

Federated Authorization: Approve an Access Request

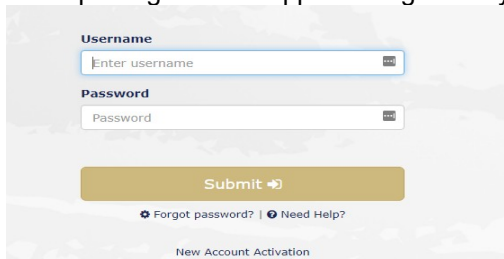
Overview

Requests for access to the University of Pittsburgh's PeopleSoft Student Information System and Data Warehouse can be submitted using an online form. The designated Security Contact for your area may submit a request for access on your behalf. If they do, you will receive an email message asking you to review and sign the request. Complete the following steps to review and sign the request.

Note: The form is Java dependent. At present, the only browser that uses Java is Internet Explorer.

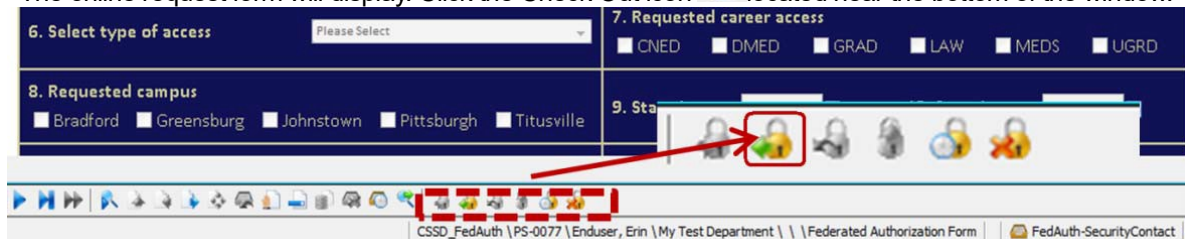
Approve an Access Request

1. If you are logging in from off campus or Wireless PittNet, use the PittNet VPN (Pulse Secure) at pi.tt/vpn to establish a secure connection. Otherwise, skip this step.
2. Right click the **Sign Request** link in the email you received, then copy and paste the link into Internet Explorer.
3. A Pitt Passport login screen appears. Log in with your University Computing Account username and password.



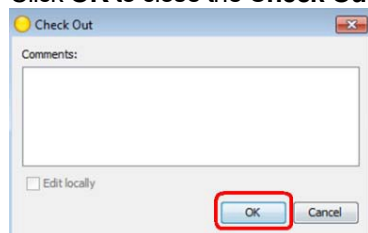
The login screen features a 'Username' field with a placeholder 'Enter username', a 'Password' field with a placeholder 'Password', and a 'Submit' button. Below the fields are links for 'Forgot password?' and 'Need Help?'. At the bottom, there is a link for 'New Account Activation'.

4. The online request form will display. Click the Check Out icon  located near the bottom of the window.



The form is divided into several sections: '6. Select type of access' with a dropdown menu, '7. Requested career access' with checkboxes for CNED, DMED, GRAD, LAW, MEDS, and UGRD, '8. Requested campus' with checkboxes for Bradford, Greensburg, Johnstown, Pittsburgh, and Titusville, and '9. Status' with a row of icons. A red arrow points to the 'Check Out' icon (a yellow padlock) in the status row. The browser's taskbar at the bottom shows the file path 'CSSD_FedAuth \ PS-0077 \ Enduser, Erin \ My Test Department \ \ Federated Authorization Form' and the user 'FedAuth-SecurityContact'.

5. Click **OK** to close the **Check Out** comments box.



The 'Check Out' dialog box has a title bar with a yellow icon and a close button. It contains a 'Comments:' label above a text area. At the bottom, there is an 'Edit locally' checkbox and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.

- Review the contents of the form. Verify that your information appears in the **Univ Computing Acct** field, the **Name** field, and the **Email** field.



Authorization Request			
Univ Computing Acct	jdoe99	Approving Department	College of General Studies
Position*	Admissions Specialist	Security Contact 1	Donald
Name	Doe, John	Email	xf@pitt.edu
Email	jdoe99@pitt.edu	Security Contact 2	Brian
Phone	+1 (412) 555-5555	Email	fxd@pitt.edu
Department	College of General Studies	Security Contact 3	
Supervisor	Smith, Jane	Email	
Email			
Request Date	04/11/2013		
Purpose of Request*	Please Select		

- Read the text and review the policies in the **Authorization** section. Click the **Click to Sign** button at the bottom of the form under the **User** column.

Authorization				
<p>Access to the University's PeopleSoft and Student Data Warehouse environments requires signed approval from two recognized authorizers (the security contact and a supervisor with authorization privileges). The appropriate Enterprise Federated Authorization Checklist must be included. Please complete all appropriate forms and fax to CSSD Receptionist at 412-624-8572. Questions? Contact the University's Technology Help Desk at 412-624-HELP [4357] or helpdesk@pitt.edu</p> <p>With my submission, I affirm that I have read and understand University Computing, Information and Data Policies 10-02-04, 10-02-05 and 10-02-06, and will abide by these policies, and use the requested data access only as required in the performance of my University duties, as restricted by policies 09-08-01 and 10-02-07 regarding access to student educational records.</p> <p>I am also aware that my request will undergo review by the CSSD Security team for compliance with those policies.</p>				
User	Supervisor	Security Contact	Data Steward	CSSD Security Analyst
Click to Sign				

- Click the **Check In** icon  located near the bottom of the window.

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CSSD_FedAuth \ PS-0077 \ Enduser, Erin \ My Test Department \

- An email will be sent automatically notifying the appropriate people that you have signed the digital form. You will be notified via email once the request for access has been approved.

Get Help

The 24/7 IT Help Desk at 412-624-HELP (4357) is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at technology.pitt.edu.