

# Employee Initiated Security Request Form

## **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 Campus and LOUIE HR role descriptions go to the [LOUIE Reference Sheet](#)
  - To view Louie 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 HR and select the HR Home Page, click on the Employee eForms Tile.

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

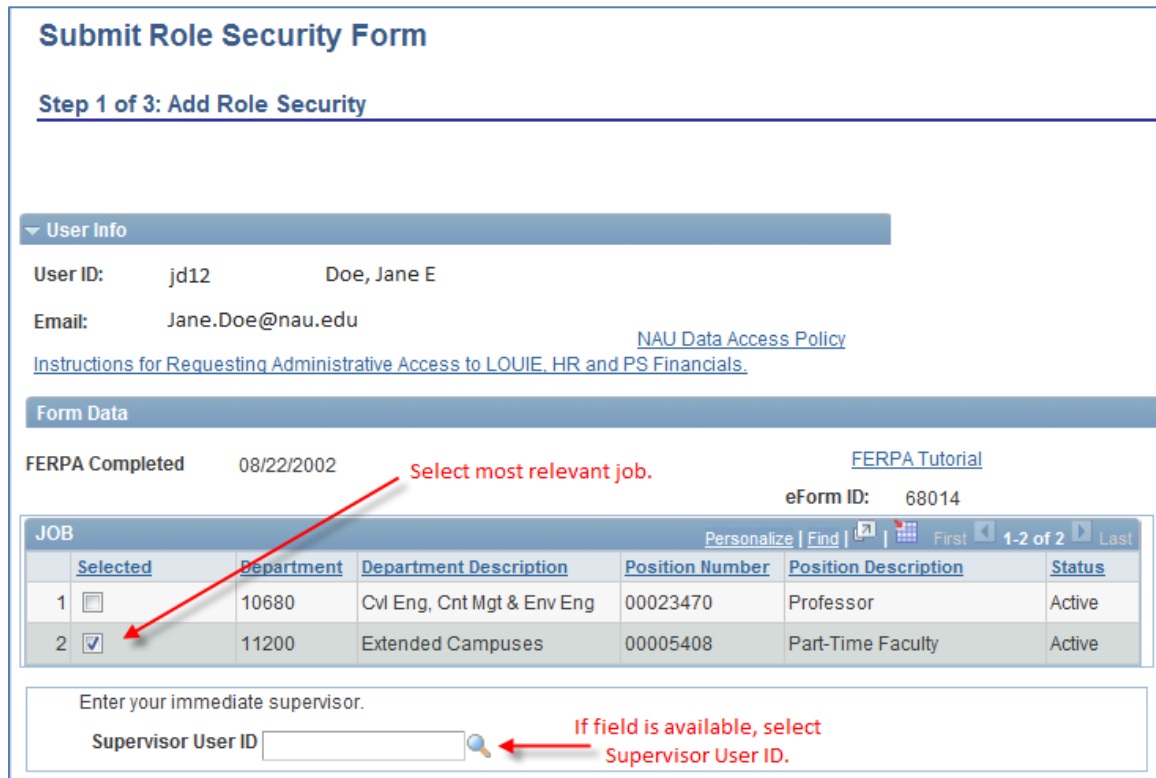


On the ePASS Home Page, Select – ‘Initiate a Security Request Form’



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

If FERPA has been completed and there are no other security request forms in progress, the form will display your information (User ID, Name, Email Address, Job information, etc.).



The screenshot shows the 'Submit Role Security Form' page, Step 1 of 3: Add Role Security. It displays user information for Jane E. Doe (User ID: jd12, Email: Jane.Doe@nau.edu). Below this is a table of jobs. A red arrow points to the checkbox for the second job, 'Extended Campuses' (Position Number: 00005408). Below the table is a field for 'Supervisor User ID' with a magnifying glass icon. A red arrow points to the magnifying glass icon with the text 'If field is available, select Supervisor User ID.'.

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

**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 your immediate supervisor. You can also click on the magnifying glass lookup to select your supervisor by first or last name.

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 you need to enter and approve time or enter leave usage for employees check the appropriate boxes.

**Department:** This field will display to enter the departments you 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.*

## **Security Roles:**

The screenshot displays a web application interface for managing security roles. It consists of two main sections: 'Request Security' and 'Currently Assigned Administrative Security'. The 'Request Security' section has a header with 'Personalize | Find | [Grid Icon] | [Print Icon] | First 1 of 1 Last'. Below the header is a table with one row and one column labeled 'Role Name'. The row contains a search input field with a magnifying glass icon and a '+' button. A red arrow points to the magnifying glass icon. The 'Currently Assigned Administrative Security' section has a header with 'Personalize | Find | [Grid Icon] | [Print Icon] | First 1-6 of 6 Last'. Below the header is a table with six rows and one column labeled 'Role Name'. The rows contain the following text: '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', and '6 NAU\_SF Customer Acct Comments'. A red arrow points to the '+' button in the 'Request Security' section. Below the sections are two buttons: 'Next >>' and 'Cancel'.

**Request Security**

Role Name
1 <input type="text"/>

**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

Enter the name of the role being requested or use the magnifying glass lookup to search.

To add more than one role, use the '+' button

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

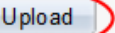


[NAU Data Access Policy](#)  
[ePASS Help](#)

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
1 		<input type="text"/>	


Add File Attachment

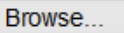
**Upload:** To upload a document, click the upload button.



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 the Form:

### 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	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>		<input type="button" value="Delete"/>

Add File Attachment

Comments

Your Comment:



Comment History:

<< Previous

Submit

Hold

Cancel

Everyone requesting access to an NAU system must read and abide by the NAU Data Access Policy. To read the policy click on the NAU Data Access Policy link.

**Form Messages:** All form messages must be acknowledged (check the box) before the form can be submitted.

**Comments:** Make any comments that may be helpful for any approvers. Be aware that comments become part of the permanent record and cannot be removed.

**Submit:** Click if the security request is complete and are ready to submit for approval. Once a form has been submitted, it cannot be withdrawn or updated unless recycled by an approver.

**Previous:** Click to return to the previous page.

**Hold:** Click if you are not done with the form and would like to come back to it before submitting.

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

## Submit Role Security Form

Step 3 of 3: Finalize Form

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User Info

User ID: dt534 Tarango, Daniel

Email: ptest.Daniel.Tarango@nau.edu

Employee ID 5111913

[NAU Data Access Policy](#)  
[ePASS Help](#)

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

```

graph LR
    1[1: Tarango, Daniel (dt534)] --> 2[2: Supervisor Level Approver]
    2 --> 3[3: Integration Broker]
    3 --> 4[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 'Employee /Affiliate View' training document.**

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

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