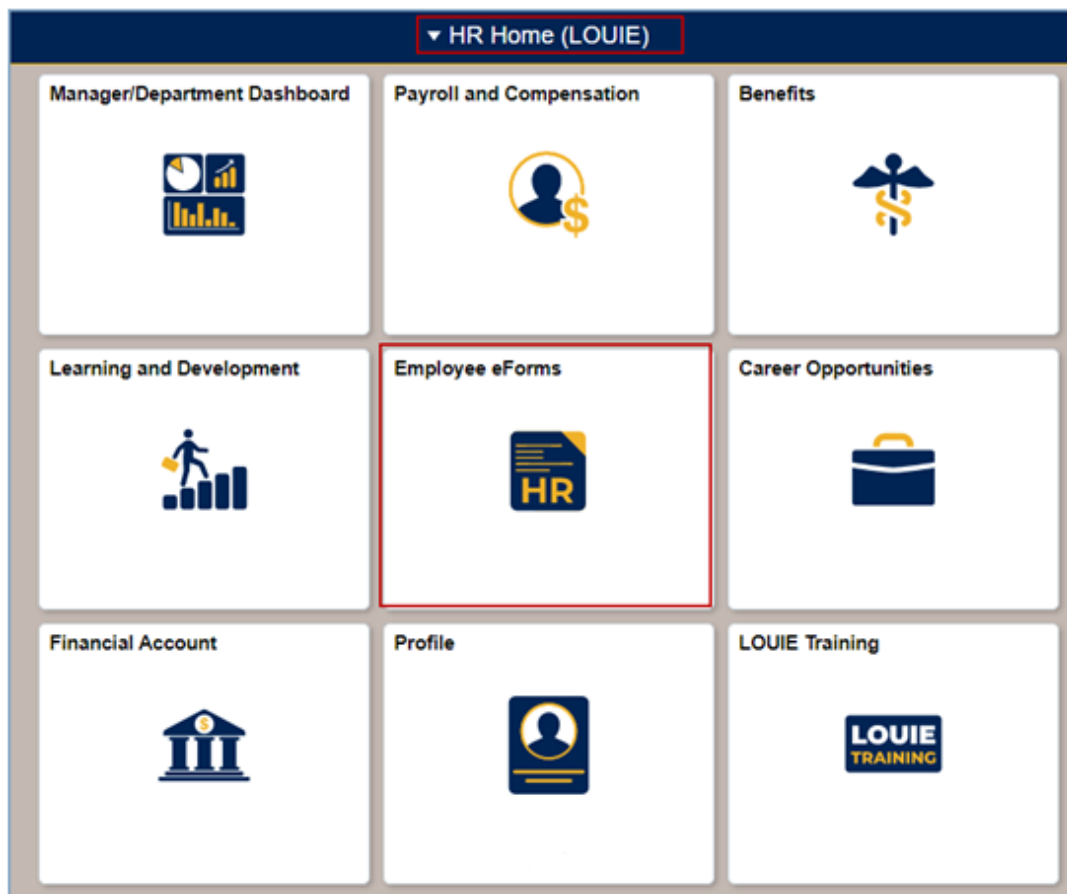


Employee/Affiliate Self Service View

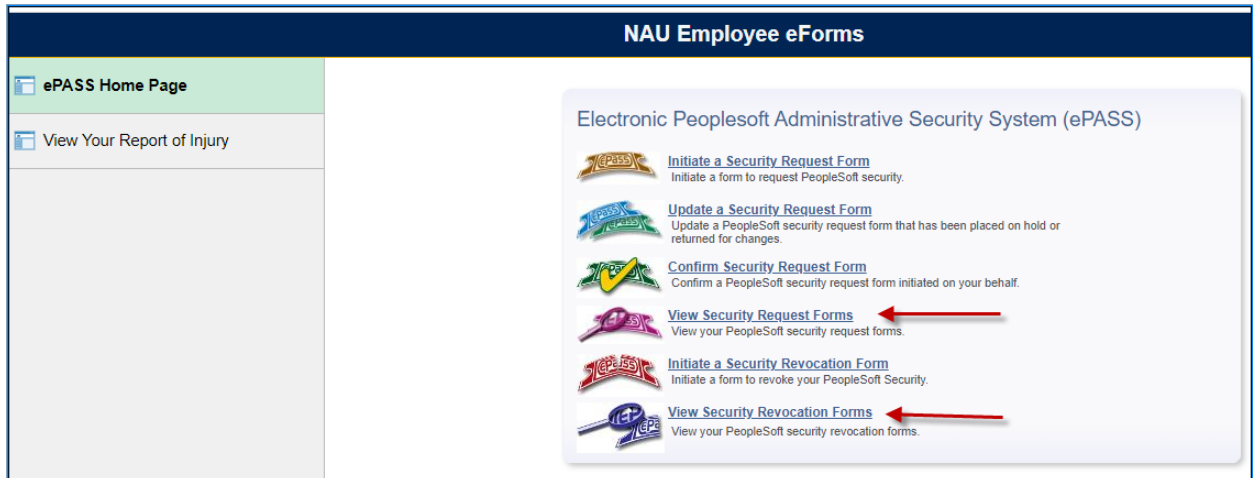
View a Security Request Form:

Log into LOUIE HR and select the HR Home Page, click on the Employee eForms Tile.

LOUIE HR link: <https://hr.peoplesoft.nau.edu/>

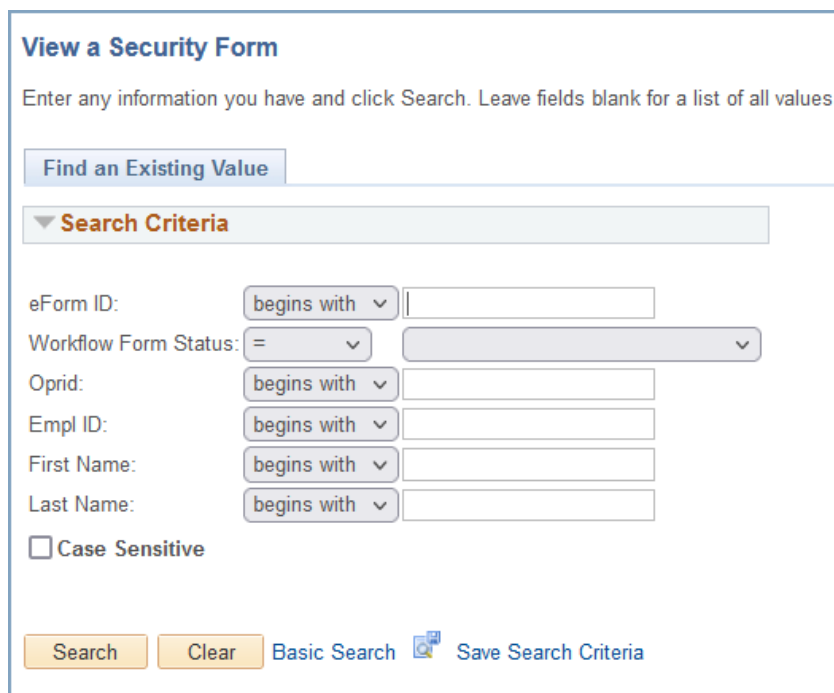


On the ePASS Home Page, depending on what type of form you would like to view (request or revoke), select – 'View Security Request Forms' or 'View Security Revocation Forms'.



The image shows the NAU Employee eForms Home Page. On the left is a sidebar with links: 'ePASS Home Page' and 'View Your Report of Injury'. The main content area is titled 'Electronic Peoplesoft Administrative Security System (ePASS)'. It contains several links with icons: 'Initiate a Security Request Form', 'Update a Security Request Form', 'Confirm Security Request Form', 'View Security Request Forms' (highlighted with a red arrow), 'Initiate a Security Revocation Form', and 'View Security Revocation Forms' (highlighted with a red arrow).

A search menu will open to allow you to search for all of your security forms.



The image shows the 'View a Security Form' search menu. It has a title 'View a Security Form' and a subtitle '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' section contains several search fields: 'eForm ID:' with a 'begins with' dropdown and a text box; 'Workflow Form Status:' with an '=' dropdown and a list dropdown; 'Oprid:' with a 'begins with' dropdown and a text box; 'Empl ID:' with a 'begins with' dropdown and a text box; 'First Name:' with a 'begins with' dropdown and a text box; and 'Last Name:' with a 'begins with' dropdown and a text box. There is also a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

Enter any information you have that will narrow the search. If you leave all the fields blank, you'll see all of your forms.

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

Search Results						
View All			First 1-5 of 5 Last			
eForm ID	Workflow Form Status	Empl ID	Name	First Name	Last Name	
62807	Executed	1234567	Jane Doe	JANE	DOE	
62810	Part Apprv	1234567	Jane Doe	JANE	DOE	
62809	On Hold	1234567	Jane Doe	JANE	DOE	

Click on the form you want to view and it will open in read only mode. (The example below is an ePASS request form. An ePASS revoke form will look slightly different.)

Any items being requested/changed/revoked on a form will be highlight in yellow.

View Role Security Form

Step 1 of 4: View Role Security

User Info

User ID: jd12 Doe, Jane

Email: Jane.Doe@nau.edu [NAU Data Access Policy](#)

Employee ID 1234567

[Instructions for Requesting Administrative Access to LOUIE, HR and PS Financials.](#)

Form Data

FERPA Completed 04/15/2013

FERPA Tutorial eForm ID: 121598

JOB

Selected	Department	Department Description	Position Number	Position Description	Status
1 <input checked="" type="checkbox"/>	11320	Graduate College	00002527	Administrative Assistant	Active

Please give a brief explanation of the business requirement for the access being requested.

Business Need Access to view ePARs for the Graduate College

Row Security Permission List **DP11320**

Primary Permission List PPSFGC00

Granted Roles

Role Name	Requested Action	Approval
1 NAU_HR ePAR Viewer	Grant	<input checked="" type="checkbox"/>
2 NAU_SF Other Departments	Unchanged	<input checked="" type="checkbox"/>
3 NAU_SR Academic Advisor	Unchanged	<input checked="" type="checkbox"/>

System Roles

1 NAU_LS Advisor
2 NAU_LS Completed FERPA
3 NAU_LS Employee Role
4 NAU_LS Environmental Alerts
5 NAU_LS HR ROA Initiator
6 NAU_LS ePASS Initiator

Next >>

Cancel

3 | Page

Continue through the form clicking 'Next' to get to the Form Comments screen.

Step 2 of 4: Form Comments

User Info

User ID: jd12 Doe, Jane

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

Form Messages

	Message Text	Description	Message Comment
<input type="checkbox"/>			

Comments


Comment History:

**Smith, John F
 ** Tue, Jul 114, 03:46:20PM
 As requested, training completed
 06/30/14.

Comments are display on this page and, on the revoke form, attachments can be opened. Continue through the form clicking 'Next' to get to the Form History screen.

Next Approving RoleName: NAU_LS Employee Role → [Who can work this form?](#)

Process Visualizer



1: Phalan, Kathleen Deanne (kdp27) (1 minute)

>



2: NAU_LS Employee Role

>



3: NAU_LS Employee Role

>



4: NAU_SC ePASS EC Approver

>



5: NAU_SC Data Steward

>



6: Integration Broker

>



7: System

Transaction Log

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	03/19/2013 4:16:28PM	NAU_LS Employee Role	kdp27	Phalan, Kathleen Deanne	Hold	On Hold
2	03/19/2013 4:17:47PM	NAU_LS Employee Role	kdp27	Phalan, Kathleen Deanne	Resubmit	Pending

Who can work this form? Click to see a list of those who are authorized to take the next action (if any) on the form. It will also provide an active link to their email address.

Process Visualizer: This will show where the form currently is in the approval process. The green check marks are completed steps. The blue outlined step is where the form currently is in processing. The green, wavy arrow indicates that this step in the process is being skipped because it is not required for your security request. The grayed out items are steps that still need to happen.

Transaction Log: This will provide details of who has taken different actions on the form throughout the process.

Cancel: Click to go to the ePASS Home Page.