



Federated Authorization: Submit a Student Information System (PeopleSoft) and Data Warehouse Access Request (for Security Contacts)

You can submit a request for access to the University of Pittsburgh’s Student Information System (PeopleSoft) and Data Warehouse using an online form. This makes the process for requesting access simpler and faster. It eliminates the need to print paper forms, obtain handwritten signatures, and fax forms to additional approvers.

As a Security Contact, you may submit a request for access on behalf of a user in your area. To do so, complete the following steps.

1. Log in to the [System Access Request SharePoint](#) site.
Note: The System Access Requests SharePoint site uses multifactor authentication (Duo), part of the Pitt Passport single sign-on service.
2. Click the **Plus symbol (+)** next to **PeopleSoft**.
3. Under the **Forms** column, choose one of the following options:
 - a. **option 1:** click **Request Access for myself**
 - b. **option 2:** click **Request Access for a user in my area**
4. Your contact information will automatically display in the **Requestor Information** section of the form.

Requestor Information		Data is autopopulated from Active Directory. Please notify CSSD if any information is incorrect. Please add your position and select who needs access.	
Name	Doe John	JDOE99	My University Computing Account
	Last First Middle		
Department	Computing Services (CSSD)	Email	jdoe99@pitt.edu
Building & Room	403 Bellefield Hall	Phone	+1 (412) 624-6169

5. In the **Authorization Request** section of the form:
 - a. The user’s information should appear in the **Univ Computing Acct** field, the **Name** field, and the **Email** field. Verify that it is accurate.
 - b. Enter the users’ job title in the **Position** field.
 - c. The name and email address of the user’s supervisor will be automatically populated.
 - d. Select your department from the **Approving Department** field. The **Security Contact** fields will automatically populate with your name.
 - e. In the **Purpose of Request** field, explain what access the user needs and why it is needed.

Authorization Request			
Univ Computing Acct	SMITH999	Approving Department	Computing Services (CSSD)
Position*		Security Contact 1	Doe, John
Name	Smith, Robert	Email	jdoe99@pitt.edu
Email	smith999@pitt.edu	Security Contact 2	
Phone	+1 (412) 555-5551	Email	
Department	Dept. XYZ	Security Contact 3	
Supervisor	Public, John Q.	Email	
Email	JQP321@pitt.edu		
Request Date	03/04/13		
Purpose of Request*	2 - employ job duties changed	For CSSD Use Only	
This user is now responsible for generating permission numbers, enrolling students, reviewing student financial accounts, and supporting the faculty/advising team.		Remedy Ticket #1:	
		Remedy Ticket #2:	

6. Complete the following fields:

- a. Request type
- b. Type of access
- c. Requested career access
- d. Requested campus
- e. Start and stop access
- f. Requested Academic Center(s)
- g. Authorization Checklist Type
 - i. **Academic Center** is used for Pittsburgh campus instructional departments/schools
 - ii. **Departmental** is used for Pittsburgh campus non-instructional departments (for example, the Book Center, University Police, OIS, etc.)
 - iii. **Regional Campus** is used for all regional campus departments
 - iv. **Central Office** is used for OAFA, Student Financial Services, and the University Registrar

Request Type(s) PeopleSoft New PeopleSoft Account <input type="button" value="v"/> Student Data Warehouse Please Select <input type="button" value="v"/>	Select type of access University Employee - Staff <input type="button" value="v"/>
Requested career access <input type="checkbox"/> CNED <input type="checkbox"/> DMED <input type="checkbox"/> GRAD <input type="checkbox"/> LAW <input type="checkbox"/> MEDS <input checked="" type="checkbox"/> UGRD	Requested campus <input type="checkbox"/> Bradford <input type="checkbox"/> Greensburg <input type="checkbox"/> Johnstown <input checked="" type="checkbox"/> Pittsburgh <input type="checkbox"/> Titusville
Start Access 03/04/2013 <input type="button" value="v"/> Stop Access 06/24/2013 <input type="button" value="v"/>	
Requested Academic Center <input checked="" type="checkbox"/> A&S <input type="checkbox"/> CBA <input checked="" type="checkbox"/> CGS <input type="checkbox"/> DMED <input type="checkbox"/> EDUC <input type="checkbox"/> ENGR <input type="checkbox"/> GSPIA <input type="checkbox"/> HONOR <input type="checkbox"/> KGSB <input type="checkbox"/> LAW <input type="checkbox"/> MED <input type="checkbox"/> NURS <input type="checkbox"/> PHARM <input type="checkbox"/> PUBHL <input type="checkbox"/> SHRS <input type="checkbox"/> SIS <input type="checkbox"/> SOCWK <input type="checkbox"/> UCSUR <input type="checkbox"/> UCIS	Authorization Checklist Type* Departmental <input type="button" value="v"/>

7. When you select an **Authorization Checklist** from the drop-down menu, new headings will be added to the form.

- a. Select the training options that are appropriate for the user (PS 101 is required for all new access requests)
- b. Click a section heading (e.g., Student Record Roles) to expand it.
- c. Click a sub-section heading (e.g., Registrar Office Roles) to expand it.
- d. Check a box to select a role.

Authorization Checklist	
Training Request	
Pre-Requisite Training Class	
<input type="checkbox"/> PS101 Introduction to PeopleSoft	
Training Classes	
<input type="checkbox"/> CO201 View the Course Catalog	<input type="checkbox"/> CS201 View the Class Schedule
<input type="checkbox"/> AD202 Admissions User Essentials	<input type="checkbox"/> SE202 Enrolling Students (Required for SR_ADVISOR1, SR_ADVISOR2, or SR_UCIS_SPECIAL_STAFF roles)
<input type="checkbox"/> SF203 Student Account Overview (SF_VIEW role)	<input type="checkbox"/> SF201 Posting Department Aid (SF_DEPARTMENT_AID role)
<input type="checkbox"/> AS201 Academic Record Views (Required for SR_ACAD_SUPPORT_1 role)	<input type="checkbox"/> AS202 Records Management (Required for SR_ACAD_SUPPORT_2 role)
Registrar's Office Training Classes	
<input type="checkbox"/> RG101 Create Permission Numbers (Required for SR_CLASS_PRM_NBR role)	<input type="checkbox"/> RG102 Create Instructor/Advisor Records (Required for SR_INSTRUCTOR_ADVISOR_ASSIGN role)
Student Record Roles <input checked="" type="checkbox"/>	
Academic Advisement, Milestones and Academic Standing <input checked="" type="checkbox"/>	
<input type="checkbox"/> Update Milestones for Students - SR_ACAD_SUP_MILESTONES	<input type="checkbox"/> View Milestones for Students - SR_ACAD_SUP_MLSTNS_VIEW_ONLY
	<input type="checkbox"/> Update Academic Standing - SR_ACAD_STAND_UPD
Program Plan & Enrollment <input type="checkbox"/>	
Advisors & Transfer Credit <input type="checkbox"/>	
Class Scheduling <input type="checkbox"/>	
Class Permission Numbers <input type="checkbox"/>	
Admission Roles <input type="checkbox"/>	
Financial Aid Roles <input type="checkbox"/>	

1. Click to expand.

2. Click to expand.

3. Check roles.

Notes:

- Hover your mouse over a role to view a description of the role.
- Click a heading to expand/collapse the roles listed below it.
- Roles preceded by diamonds must also be approved by a Data Steward. If you select a diamond role, the appropriate Data Steward will receive an email asking him or her to review and approve the request.

♦Administrative Services Role 1 - Registrar Staff - SR_STAFF_ADM_SERVICE1

8. Review all the text under the **Authorization** section. When you have finished, click the **Submit Form** button to submit the request for access.

Authorization

*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***

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.

I am also aware that my request will undergo review by the CSSD Security team for compliance with those policies.

I am acknowledging that the roles that I have approved for this user are the minimum needed for them to fulfill their job functions.

9. The user will receive an email notification that an access request has been submitted on his behalf. Both you and the user's supervisor will be copied on the email. The email will explain to the user how to sign the online form.
10. After the user has signed the form, the appropriate Data Steward will receive an email asking them to review and sign the form (if any roles designated by diamonds have been selected). Otherwise, the form will be routed to Pitt Information Technology for processing.