

APPLICATION ACCESS REQUEST - REQUESTOR - QUICK GUIDE

INTRODUCTION

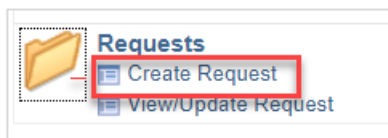
The Application Access Request module replaces paper access forms and is accessed from the myNorthridge portal. This process consists of requesting access and the approval of access. This guide is geared towards the requestor and provides step-by-step instruction on how to request access for a given module.

REQUESTING ACCESS

1. Log in to the [myNorthridge](#) portal using your CSUN user ID and password.
2. Under the **Staff** tab, in the **Information Security** pagelet, select **Application Access Request**.



3. Under **Requests**, select **Create Request**.



4. The **Create Request** page displays.

Request No.

Employee/User ID

Name

Email

Employee ID

User ID

Supervisor

Status

Effective Date

Title

Department Dept. ID

College

Division

Confidentiality Statement Signed

Data Access Signed by VP AF of Admin & Fin

Justification/Notes

Copy Roles From Other Employee

Add Role(s) View All | | First 1 of 1 Last

Application	Role Name	Description	Notes	
1	<input type="text"/>		<input type="text"/>	+ -

Delete Role(s) View All | | First 1 of 1 Last

Application	Role Name	Description	Notes	
1	<input type="text"/>		<input type="text"/>	+ -

- In the **Employee / User ID** field, enter the employee ID if known and then tab out of the field, or use the **Magnifying Glass** lookup to search by First Name, Last Name or User ID.

Request No.

Employee/User ID

- Employees may have more than one job record. Select the correct job from the list of results.

Look Up Employee/User ID

Search by: Last Name begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Employee/User ID	Name	Email Address	Title	Department	Department	College Name	Division Name
-0-E00	Reed,	reed@csun.edu	IT Senior Comm Consultant	10063	IT Communications-8280	N/A	Information Technology
-0-109	Reed,	reed@csun.edu	Receptionist	10354	Center of Achievement	College of Health & Human Dev	

- Once selected, several of the fields auto-populate with the information for that employee.

Request No.

Employee/User ID

Name

Email

Employee ID

User ID

Supervisor

Status

Effective Date

Title

Department Dept. ID

College

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Confidentiality Statement Signed

Data Access Signed by VP AF of Admin & Fin

Justification/Notes

- The **Effective Date** field defaults to the current system date. Change date if needed.

Effective Date

- In the **Justification/Notes** field, enter a justification for the access request. This field is required if the application/role requested requires justification. This will be noted when the application/role is added.

Justification/Notes

10. As the requestor, you may want to copy or clone the roles of another employee. If so, in the **Copy Roles from Other Employee** field, enter the Employee ID of the employee you want to copy roles from or use the **Magnifying Glass** lookup to use the advanced search features to find the employee.

If you do not wish to copy roles from another employee, skip to step 15.

Copy Roles From Other Employee

11. A list of results display. Select the employee from the results listed.

Look Up Copy Roles From Other Employee Help

Search by: begins with

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

User ID	Empl ID	Name

12. The employee info is added to the request. Select the **Copy Roles** button to see what roles this employee has.

Copy Roles From Other Employee

13. Use the **Plus** and **Minus** buttons to adjust roles accordingly. **Plus** to add roles, and **Minus** to remove a role. **Note:** the system copies over roles that the user does not already have. Any “like” roles will not be re-added.

Copy Roles From Other Employee

Add Role(s)				View All	First	1-7 of 7	Last
Application	Role Name	Description	Notes				
1 Portal	NRPA App Msg Administrator	NRPA App Msg Administrator	COPY FROM E00				
2 SOLAR Financials	NRPT_App_Message_Admin	NRPT_App_Message_Admin: clone	COPY FROM E00				
3 SOLAR Financials	NRFDW_SEC_E	Maintain Security - Sec Admin	COPY FROM E00				
4 SOLAR Human Resou	NRHR Verify Identification	Verify User Identification	COPY FROM E00				
5 SOLAR Security	NRSA Tech Security Adminstratr	SA-Tech Security Administrator	COPY FROM E00				
6 SOLAR Student Recor	NRSA Student Inquiry Limited	NRSA Student Inquiry Limited	COPY FROM E00				
7 SOLAR Student Recor	NRCC_POP_UPDATE_SEC	NRCC Population Update Security	COPY FROM E00				

14. Once complete, select the **Save** button at the bottom of the page to save the requests for later, or select the **Submit for Approval** button to send the requests for approval.

15. To enter roles individually, in the **Add Role(s)** section, select the **Application** dropdown menu and select an application from the available list of options.

The screenshot shows the 'Add Role(s)' form with the following fields: Application (dropdown), Role Name (text input with search icon), Description (text input), and Notes (text area). The Application dropdown is highlighted with a red box.

16. In the **Role Name** field, use the **Magnifying Glass** lookup to view a list of roles and their descriptions.

17. Review the role descriptions and select the appropriate role.

The screenshot shows the 'Look Up Role Name' dialog box. It includes a search field 'Search by: Role Name begins with', buttons for 'Look Up', 'Cancel', and 'Advanced Lookup', and a 'Search Results' table. The table has columns for Role Name, Role Description, Confidential Access, and Justification Needed. The 'Confidential Access' and 'Justification Needed' columns are highlighted with a red box.

Role Name	Role Description	Confidential Access	Justification Needed
NRPA App Msg Administrator	NRPA App Msg Administrator	N	N
NRPA Process Scheduler Maint	Portal Process Scheduler Maint	N	N
NRPA_SPEC_ACCOUNT	Special Staff Worker Acct	N	N

Note: Verify if the role is flagged for **Confidential Access** or **Justification Needed**. If marked with a Y (Yes) employee must be cleared for Confidential Access which is noted on the Create Request page.

If justification is needed, the **Justification/Notes** field must be completed by the requestor before this role can be added.

18. Enter notes into the **Notes** field if needed. This is for general notes, not for justification purposes.

The screenshot shows the 'Add Role(s)' form with the following fields: Application (dropdown), Role Name (text input with search icon), Description (text input), and Notes (text area). The Notes field and the Plus/Minus buttons are highlighted with a red box.

19. Use the **Plus** and **Minus** buttons to add or delete roles as needed.

20. Select the **Save** button at the bottom of the page to save the requests for later, or select the **Submit for Approval** button to send the requests for approval.

SPECIAL INSTRUCTIONS / ATTACHMENTS

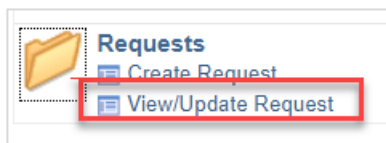
When requesting access, if special instructions are needed, you must do the following:

1. In the **Add Role(s)** section select the **Application** as you normally would.
2. In the **Role Name** dropdown menu, use the **Magnifying Glass** lookup to find the **Special Instructions** role for the application selected.
3. Select the **Attachments** icon to search for and attach the file/special instructions for the application selected.

EDITING A REQUEST

The requestor can edit a request before it has been submitted for approval. Once it has been submitted for approval, the gatekeeper or one of the other approvers are the only ones who will be able to edit and/or deny the request.

1. From the **Application Access Request** menu, select **View/Update Request**.



2. In the **Find an Existing Value** screen, if known, enter the request number into the **Request No** field, select the **Search** button, and the request will display.

Note: if the request number is not known, select the **Search** button to see all available requests, and then select from the list of results.

Find an Existing Value

▼ Search Criteria

Request No = Enter # if known, and then select the Search button.

Empl ID begins with

User ID begins with

Last Name begins with

First Name begins with

Case Sensitive If not known, select the Search button to view a list of requests.

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-15 of 15 Last

Request No	Request Status	Empl ID	User ID	Name	Created By	Created Date/time
7	In Process	00026			Tina D	06/10/2018 2:08AM
8	In Process	00902			Tina D	06/11/2018 9:17AM

- The request displays. Make the necessary changes. **Save** and/or submit the request for approval. You may also cancel the request but selecting the **Cancel** button at the top, right-hand side of the page.

Request

Request No. 64 Status Pending

Employee/User ID 0000 Effective Date 06/21/2018

Name Title Program Manager

Email @csun.edu Department Tseng College of Extended Lear Dept. ID 10262

Employee ID College Tseng College

User ID Division Academic Affairs

Supervisor (@csun.edu 818/677-6759) Confidentiality Statement Signed

Data Access Signed by VP AF of Admin & Fin

Justification/Notes

Copy Roles From Other Employee

Add Role(s) View All First 1 of 1 Last

Application	Role Name	Description	Notes
1 Portal	NRPA Process Scheduler Maint	Portal Process Scheduler Main	

Delete Role(s) View All First 1 of 1 Last

Application	Role Name	Description	Notes
1			

APPENDIX A – APPROVAL WORKFLOW

This table illustrates the approval workflow for a request.

	Approval Flow				
	Gatekeeper for the Role	Supervisor	Area Administrator	VP of Admin&Finance	Security Admin
	- can have up to 3 gatekeepers - can be self-approved	- can be self-approved - can have a delegate	- can be self-approved - can have a delegate	- required only if the role has confidential data access - required only if Confidential Data Access hasn't been signed by VP - can NOT be self-approved	- can NOT be self-approved
SOLAR Advisement	Yes	Yes	(skip if Supervisor is MPP)	Yes	Yes
SOLAR Campus Community	Yes	Yes	(skip if Supervisor is MPP)	Yes	Yes
SOLAR Financial Aid	Yes	Yes	Yes	Yes	Yes
SOLAR Admissions and Records	Yes	Yes	Yes	Yes	Yes
SOLAR Student Financials	Yes	Yes	(skip if Supervisor is MPP)	Yes	Yes
SOLAR Schedule of Class	Yes	Yes	Yes	Yes	Yes
eTravel	Yes	Yes	(skip if Supervisor is MPP)	Yes	Yes
SOLAR Human Resources	Yes	Yes	(skip if Supervisor is MPP)	Yes	Yes
Institutional Research Apps	Yes	Yes	Yes	Yes	Yes
System Admin/Security	Yes	Yes	Yes	Yes	Yes
SOLAR Financials	Yes	Yes	(skip if Supervisor is MPP)	Yes	Yes
PEP - Education/Credentials	Yes	Yes	Yes	Yes	Yes
Portal	Yes	Yes	Yes	Yes	Yes

[Application Access Workflow \(.pdf\)](#)

APPENDIX B – EMAIL WORKFLOW

This table illustrates the email notification workflow as the request is being processed.

Approval Workflow	Add	Delete	Email	
			Approve	Deny
(submit)			next approver + Requester	
Gatekeeper	x	x	next approver	Requester
Supervisor	x	x	next approver	Requester
College/Area Administrator	x		next approver	Requester
VP for Confidential Access	x		next approver	Requester
IT Security Admin	x	x	Requester / Employee / Gatekeepers	Requester

[Application Access Workflow \(.pdf\)](#)

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).