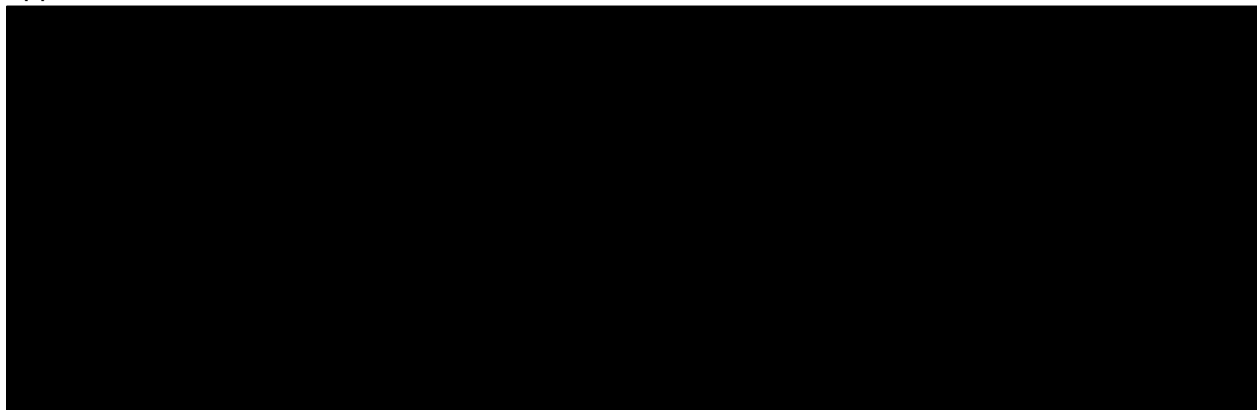


Employees – PeopleSoft Student Administration System Security

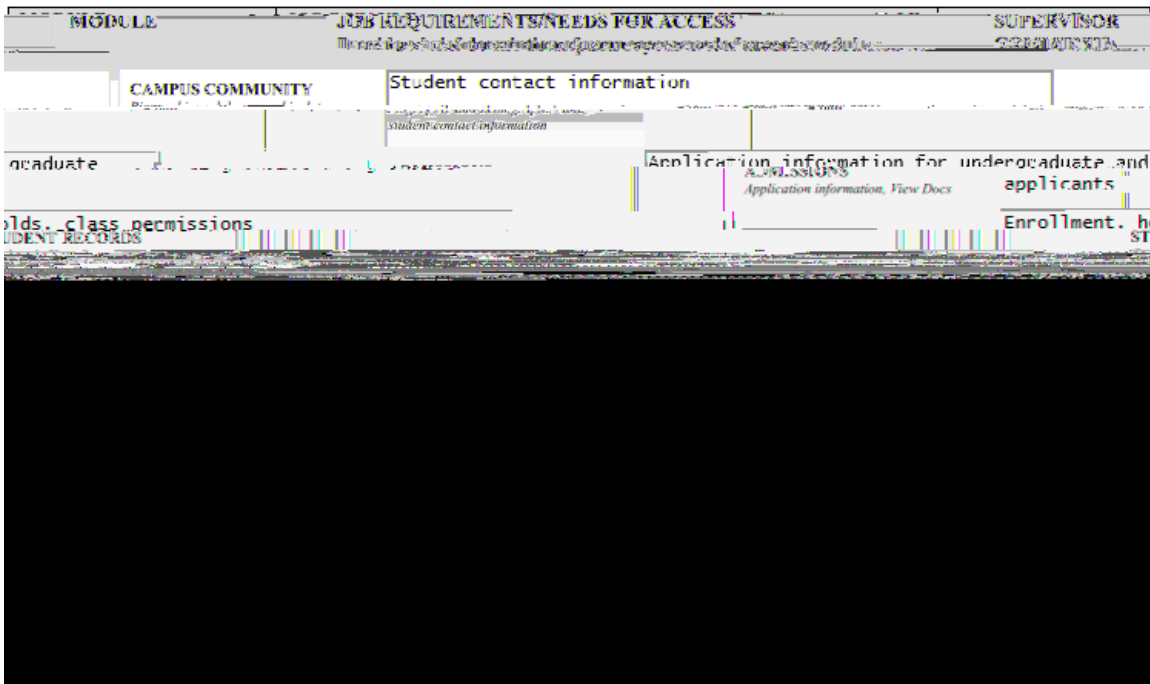
Step 2: Click the checkbox to agree to use electronic records and signatures and then click “Continue”.



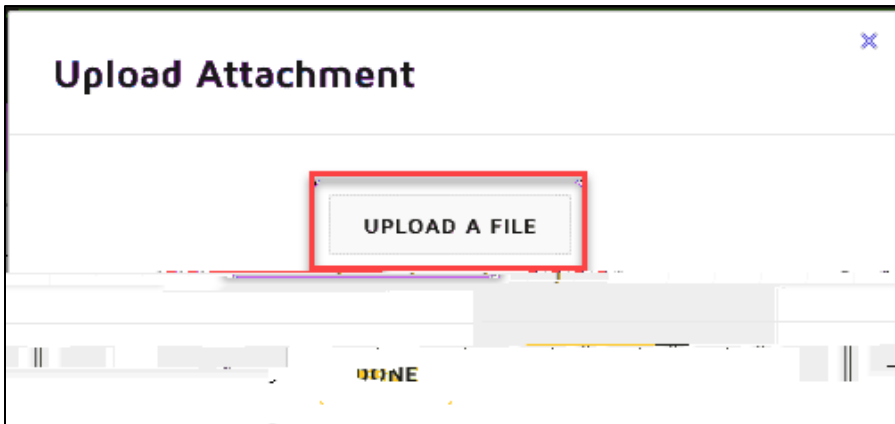
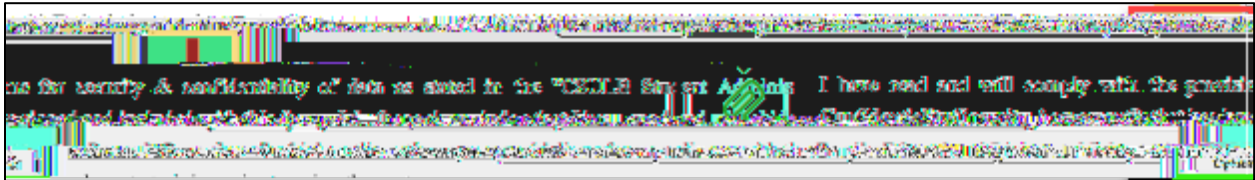
Step 3: Fill out all the required fields as indicated by the red boxes. Under Employee Status, a box should be checked to indicate if the requestor is Permanent Faculty/Staff or Temporary Faculty/Staff. Temporary Faculty/Staff should indicate an Appointment Start Date and Appointment End Date.



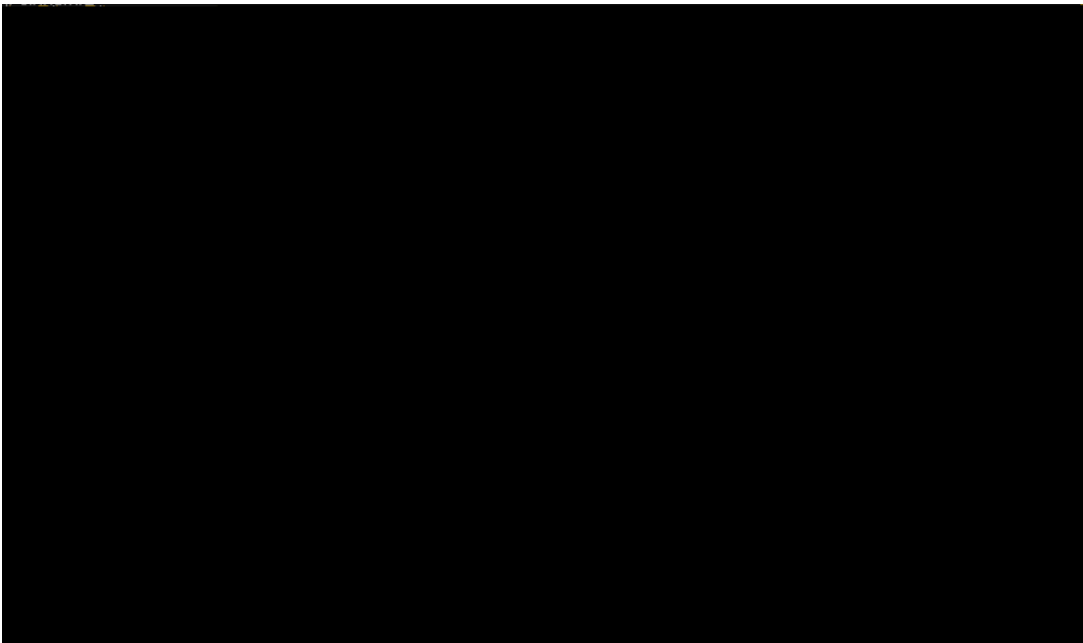
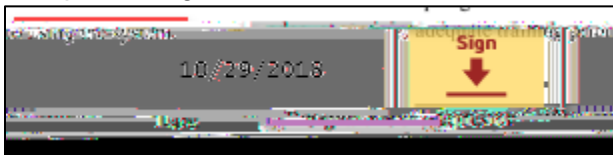
Step 4: Fill out the Job Requirements/Needs for Access sections to indicate what access is being requested. Examples of access granted by each Module can be found in the left column.



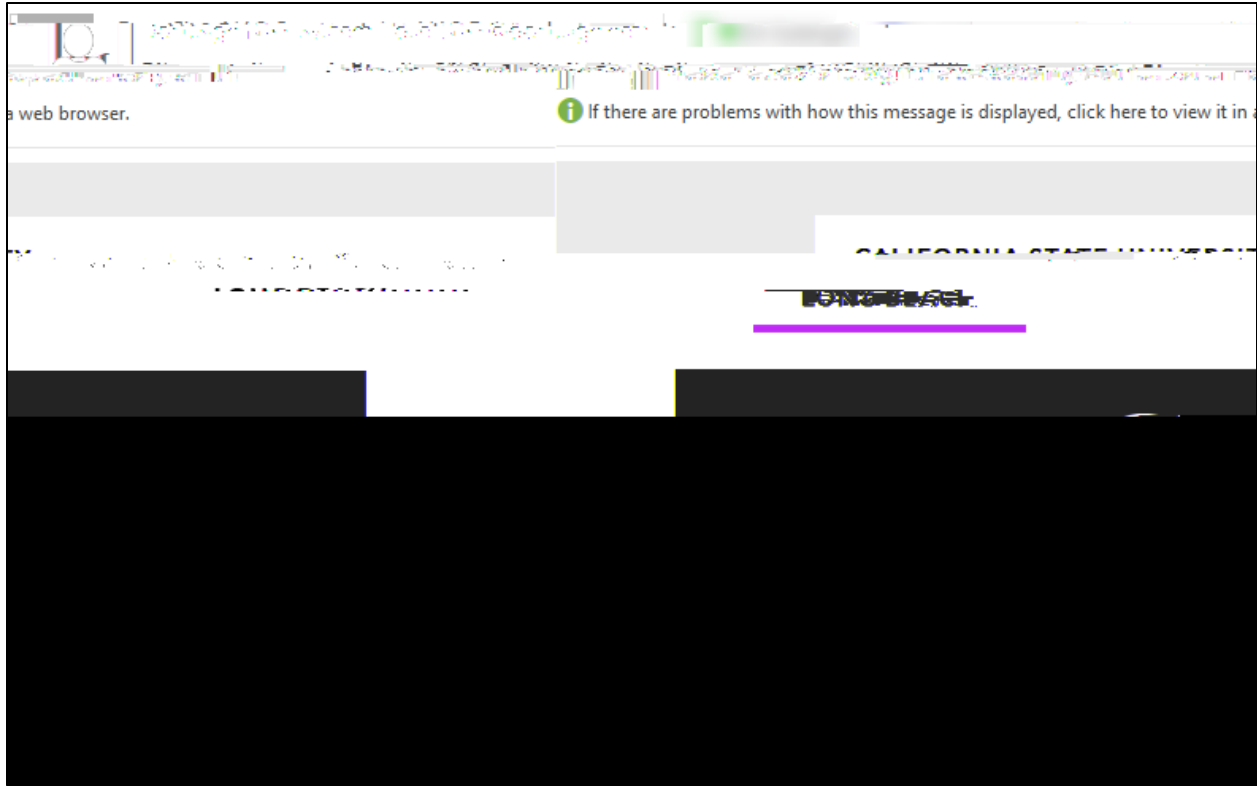
Step 5 (optional): If the requestor would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 6.



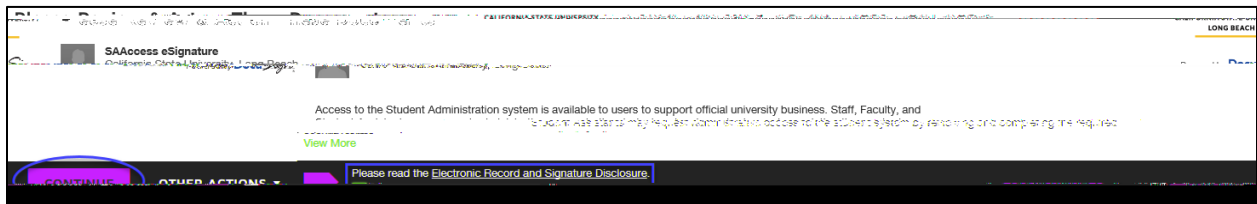
Step 6: Click "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.



Step 7: Click “Finish” when done signing.



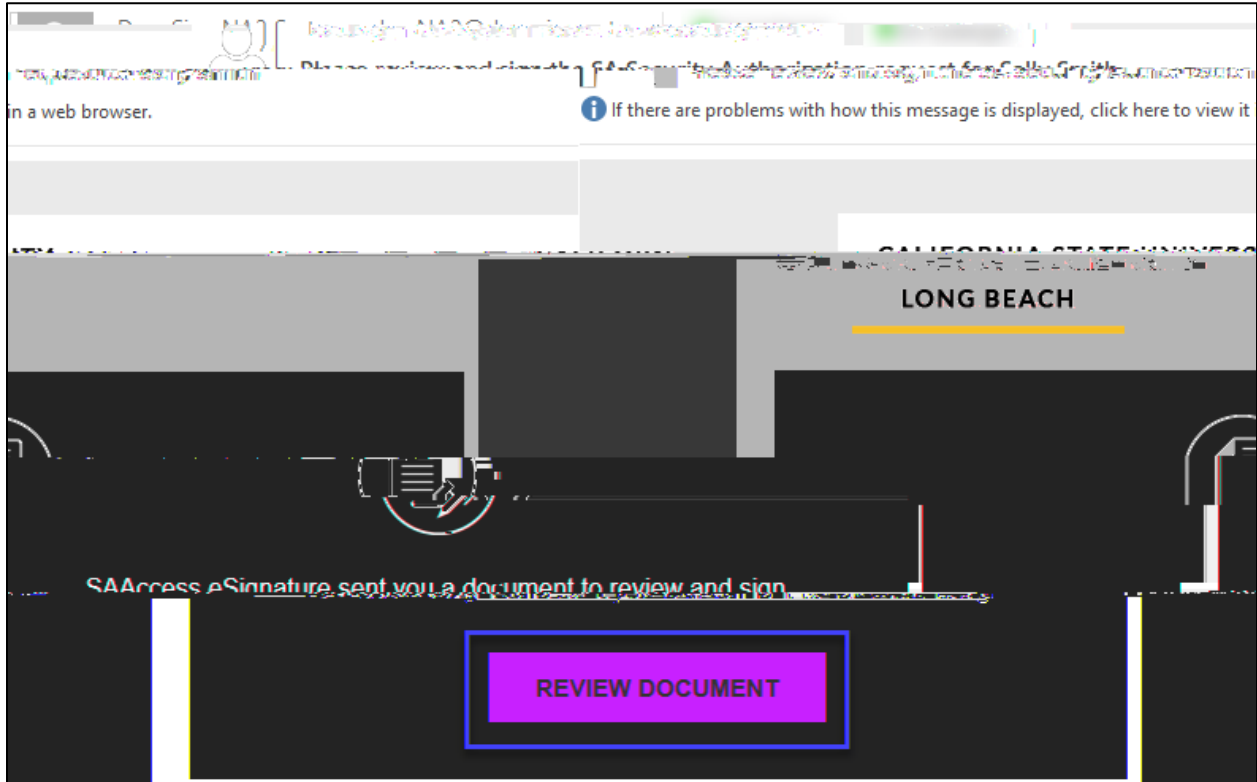
Step 2: Click the checkbox to agree to use electronic records and signatures and then click "Continue".



Step 3: Review the request made by the requestor for accuracy. If you would like to add some additional notes or clarification (optional)

Steps for Division/College Authorization

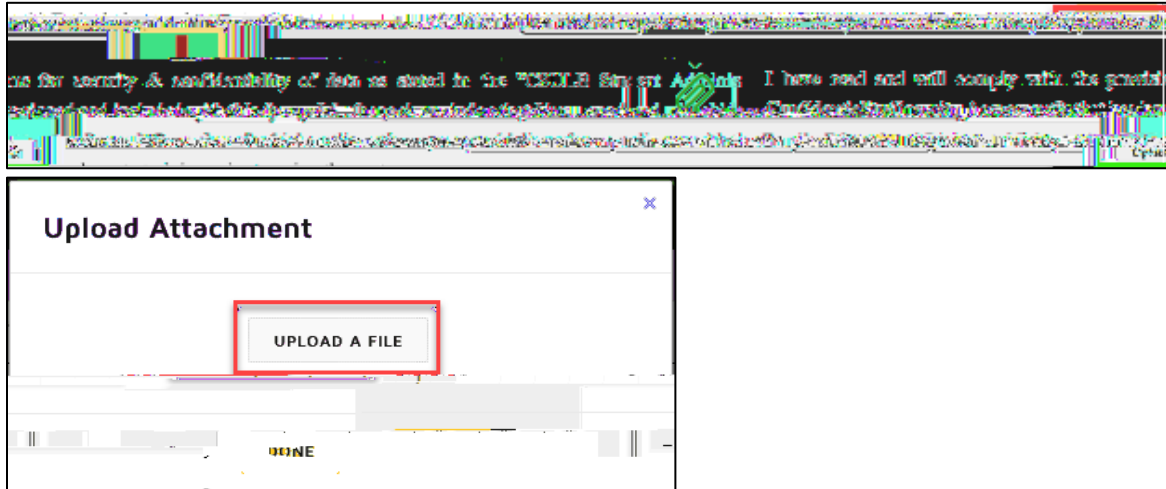
Step 1: Once the requestor's supervisor has finished signing the form, the Division/College Authorization indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click "Review Document" in the email.



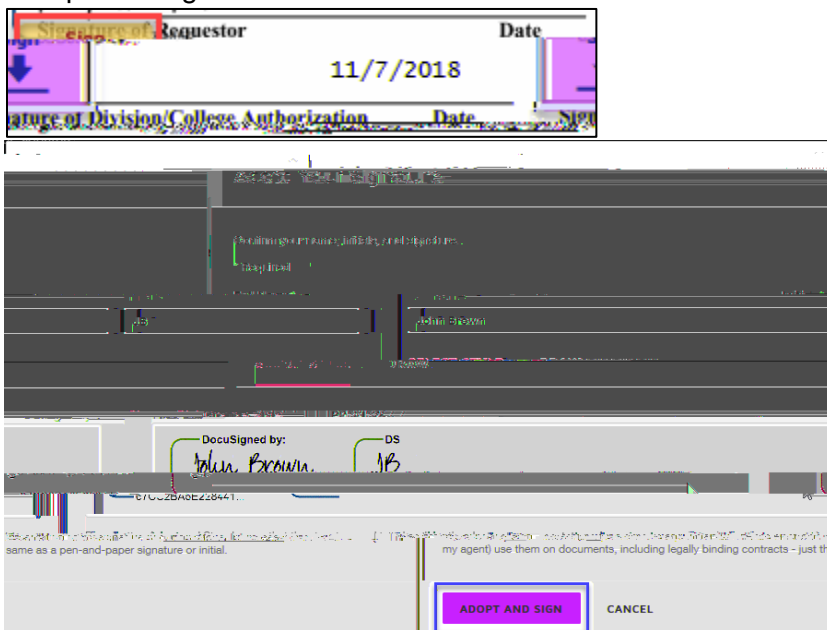
Step 2: Click checkbox to agree to use electronic records and signatures and then click "Continue".



Step 3 (optional): If you would like to attach any supplemental documents, such as a business justification, click the attachment button to upload a document. Otherwise, proceed to Step 4.



Step 4: Click “Sign” to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click “Adopt and Sign” when done.



Step 5: Click “Finish” when done signing.



The form is now complete and will route to Student Administration for processing.