

# Initiate Security Request Form for Employee/Affiliate

**Before initiating an ePASS security request form:**

- Ensure the [FERPA training](#) has been completed. A security request form cannot be initiated for an individual who has not completed of the FERPA Exam.
- Read the [NAU Data Access Policy](#)
- Find the correct role(s) to be requested or revoked
  - To view LOUIE and HCM role descriptions go to the [LOUIE Reference Sheet](#)
  - To view PS Financials role descriptions go to the [PS Financials Reference Sheet](#)
- Only one security form can be processed at a time. However multiple roles can be specified on the form.

*Note: All the roles on a form move through the system together. If you have one role that is held up, all the roles on that request will be delayed.*

**Initiate a Security Request Form:**

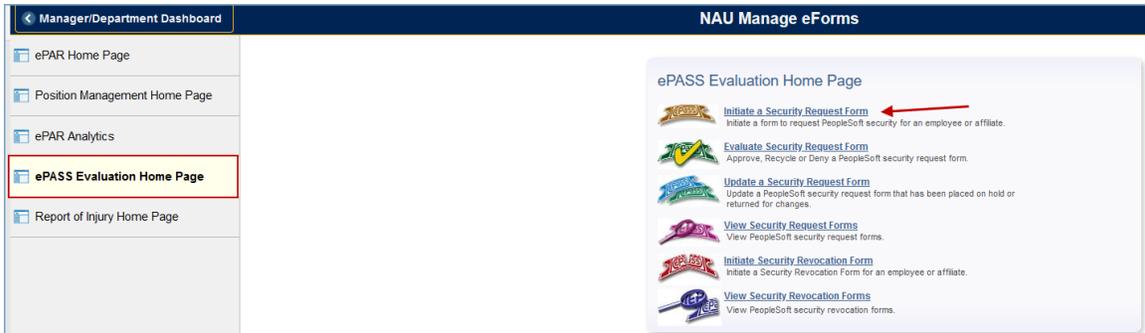
Log into LOUIE and select the HR Home Page, click on the Manager/Department Dashboard.



Click on the Manage eForms Tile.



Select ePASS Evaluation Home Page, Select – ‘Initiate a Security Request Form’



A search screen will display

The image shows a 'Grant PS Security Search' form. It has a header 'Grant PS Security Search' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' dropdown menu is expanded, showing search criteria for 'User ID', 'Empl ID', 'First Name', 'Last Name', and 'Role Name'. Each criterion has a 'begins with' dropdown and a text input field. The 'Role Name' field is pre-filled with 'NAU\_LS ePASS Supervisc'. There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Enter any information about the employee/affiliate that will narrow the search, at least one field is required.

Once you enter information and hit search, a list of all users meeting your search criteria will appear and you can select the one that is appropriate.

**Note: If a user ID does not display it may be because the user has never logged into PeopleSoft or if you are a supervisor, you are not listed as the employee's Reports To.**

After selecting the employee or affiliate, you can begin a security request. If FERPA has been completed and there are no other security request forms in progress, the form will display the employee or affiliates basic information (User ID, Name, Email Address, Job information, etc.).

**Submit Role Security Form**

**Step 1 of 3: Add Role Security**

**User Info**

User ID: jd12      Doe, Jane E  
Email: Jane.Doe@nau.edu      [NAU Data Access Policy](#)  
[Instructions for Requesting Administrative Access to LOUIE, HR and PS Financials.](#)

**Form Data**

FERPA Completed: 08/22/2002      [FERPA Tutorial](#)      eForm ID: 68014

JOB	Selected	Department	Department Description	Position Number	Position Description	Status
1	<input type="checkbox"/>	10680	Cvl Eng, Cnt Mgt & Env Eng	00023470	Professor	Active
2	<input checked="" type="checkbox"/>	11200	Extended Campuses	00005408	Part-Time Faculty	Active

Enter your immediate supervisor.  
Supervisor User ID   **If field is available, select Supervisor User ID.**

**If completing form for an employee:**

**JOB Selected:** Select the most relevant position (job) for this security request.

**Supervisor:** If the job selected is a pool position, the 'Supervisor' field will become available. Select the User ID of the employee's immediate supervisor. You can also click on the magnifying glass to select the supervisor by first or last name.

**If completing form for an affiliate:**

**Affiliate Selected:** This should display the affiliation type, department and sponsor information of the NAU department that you are associated with. The sponsor is the next approval on the security request form. If this information is incorrect, do not proceed and contact the Affiliate Management Office 928-523-0921.

Please explain your specific job duties that require the data access for each role being requested. Explanations such as "per my job duties," "to help students," "same as person in position before me," or copying the role description are NOT sufficient.

**Data Access Need**

**Data Access Need:** This section is filled in by the initiator of the form to explain the need for the security being requested. Please describe specific job responsibilities that require the type of access. If an approver feels there is not enough justification for the roles being requested, the form may be recycled to the initiator asking for an update. This will delay the processing of the form.

**Time Entry/Leave Usage Entry:**

I need to enter and approve time for hourly employees.

Time Reporting Departments		Personalize	Find	View All	1 of 1	First	Last
Department	Description	Approve Time	Enter Time				
1 30330	Student Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

I need to enter leave usage information for employees.

Leave Reporting Departments		Personalize	Find	View All	1 of 1	First	Last
Department	Description						
1 30330	Student Accounts						

If the employee or affiliate needs to enter and approve time or enter leave usage for employees check the appropriate boxes.

**Department:** This field will display to enter the departments they will need access for. The magnifying glass next to the department field can be used to look up the department by description.

*Note: Multiple departments can be added by using the '+' button.*

**Row Level Security/Primary Permission List (Data Stewards Only):**

**Row Security Permission List**

**Primary Permission List**

**Row Security Permission List:** If a role being granted requires specific row level, a Data Steward must update this before submitting.

**Primary Permission List:** If a role being granted requires a specific primary permission list, a Data Steward must update this before submitting.

## Security Roles:

The screenshot shows a web interface for managing security roles. It is divided into two main sections: 'Request Security' and 'Currently Assigned Administrative Security'. The 'Request Security' section has a table with one row containing a search input field and a '+' button. The 'Currently Assigned Administrative Security' section has a table with six rows of role names. At the bottom, there are 'Next >>' and 'Cancel' buttons. Red arrows and text provide instructions: one arrow points to a magnifying glass icon in the search field with the text 'Enter the name of the role being requested or use the magnifying glass lookup to search.', and another arrow points to the '+' button with the text 'To add more than one role, use the '+' button'.

Request Security	
Role Name	
1	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Currently Assigned Administrative Security	
Role Name	
1	NAU_AD Adm Recr Standard View
2	NAU_AP Inquiry
3	NAU_CC Basic Service Provider
4	NAU_FA Fin Aid Status View
5	NAU_FA MPN Manifest
6	NAU_SF Customer Acct Comments

Next >>  
Cancel

**Request Roles:** Enter the name of the role to be requested in the blank row. To search for a role, use the magnifying glass. To add more than one role to the request, use the '+' to add a row.

**Currently Assigned Administrative Security:** This will display the security currently assigned. This cannot be changed on a request form.

**Next:** Click to move forward to the next page.

**Cancel:** This will wipe out all work done on the form and return to the ePASS Home Page.

**File Attachments:**

### Submit Role Security Form

Step 2 of 3: Submit Form

---

**User Info**

User ID: jd12      Doe, Jane  
Email: Jane.Doe@nau.edu  
Employee ID: 1234567      [NAU Data Access Policy](#)  
   [ePASS Help](#)

**Form Messages**

	Message Text	Description	
<input checked="" type="checkbox"/>	 Security Affirmation	As the employee requesting this access to a PeopleSoft system, I have read and agreed to abide by the NAU Data Access Policy which describes my responsibilities in the ethical use of the University's data. (See link above)	

**File Attachments**      Personalize | Find | View All |  |       First  1 of 1  Last

Upload	View	Description	Attachment Id	
<input type="text" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

**Upload:** To upload a document, click the upload button.

A blank field will appear with a 'browse' button. Click on the browse button to access your files and select the correct document. The document name will then appear in the field. Click 'upload' to attach the document. Use the Description drop down box to indicate the type of document you are attaching.

*Note: Only the following file types are permitted: DOC, DOCX, GIF, JPEG, JPG, PDF, TIF, TIFF, XLS, XLSX. The file name cannot be any longer than 60 characters.*

**File Attachment** ? Help

C:\Users\kdp27\Desktop\Doc 1.docx



**If necessary, use the 'Add File Attachment' to upload additional files.**



## Submit Role Security Form

Step 3 of 3: Finalize Form

---

User Info

User ID:	dt534	Tarango, Daniel
Email:	pctest.Daniel.Tarango@nau.edu	
Employee ID	5111913	<a href="#">NAU Data Access Policy</a> <a href="#">ePASS Help</a>

Form Status

eForm ID: 192564

**You have just SUBMITTED this form. This action passed the form to Supervisor Level Approver for further processing.**

Process Visualizer

  
 1:  
Tarango, Daniel  
(dt534)

>

  
 2: Supervisor  
Level  
Approver

>

  
 3: Integration  
Broker

>

  
 4: System

↻

[Who can work this form?](#)  
[Go To Worklist](#)  
[View This Form](#)  
[Go To ePASS Home Page](#)

**Who can work this form:** This link will display a pop-up window with the information of the current approver(s).

**View This Form:** Use this link to view the details of the form in 'read only' mode and to see the approval status of the form

**For more information on viewing a security form please see the 'Approver View' training document.**

**After submitting the request, the following steps will take place:**

1. The employee/affiliate will get an email with a link to confirm the request.
2. Data steward(s) and/or other reviewers will approve the request.
3. After all approvals are complete the system will automatically assign the security.
4. You and the employee/affiliate will get an email stating that the security has been approved and assigned
5. If the request is denied or recycled you will receive an email with a link to update, withdraw or view your request.