

Cleveland State University
REQUEST FOR 2 TIER ORACLE ACCESS TO PEOPLESOFT

Incomplete forms will not be processed.

Name _____ Campus Phone _____ CSU ID _____

Title _____ Department _____

Supervisor's Name _____ Supervisor's Phone _____

SECTION A – ACCESS REQUESTED

Record below which data access profile you are requesting view access for (e.g., PS_COMMON_READ, PS_HR_READ), or if you are not certain what profile you need, please contact the data custodian of the data you wish to access and have that person help determine the access profile:

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 Resources 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: the Supervisor is responsible for notifying PeopleSoft Security when the employee is no longer working in the listed department or when any information in Section A changes.)

Employee Signature _____ Date _____

Name _____ ID _____

SECTION B - APPROVALS

Module	Date	Access Profile	DB Instance
Campus Community	_____	_____	_____
Admissions	_____	_____	_____
Student Finance	_____	_____	_____
Student Records	_____	_____	_____
Financial Aid	_____	_____	_____
Human Resources	_____	_____	_____
Financials	_____	_____	_____
IS&T Director	_____	_____	_____
Security Assigned By: _____		Date: _____	

INSTRUCTIONS

Purpose

This form is to be used to request permission to view Oracle tables contained in the PeopleSoft applications as implemented for CSU. The information collected in Section A is used to determine the 'data access profile' that should be assigned to the individual requesting access. Information documented in Section B is used to establish the appropriate security settings for the individual.

Steps

-**Complete the very top of the form** which asks for your name, department, PeopleSoft ID, etc.

-**Complete Section A** by listing the access profiles you wish to access and if none are available, describe as thoroughly as possible the tables you need access to. If you have questions, please contact the Data Custodian for the module in question.

- Admissions:** Janet Stimple, Nina Cooke, Cristina Wayton
- Student Records:** Janet Stimple, Nina Cooke, Kevin Neal
- Financial Aid:** Rachel Schmidt, Michael Mathews, Corey Moore
- Student Financials:** William Caraballo, Veronica Herschbach
- All of Human Resources:** Patricia Baszuk, Hema Weerasuriya
- All Financial Modules:** Holly Elliott, Kathleen Murphy
- Campus Community:** Human Resources, Admissions, Student Records
- SEVIS:** Wendi Kramer
- Campus411:** Tom Collins
- Student Health Ins:** Eileen Guttman

-**Get your Supervisor's signature** and then sign the request.

-**Forward this form to the appropriate Data Custodian** (see module list above) for approval. The Data Custodian will complete Section B and then forward this form to the Security Administrator in IS&T for processing.