

Gaining Access

To gain access to PeopleSoft or its associated systems, an employee must successfully complete the appropriate CMS training. This form must be completed and signed by the employee and the employee's manager, then sent to the CMS Security Group (zip 0042). *Note: This is a three-page document with required information on most pages.*

Confidentiality of Records

All system access is provided for official business of SJSU. Any other use of this information may violate one of the following: SJSU Policy S66-20; Federal Privacy Act of 1974; Information Practices Act of 1977; California Penal Code Section 502; Computer Fraud and Abuse Act of 1986; Computer Privacy Act of 1986; Computer Security Act 1987; Freedom of Information Act, 5 U.S.C. Sec 552; Electronic Freedom of Information Act Amendments of 1996; Telecommunications Act of 1996; Consumer Internet Privacy Protection Act of 1999; CSU Responsible Use Policy. Unauthorized distribution, reproduction, modification or deletion of any applicant, employee or student information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this account is punishable by fine, dismissal from SJSU and/or imprisonment. Further, SJSU computer systems are for the use of authorized users only. If one is suspected of unauthorized activities, computer center staff may monitor and record all session activities. Anyone using these systems expressly consents to such monitoring. It is understood that these are department accounts and may not be given to temporary staff or students unless expressly set up and controlled for that purpose.

Requestor Information

Name:	Employee/SJSU ID (not SSN):
Email:	Phone:
DeptID:	Dept Name:
Position/Job Function:	
DeptIDs Requesting Access to:	

Requestor Agreement

By signing this form, I certify that I have read and understand the statement of confidentiality of records. I understand that my SJSU ID and password are to be kept confidential. Should I share this information, my access will be revoked.

Requestor Signature:	Date Signed:
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Manager Approval (MPP Only)

By signing this form, I approve this employee for access requested on the following pages, including access to confidential student and/or employee data.

MPP Signature:	Date Signed:	Manager Phone:
Print Manager Name:	Manager Email:	

Access Request—Check Requested Items

Access will only be granted if the proper training courses have been completed, and the functionality is required to perform your job. The CMS Training Team, in conjunction with the Finance, Human Resources, Student Administration functional leads and the Information Security Officer, has the final signoff on the access that should be granted.

FINANCE	HUMAN RESOURCES	STUDENT ADMIN ³
<p>No Training Required</p> <p>End User Reports and Processes</p> <p>Query—Run Public Queries</p> <p>Training Required</p> <p>CFS Data Warehouse (FIN008)</p> <p>CFS ProCard/GoCard Recon (FIN903)</p> <p>CFS Receipts & Inspections (FIN902)</p>	<p>No Training Required</p> <p>Absence Timekeeper</p> <p>Department User</p> <p>Query—Run Public Queries</p> <p>Time Approver</p> <p>Training Required</p> <p>Dept Recruiting Process (RW003)</p> <p>Faculty Processing (HR9002)</p> <p>Person of Interest Maint (HR9020)</p> <p>Query—Create Queries (HR9014)</p> <p>Other</p> <p>HR Contact²</p> <p>Central Faculty Affairs¹</p> <p>Central HR¹</p>	<p>No Training Required</p> <p>Query—Run Public Queries⁴</p> <p>SA Data Warehouse</p> <p>Training Required</p> <p>Academic Advising</p> <p>Admissions (ADM001)</p> <p>Messaging (MSG101)⁵</p> <p>Service Indicators</p> <p>Student Financials View (SF007)</p> <p>Student Records</p> <p>Other</p> <p>Central Student Area¹</p>
<p>Notes</p> <p>¹ Specify needs in Additional Information section below.</p> <p>² Access for specific users at the Dean/AVP level. Requires approval from HR.</p> <p>³ Access to student data requires additional approval from Enrollment Services or Bursar's Office.</p> <p>⁴ Specify query area in the Additional Information field below.</p> <p>⁵ Additional policy form required.</p>		

Additional Information (Please identify the functionality you require access to, if it is not listed above):

Remove System Access (Optional. Please identify functionality you no longer need):

CMS Security Team Use Only

Security Administrator:	
System/Database:	User ID:
Date Created/Updated:	Roles Granted:
Row Level Granted:	Service Indicator Granted:
System/Database:	User ID:
Date Created/Updated:	Roles Granted:
Row Level Granted:	Service Indicator Granted:

Financial Transaction Services (FTS)

Please complete all sections to request access based on the user's responsibilities. Each Role Level grants user access to specific modules as described below. For an explanation of user roles, see [Financial Transaction Services Access and Roles](http://www.sjsu.edu/finance/policies_guidelines/fts/) (http://www.sjsu.edu/finance/policies_guidelines/fts/). All modules require course completion. Course codes are noted next to the modules and you can enroll in them through MySJSU. System Access Request form shall not be submitted by requestor until after completion of all required courses.

Roles

LEVEL 1	LEVEL 2	APPROVING OFFICIAL
<p>Request Type (check one):</p> <p>New Browse Remove Update (explain in Additional Information section)</p> <p>Access to modules:</p> <ul style="list-style-type: none"> • Requisition (FTS001) • Direct Payment and Employee/Student Reimbursement Vouchers (FTS002) <p>Optional (check box):</p> <p>Access to HR expense Adjustment (HR9015)</p>	<p>Request Type (check one):</p> <p>New Browse Remove Update (explain in Additional Information section)</p> <p>Access to modules:</p> <ul style="list-style-type: none"> • Requisition (FTS001) • Direct payment and Employee/Student Reimbursement Vouchers (FTS002) • Transfers (GL002) <p>Optional (check box):</p> <p>Access to HR Expense Adjustment (HR9015) Access and Approval to Transfers (GL002)</p>	<p>Request Type (check one):</p> <p>New Browse Remove Update (explain in Additional Information section)</p> <p>Approval to modules (FIN007):</p> <ul style="list-style-type: none"> • Requisition • Direct Payment and Employee/Student Reimbursement Vouchers • Transfers • HR Expense Adjustment • Travel
<p>SUPER USER⁶</p> <p>Request Type (check one):</p> <p>New Remove Update (explain in Additional Information section)</p> <p>S.U. sets up the Approver/Reviewer structure in the Travel module.</p>	<p>Definitions</p> <ul style="list-style-type: none"> • Access: Grants the ability to create a transaction. • Approval: Grants the ability to approve a transaction. • Browse: Grants the ability to view a request, but no upload or view files associated with it. <p>Notes</p> <p>⁶ Requires approval of Finance Advisory Council representative. ⁷ Organization Tree refers to access to all DeptIDs belonging to a Division, Dean's Office, Organization or College.</p>	

Department ID

Check one box and specify the DeptID(s) you would like access to in FTS.

<p>Organization Tree⁷ (indicate level):</p>
<p>Department ID(s):</p>
<p>Additional Information:</p>