Forms:
Like all CUNYfirst security access request forms the Campus Solutions form can be found at https://security.cuny.edu. This is a required form to gain access to the PeopleSoft system, and must be requested by the employee’s manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.

Workflow:
The work flow is design to help you identify where the form needs to go. This is not a how to on what to fill out. You should have received training on how the Campus Solutions module works before filling out one of these forms. Contact the CUNYfirst Central website for training information or get in touch with the CUNYfirst subject matter expert for the Campus Solutions module.

Form Information:
The form is 6 pages long currently and of critical note is to provide your empID, and get it properly signed. Review this workflow to see who needs to sign off on this form.

Signature:
The employee requesting the role
The supervisor requesting the role for the employee
The Business Owner of Student Records (Registrar)
The Business Owner of Student Financials
The Business Owner of Financial Aid
The Business Owner of Admissions

Helpful Tip:
The Registrar’s office has the most experience with the roles on the form. They are the source for answers to questions regarding specific roles. They can escalated to Central is needed.