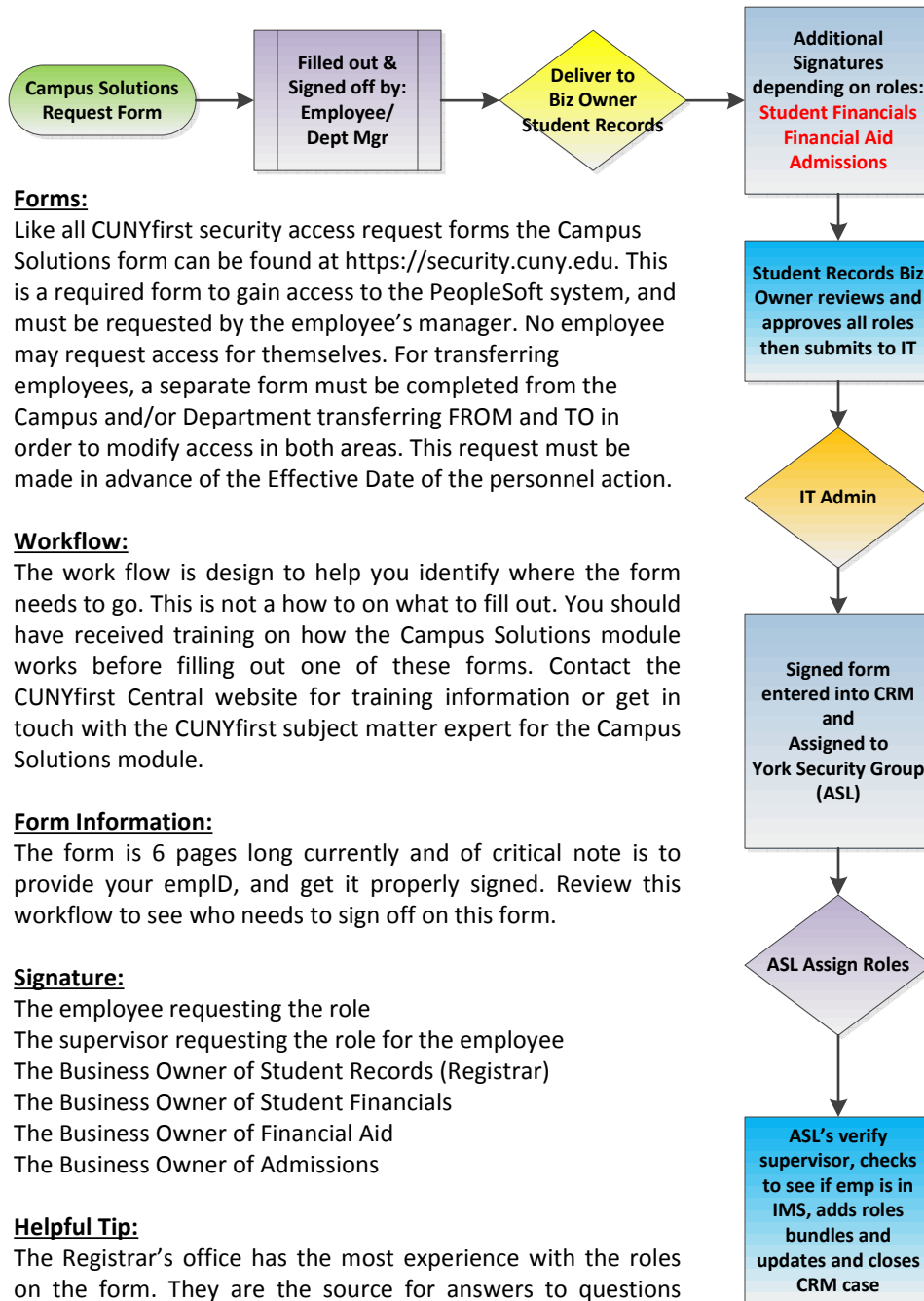


Campus Solutions Work Flow



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 emplID, 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 be escalated to Central if needed.



CUNYfirst Campus Solutions User Access Request Form - Production

Please note: This form is required in order to request access to the CUNYfirst system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant 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.

EMPLOYEE INFORMATION SECTION (Please Print) :		
Last Name:	First Name:	MI:
CUNYfirst (Empl ID) *:		
Job Title:		
<input type="checkbox"/> Full time <input type="checkbox"/> Part time If you are a student, please specify college:		
<input type="checkbox"/> * Check here if you do NOT have a CUNYfirst User ID & if this is a NEW request for a CUNYfirst User ID (leave CUNYfirst User ID blank)		
Business Unit / Campus:		Dept / Office:
Work Phone:		Ext: CUNY email address:
CONFIDENTIALITY STATEMENT (must be signed by the Employee):		
I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.		
I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.		
Employee's Signature:		Date:

Action Requested (Check Only One): Add Access Revise Existing Access Delete Access

Add Delete		Common Roles	Add Delete	Self Service Roles	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Common	Assign to all CG users with the exception of Self-Service users.	<input type="checkbox"/> CU CS SS Advisor	Access to the student advisement center.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSS_Student_Srvcs_Center	Assign to administrative staff who need to view info about a student via Student Services Center.	<input type="checkbox"/> CU CS SS Instructor	Access to CG Instructor (Faculty) self-service.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSS_StudCenter_FinPages	Adds Financial Pages to Student Services Center.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_CommonStudRecPagesView	Adds View Only access to common Student Record pages.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSF_CommonSFPagesView	Adds View Only access to common Student Financial pages.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Student_Inquiry	Grants inquiry access to selected Student information.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Student_Inquiry_DOB	Allows users with the CU_CSCS_Student_Inquiry role to view full Date of Birth.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Student_Inquiry_SSN	Allows users with the CU_CSCS_Student_Inquiry role to view full Social Security Number.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Student_Inq_Cur_Term	Grants inquiry access to selected Student information in the current term and all future terms.		
<input type="checkbox"/>	<input type="checkbox"/>	CU_Query_Run	Run and view queries using Query Viewer		
Add Delete		SR - Faculty Workload Roles	Add Delete	SR - Class Schedule / Course Catalog Roles	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Administer_Fac_Wkld	Add, and faculty assignment types and Instructor assignment class.	<input type="checkbox"/> CU_CSSR_Administer_Crse_Catalog	Add, and print course catalog; add, and enroll req; view enroll req summary; and class sched.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Coord_Faculty_Workload	Access to run Instructor/Advisor reports; and Instructor/Advisor Table; and Instructor schedule	<input type="checkbox"/> CU_CSSR_Admin_Crse_Catalog_VIEW	Administer Course Catalog - View Only
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Faculty_Workload_Rpts	Access to Run Faculty Workload Reports	<input type="checkbox"/> CU_CSSR_View_Course_Cls_Setup	View Course / Class Setup; view enrollment requirements; and existing Student groups
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_View_Faculty_Workload	Access to View Faculty Workload - View Only	<input type="checkbox"/> CU_CSSR_Class_Schedule	Add, and class sched; run class notes/exam code reports; add class notes, exam codes, and global notes tables.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Update_Instrctr_Wkld	Access to update Instructor Workload	<input type="checkbox"/> CU_CSSR_Administer_Class_Sched	Add, and class sched; run class notes/exam code reports; add class notes, exam codes, and global notes tables.
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Instructor_Advisor	Update/display the Instructor/Advisor Table	<input type="checkbox"/> CU_CSSR_Class_Maintainer	Create class waitlists, permissionize and enrollment blocks; process mass enrollments
				<input type="checkbox"/> CU_CSAD_PreReq_View	View Only access to configured prerequisite rules
				<input type="checkbox"/> CU_CSSR_Roll_Curriculum_Forward	Roll Curriculum Forward
				<input type="checkbox"/> CU_CSSR_Administer_Term_Setup	Administer Term Setup, Term/Session and Academic Calendar
				<input type="checkbox"/> CU_CSSR_Combined_Sections	Update/display sections combined table