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.

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.
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) Table]

   ![Requested Academic Center Table]

   ![Authorization Checklist Type]

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 Table]

   ![Training Request Table]

   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.

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

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.