

**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 their manager and sent to the CMS Security Group (zip 0042). *Note: This is a two-page document with required information on both pages.*

**Confidentiality of Records**

All system access is provided for official business of San José State University. Any other use of this information may violate one of the following: San José State University Academic Senate 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.

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 the University and/or imprisonment. Further, university 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 setup 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:	
Manager:	Manager Email:	Manager Phone:	

**Requestor Agreement**

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

(Employee Signature/Date Signed)

**Manager Approval (MPP Only)**

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

(MPP Signature/Date Signed)

## Access Request – Check Requested Items

Access will only be granted if the proper CMS 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 and Student Administration functional leads, has the final signoff on the access that should be granted.

<p><b>FINANCE</b>          ProCard Reconciliation (FNOL03)          Cognos          Query Run Only          Receipts &amp; Inspections (FNOL02)          End User Rpts &amp; Proc (FNOL01)</p> <p><b>FINANCE WEB COMPONENT</b>          HR Expense Adjustment (HR8015)          Web Requisitions (FWCOL4)          Web Requisition Approver          Web Vouchers (FWCOL5)          Web Voucher Approver          Transfer (GL002)          Transfer Approval *          Travel Reimbursement (FWCOL3)</p> <p>* Supplemental approval memo from manager required for this access.</p>	<p><b>HUMAN RESOURCES</b>          Absence Timekeeper (AM001)          Department User (HCM001)*          Faculty Processing (HR8002)          HR Contact **          Query Run Only          Time Approver (HROL18/HR8018)          Dept Recruiting Process (RW003)</p> <p>* Requires additional approval by Human Resources.          ** Access for specific users at the Dean/AVP Level. Requires approval from HR.</p>	<p><b>STUDENT ADMIN *</b>          Academic Advising          Admissions          Financial Aid          Messaging (MSGOL1)**          Query Run Only          Student Financials View (SF007)          Student Records          Service Indicator Access</p> <p>*Access to student data requires additional approval from Enrollment Services or the Bursar's Office.          **Additional policy form required.</p>
Additional Information (please identify the functionality you require access to if it is not listed above):		

## 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: