in addition to Online Search)	☐	☐	Other _____

Records Security (select any)

Add	Remove		Add	Remove	
☐	☐	Study Agreement	☐	☐	Other _____

Student Financials Security (select any)

Add	Remove		Add	Remove	
☐	☐	* View Customer Account	☐	☐	* Other _____

Business Justification

Business Analyst Comment (Security Office use only)

SAMPLE

California State University, Fullerton
Campus Solutions Access Request Form

RECORDS OFFICE	Name : Joe Doe

Role (check one)

☐ ARSC Customer Service		☐ Records Supervisor	
☐ ARSC Registration Staff		☐ Records Technicians	
☐ ARSC Supervisor		☐ Registrar	
☐ Articulation Officer		☐ Registrar Staff	
☐ Business Analyst		☐ Registration Supervisor	
☐ Graduation Evaluator		☐ TDA Staff	
☐ Graduation Evaluator with NCAA		☐ TDA Supervisor	
☐ Graduation Supervisor		☐ Technical Staff	
☐ Petitions Analyst		☐ Veterans Staff	

SECURITY REQUEST
Note: "*" = Business Justification needed.

Curriculum Security (select any)

Add	Remove		Add	Remove	
☐	☐ View Class Schedule / Course Catalog (in addition to Online Search)		☐	☐ Other	_____

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐ Update Education Page		☐	☐ * View PIN	
☐	☐ Update ERSS Page		☐	☐ Other	_____
☐	☐ * FileNet/View Imaged Documents				

Student Financials Security (select any)

Add	Remove		Add	Remove	
☐	☐ * View Customer Account		☐	☐ Other	_____

My Queries (select any)

Add	Remove		Add	Remove	
☐	☐ Addresses		☐	☐ End of Term	
☐	☐ Classes		☐	☐ Enrollment	
☐	☐ Commencement		☐	☐ Graduation Unit	
☐	☐ Degree Checkout		☐	☐ Other	_____

Business Justification

Business Analyst Comment (Security Office use only)

SAMPLE

SCHEDULING OFFICE	Name : Joe Doe

Role (check one)

☐ Scheduling Office Staff	☐ Student Assistant
☐ Scheduling Office Supervisor	☐ Technical Staff

SECURITY REQUEST Note: "*" = Business Justification needed.

Specific Security (select any)

Add	Remove		Add	Remove	
☐	☐	Update Sections of a Class for Enrollment Changes / View Course Catalog	☐	☐	View Class Schedule / View Course Catalog
☐	☐	Update Schedule of Classes	☐	☐	Other _____

My Queries (select any)

Add	Remove		Add	Remove	
☐	☐	Classes	☐	☐	Other _____

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐	* FileNet/View Imaged Documents	☐	☐	Other _____

Business Justification

Business Analyst Comment (Security Office use only)

SAMPLE

CALIFORNIA STATE UNIVERSITY FULLERTON

FINANCIAL AID

Name : Joe Doe

Role (check one)

☐ Counselor	☐ Records Advisor	☐ Technical Staff
☐ Director	☐ Student Personal Technicians	☐ Business Analyst
☐ FA Roles for Other Departments	☐ Student Workers	
☐ Managers	☐ System Support Staff	

SECURITY REQUEST

Note: "*" = Business Justification needed.

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐	College Prep & GE Breadth	☐	☐	View Application Fee
☐	☐	Search Match	☐	☐	Other
☐	☐	* FileNet/View Imaged Documents			

Records Security (select any)

Add	Remove		Add	Remove	
☐	☐	View Enrollment by Term	☐	☐	View Student Program / Plan
☐	☐	View Enrollment First and Last Tabs	☐	☐	View Term Session Table
☐	☐	View Enrollment Summary	☐	☐	View Transcript
☐	☐	View Student Groups	☐	☐	View Transfer Course Credit
			☐	☐	Other

Curriculum Security (select any)

Add	Remove		Add	Remove	
☐	☐	View Class Schedule / Course Catalog (in addition to Online Search)	☐	☐	Other

Student Financials Security (select any)

Add	Remove		Add	Remove	
☐	☐	* View Customer Account	☐	☐	* Other
☐	☐	* SF Queries			

My Queries (select any)

Add	Remove		Add	Remove	
☐	☐	Call Center	☐	☐	Other

Business Justification

Business Analyst Comment (Security Office use only)

CALIFORNIA STATE UNIVERSITY
FULLERTON

STUDENT FINANCIALS

Name : Joe Doe

Role (check one)

☐ SFS Management   ☐ SF Cashiers

☐ Business Analyst   ☐ SF Student Accounts

☐ SF Call Center   ☐ * SFS Student Assistants

☐ SF Accounting

SECURITY REQUEST   Note: "*" = Business Justification needed.

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐	* Bio / Dem Update	☐	☐	* View Visa Status
☐	☐	Search Match	☐	☐	Other _____
☐	☐	* FileNet/View Imaged Documents			

Records Security (select any)

Add	Remove		Add	Remove	
☐	☐	View Enrollment by Term	☐	☐	View Student Program / Plan
☐	☐	View Enrollment Summary	☐	☐	View Term Session Table
☐	☐	View Student Groups	☐	☐	View Transcript
				☐	Other _____

Financial Aid Security (select any)

Add	Remove		Add	Remove	
☐	☐	Financial Aid Disbursement	☐	☐	Other _____

Curriculum Security (select any)

Add	Remove		Add	Remove	
☐	☐	View Class Schedule / Course Catalog (in addition to Online Search)	☐	☐	Other _____

Business Justification

Business Analyst Comment (Security Office use only)

SAMPLE

EXTENDED ED.

Name : Joe Doe

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐ Admissions Application Inquiry 2		☐	☐ Comment Update	
☐	☐ Application Fee View		☐	☐ Comment View	
☐	☐ Bio / Dem Update		☐	☐ Search Match	
☐	☐ Bio / Dem View		☐	☐ Other	_____
☐	☐ * FileNet/View Imaged Documents				

Curriculum Security (select any)

Add	Remove		Add	Remove	
☐	☐ Update Sections of a Class for Enrollment Changes / View Course Catalog		☐	☐ View Class Schedule / View Course Catalog	
☐	☐ Update Schedule of Classes		☐	☐ Other	_____

Records Security (select any)

Add	Remove		Add	Remove	
☐	☐ Full Registration Functions without Quick Admit		☐	☐ UEE Grades	
☐	☐ Registration Functions with QuickAdmit		☐	☐ UEE View Access	
☐	☐ Student Program / Plan Update		☐	☐ View Term Activate	
☐	☐ Term Activation		☐	☐ View CSUF Unofficial Transcript	
☐	☐ UEE Certificate		☐	☐ Place Registration Permits	
☐	☐ UEE Full Access to Registration Functions and Override		☐	☐ Other	_____

SEVIS Security (select any)

Add	Remove		Add	Remove	
☐	☐ * SEVIS Batcher		☐	☐ * SEVIS I-20 Editor	
☐	☐ * SEVIS Correction		☐	☐ * SEVIS Tracker	
☐	☐ * SEVIS DS2019 Editor		☐	☐ * Other	_____

Student Financials Security (select any)

Add	Remove		Add	Remove	
☐	☐ * View Customer Account		☐	☐ UEE - Cashiers	
☐	☐ UEE - Accounting		☐	☐ * Other	_____

My Queries (select any)

Add	Remove		Add	Remove	
☐	☐ Classes		☐	☐ Enrollment	
☐	☐ End of Term		☐	☐ Other	_____

Business Justification

Business Analyst Comment (Security Office use only)

California State University, Fullerton
Campus Solutions Access Request Form

INTERNATIONAL ED.		Name : Joe Doe

Role (check one)

☐ * SEVIS Batcher		☐ * SEVIS I-20 Editor	
☐ * SEVIS Correction		☐ * SEVIS Tester	
☐ * SEVIS DS2019 Editor		☐ * Other _____	

SECURITY REQUEST   Note: "*" = Business Justification needed.

Admissions Security (select any)

Add	Remove		Add	Remove	
☐	☐ * Bio / Dem Update		☐	☐ * Update Citizenship	
☐	☐ Bio / Dem View		☐	☐ * Update Visa	
☐	☐ Service Indicator Batch Load		☐	☐ Titan Degree Audit	
☐	☐ * FileNet/View Imaged Documents		☐	☐ * Update SEVIS Foreign & Domestic Address	
☐	☐ * View SEVIS Foreign & Domestic Address		☐	☐ Other _____	

Student Financial Security (select any)

Add	Remove		Add	Remove	
☐	☐ * View Customer Account		☐	☐ * Other _____	

Records Security (select any)

Add	Remove		Add	Remove	
☐	☐ * Update Service Indicators		☐	☐ * View Study Agreements	
☐	☐ View CSUF Unofficial Transcript		☐	☐ View Student Career/Program/Plan	
☐	☐ View Service Indicators		☐	☐ Other _____	

Business Justification

Business Analyst Comment (Security Office use only)

California State University, Fullerton
Campus Solutions Access Request Form

Name : Joe Doe

☐ I certify that I have read, understood and agree to follow the Access and Compliance form.

Employee Name _____   Date _____

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

Administrator Name: _____   Date _____

	Name	Date
Initiator:	Kerry Boyer	12/10/2009
BA (Admissions Office):		
BA (Records Office):		
BA (Scheduling Office):		
BA (Financial Aid):		
BA (Student Financials):		
BA (Extended Ed.):		
BA (International Ed.):		
Trainer:		
ISO Admin Analyst :		
Security Admin :		

SAMPLE

CISO Signature _____   Date _____