

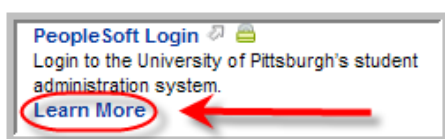


Federated Authorization: Submit an Access Request (for Security Contacts)

You can submit a request for access to the University of Pittsburgh's PeopleSoft Student Information System 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.

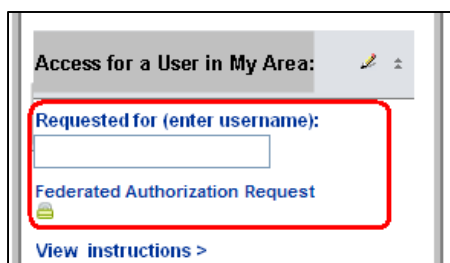
1. Log in to **My Pitt** (my.pitt.edu).
2. Click **Learn More** below the **PeopleSoft Login** link on the right-hand side of the page.



3. Click **PeopleSoft Security** on the left-hand side of the page.



4. On the right-hand side of the page, enter the University Computing Account username of the person for whom you are requesting access and click the **Federated Authorization Access Request** link.



5. 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
	Last	First	Middle	My University Computing Account
Department	Computing Services (CSSD)		Email	jdoe99@pitt.edu
Building & Room	403 Bellefield Hall		Phone	+1 (412) 624-6169

6. 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		
This user is now responsible for generating permission numbers, enrolling students, reviewing student financial accounts, and supporting the faculty/advising team.		For CSSD Use Only Remedy Ticket #1: <input type="text"/> Remedy Ticket #2: <input type="text"/>	

7. 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 OAFSA, Student Financial Services, and the University Registrar

Request Type(s) PeopleSoft: <input type="text" value="New PeopleSoft Account"/> <input type="button" value="v"/> Student Data Warehouse: <input type="text" value="Please Select"/> <input type="button" value="v"/>	Select type of access <input type="text" value="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 <input type="text" value="03/04/2013"/> <input type="button" value="c"/> Stop Access <input type="text" value="06/24/2013"/> <input type="button" value="c"/>	
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* <input type="text" value="Departmental"/> <input type="button" value="v"/>

8. 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.

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

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

10. 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.
11. 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 CSSD for processing.

Get Help

The Technology 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**.