

**Cleveland State University**  
**REQUEST FOR AUTHORIZATION TO ACCESS PEOPLESFT QUERY/TABLES**  
**Incomplete forms will not be processed.**

Name \_\_\_\_\_ Campus Phone \_\_\_\_\_ ID \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

*INSTRUCTIONS TO SUPERVISOR*

**Purpose**

This form is to be used to request permission to run PeopleSoft Query. The information collected in Section A is used to determine the user profile that should be assigned to the individual requesting access. Information collected in Section B is used to determine the training required for the person requesting access. Information documented in Section C is used to establish the appropriate security settings for the individual.

**Steps**

1. **Complete the top of the form**, which asks for your name, department, etc.
2. **Complete Section A** by describing thoroughly the information your employee needs to access. Do not indicate that access is to be like another named employee. This form must state the information accessed. If you have questions, please contact the Data Custodian for the module in question. Get all signatures, including that of your Vice President.

<b>Admissions:</b>	Janet Stimple, Rob Spademan
<b>Student Records:</b>	Janet Stimple, Nina Cooke, Kevin Neal
<b>Financial Aid:</b>	Pat Mitchell, Rachel Schmidt, Anne Coburn
<b>Student Financials:</b>	Joe Wegrzynowski, Veronica Herschbach
<b>Human Resources (All Modules):</b>	Hema Weerasuriya, Robinette Hodges
<b>Financial (All Modules):</b>	Annie Hanks, Brian Cook, Amy Petrus

3. This form must be forwarded to the appropriate data custodian(s) for approval (see module list above). If approved, the Data Custodian(s) will complete Sections B and C and then forward this form to the appropriate IS&T Director. If not approved, the Data Custodian will contact you.
4. If approved by the IS&T Director, s/he will forward the request to the Security Administrator in IS&T for processing.
5. If you want to know the status of your PeopleSoft access request, please contact the Data Custodian first.

*Complete Section A and forward to Data Custodian*

**SECTION A – ACCESS REQUESTED**

I need access to Course Schedule Reports (skip next three questions)

1. Describe the information you require for query and reporting purposes (list tables or fields):

2. Describe your responsibilities as they relate to the information requested:

3. Describe the level of training you have had in using query tools (specifically PeopleSoft query):

*... Continued on back*

Employee Name \_\_\_\_\_

ID \_\_\_\_\_

I acknowledge the right granted by the University to access University records. I understand that this information is protected by various state and federal laws (FERPA, HIPAA, etc.) and access is governed by the Cleveland State University's *Technology Resource General Policy* and *Technology Policies*. I will insure that all the applicable provisions of the laws are obeyed. Access will be limited to a 'need-to-know' basis and under no circumstances will I release information unless I am the authorized University official responding to a public records request.

As Supervisor, I understand that violations of confidentiality, security, or breaches of security access (including any inappropriate usage) of which I am or reasonably should have been aware by any listed person reporting to me will subject me to disciplinary and/or legal sanctions as set forth in University policy.

As Employee, I understand that violations of confidentiality, security, or breaches of security access codes will be subject to disciplinary and/or legal sanctions as set forth in University policy.

Disciplinary sanctions may include dismissal from my position at the University if the violation results from or in any way relates to negligence or other unsatisfactory performance of my job responsibilities including the implementation/management of the Policy of Appropriate Use of University Computing Resources and the Information Security Policy.

**I agree to comply with all institutional policies regarding the security and proper use of the information requested and I hereby acknowledge that I have received and read the *University Information and Technology Resources General Policy*.** I am aware that Human Resources will provide a supplemental policy form if I am granted access to HR data.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please note: Supervisor, you are responsible for notifying Security when the employee is no longer working in your area.)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION B – TRAINING & APPROVALS (For Data Custodians & IS&T Directors only)**

Module	Date	Module	Date
Admissions _____	_____	Student Finance _____	_____
Student Records _____	_____	Human Resources _____	_____
Financial Aid _____	_____	Financials _____	_____

Query Access Group(s) Approved \_\_\_\_\_ Database Instance(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions:

**Training required before access is provided**

**Data Custodian:**     - None     - Course Scheduling Reports  
                                  - HR Query     - Student Query     - \_\_\_\_\_

**DATA CUSTODIAN** – Please forward this to the appropriate IS&T Director:  
Admissions, Student Records, Financial Aid, Student Finance - John Walsh, IS&T, KB 1428E  
Human Resources, Financials - Bill Shepard, IS&T, RT1104

IS&T Director Approval: \_\_\_\_\_ Date \_\_\_\_\_

**SECTION C – COMPLETION RECORDED (for IS&T only)**

**SECURITY:**    Training notified of required exercises/classes    Date: \_\_\_\_\_

Exercises completed:

- Course Scheduling exercise – advised by \_\_\_\_\_ Date \_\_\_\_\_  
 - Query Basics Class – advised by \_\_\_\_\_ Date \_\_\_\_\_

Security Provided to employee

By: \_\_\_\_\_ Date: \_\_\_\_\_