

Access Roles

The following instructions will guide you in obtaining the base-level access we recommend for ASU graduate support staff. You may not need all of these access roles, or you may need more based on your job description and duties. Consult with your supervisor about which ones you may need.

PeopleSoft Roles

Below are some typical PeopleSoft roles related to Graduate Support Staff positions. The appropriate roles are dependent on the functions the position requires. Confer with your supervisor/leadership regarding the roles appropriate for the responsibilities of your position. Input all requests simultaneously, as the requests go to many different places for review and will take longer if you submit one at a time. See the instructions below for how to check the status of the approvals. The [FERPA Tutorial for System Access](#) in Workday Learning must be completed before being granted access to student record systems.

Graduate Advising Staff	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.)
	Acad Unit POS Supervisor (gives access to make changes and approve iPOS)
	Dept Staff GR Admissions Vw (provides access to view graduate applicants in Gportal)
	Supplemental App Acad Unit Vw (provides access to view supplemental applications in PS that are included in the program applications)
	Accelerated App Tracking (provides access to the Accelerated Master's Program accelerated applicant tracking tool--only needed if the position will be advising for an AMP program)
	Accelerated App Tracking Admit (provides access to admit qualifying AMP students to the Master's program)
	Accelerated Degree Update (provides access to make updates to the contacts on the Accelerated Master's Program website)
	Acad Unit RA/TA/UGF Entry (if the position requires inputting funding awards for students—i.e., TA/RA, fellowship awards, etc.) The Apprvl Mgr role allows users to approve any entered awards. There is also a View Only role.
	ASU PGA GEA Offers View Only (provides access to see the ASU PGA programs offered to a student). The ASU PGA mapping is only for appointed staff who create new pairings for ASU PGA.
	ASU PGA GEA Mapping (provides access to add and update program mappings for the ASUPGA and GEA processes)
	Salesforce Case Management (provides access to manage student communication within Salesforce)
	Salesforce Grad Advisor Portal (provides access to manage cases created in the Graduate Advisor Portal)
	Salesforce Student Profile (provides access to view student information in one place)

Business Operations Staff	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.) Acad Unit RA/TA/UGF Entry (if the position requires inputting funding awards for students—i.e. TA/RA, fellowship awards, etc.) The Apprvl Mgr role allows users to approve any entered awards. There is also a View Only role. Acad Unit POS View Only (if the position requires the ability only to view the iPOS and NOT make changes). SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.) Dept Supv GR Admissions Vw (provides access to view and admit/deny graduate applicants in Gportal) Supplemental App Acad Unit Gen (provides access to edit supplemental applications in PS that are included in the program applications)
Unit Admissions Staff	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.) Dept Supv GR Admissions Vw (provides access to view and process (admit/deny) graduate applicants in Gportal) Supplemental App Acad Unit Gen (provides access to edit supplemental applications in PS that are included in the program applications)

PeopleSoft Access

1. Log in to your MyASU and click on Staff View.



2. In the black band, click on **Service**.



3. Click on **Access Requests**.

IT Services

Request Services

Get assistance with your IT needs from an ASU representative.

Live Chat

New Ticket

You can also call us at (480) 965-6500 or 1-855-278-5080.

My Service Portal

Check System Health, report an outage, search ASU Knowledge articles

Service Catalog

Search all of our services for what you need.

Access Requests

Initiate or manage user access to various services.

ServiceNow Training

Become a ServiceNow expert.

4. On the left, under Categories, click on the + to the left of Security if the drop down does not open automatically.

Categories		
Administrative and Business		54
Communication and Collaboration		48
Departmental Catalogs		83
Desktop and Mobile Computing		18
Infrastructure		42
IT Professional Services		34
Research		2
Security		69
Teaching and Learning		18

5. Click on the + to the left of Identity and Access Management if the drop down does not open automatically.

Categories	
⊞ Administrative and Business	54
⊞ Communication and Collaboration	48
⊞ Departmental Catalogs	83
⊞ Desktop and Mobile Computing	18
⊞ Infrastructure	42
⊞ IT Professional Services	34
⊞ Research	2
⊞ Security	69
⊞ Identity and Access Management	42
PeopleSoft Security	17

6. Click on PeopleSoft Security.

Categories	
⊞ Administrative and Business	54
⊞ Communication and Collaboration	48
⊞ Departmental Catalogs	83
⊞ Desktop and Mobile Computing	18
⊞ Infrastructure	42
⊞ IT Professional Services	34
⊞ Research	2
⊞ Security	69
⊞ Identity and Access Management	42
PeopleSoft Security	17

7. Click on **PeopleSoft – Submit a Role Request**.

Categories	PeopleSoft Security
⊞ Administrative and Business 54	Includes PeopleSoft Campus Community and PeopleSoft role-specific access for CS, HR, PRD and Data Warehouse. Hours Of Availability: - Network Availability & Incident Response: 24x7x365 - Service Request Availability: Standard Business Hours Costs: Maintenance and support of ASU network funded by UTO, new connections and other project costs may apply. How to Request: PeopleSoft - Submit a Role Req... Submit a PeopleSoft Oasis Security Request View Details PeopleSoft - Status of Role Req... Status of PeopleSoft Enterprise Oasis request submission View Details Pec Log View
⊞ Communication and Collaboration 48	
⊞ Departmental Catalogs 83	
⊞ Desktop and Mobile Computing 18	
⊞ Infrastructure 42	
⊞ IT Professional Services 34	
⊞ Research 2	
⊞ Security 69	
⊞ Identity and Access Management 42	
PeopleSoft Security 17	

Note: To check the status of your access request, click on **PeopleSoft – Status of Role Request**.

8. Enter your ASUrite ID (End-User's UserID) and click on **Continue**.

ASU PeopleSoft Security Request

Requested Security Access ASURITEs and Purpose

 - Enter the UserID for which you are requesting a change, then click the Continue>> button. The system will evaluate whether this is a new access request or one which has been started but not yet submitted.
- Note: Fields which have a label preceded by an asterisk (*) are required.

*End-User's UserID:  

Enter the Purpose for the Access Request. The purpose should briefly explain why you need the access you are requesting (for example, I've assumed a role as an advisor. This requires me to approve iPOS, etc.). Enter your supervisor's ASUrite ID (UserID) and click on **Continue**.

ASU PeopleSoft Security Request

Requested Security Access ASURITEs and Purpose

*End-User's UserID: [View Employee Data](#)

*Purpose for Access Request (maximum of 2 lines)

254 characters remaining

*Supervisor's UserID: 

9. Click on **Add Roles**.



10. The PS security roles are categorized by application area. Search for the roles you need (see PeopleSoft Roles and descriptions above) and check the box to the left of the role. When requesting some roles, you must enter the Academic Plan Codes to which you will need access. Please contact your supervisor if you are unsure what those are or where to obtain them.

Under the heading Salesforce (FC) – Salesforce Group (SF)

Salesforce (FC) - Salesforce Group (SF)

☐ Salesforce Acad Advisor Portal	☐ Salesforce Knowledge User
☒ Salesforce Case Management	☐ Salesforce Org Relations
☐ Salesforce Chatter Only	☐ Salesforce Recruit Comm
☐ Salesforce EdPlus Coach Portal	☐ Salesforce Recruiting
☒ Salesforce Export Reports	☒ Salesforce Student Profile
☒ Salesforce Grad Advisor Portal	☐ Salesforce View Only
☐ Salesforce inContact User	☐ UTO Salesforce Admin & Dev

Under the heading Student and Administration (SA) – Graduate Academic Advising (AA)

Student and Administration (SA) - Graduate Academic Advising (AA)	
☐ Acad Unit POS Super User	☐ Accelerated Degree Update
☐ Acad Unit POS Supervisor	☐ Accelerated Degree View Only
☐ Acad Unit POS View Only	☒ ASU PGA Acceptance View Only
☐ Accelerated App Tracking	☐ ASU PGA GEA Mapping
☐ Accelerated App Tracking Admit	

Under the heading Student and Administration (SA) - Admissions (AD) (Admissions oversees these roles)

Student and Administration (SA) - Admissions (AD)	
☐ Dept Staff GR Admissions Vw	☐ Scholarship Requirements Setup
☐ Dept Supv GR Admissions Vw	☐ Supplemental App Acad Unit Gen
☐ Dept/School Review Role	☐ Supplemental App Acad Unit Vw
☐ DGS Admissions Staff	☐ Supplemental App Grad Coll Vw

Under the heading Student and Administration (SA) – Graduate Financial (GF)

Student and Administration (SA) - Graduate Financial (GF)	
☐ Acad Unit RA/TA/UGF Apprvl Mgr	☐ Acad Unit RA/TA/UGF View Only
☐ Acad Unit RA/TA/UGF Entry	

Under the Heading Student and Administration (SA) – Student Records (SR) (Registrar oversees these roles)

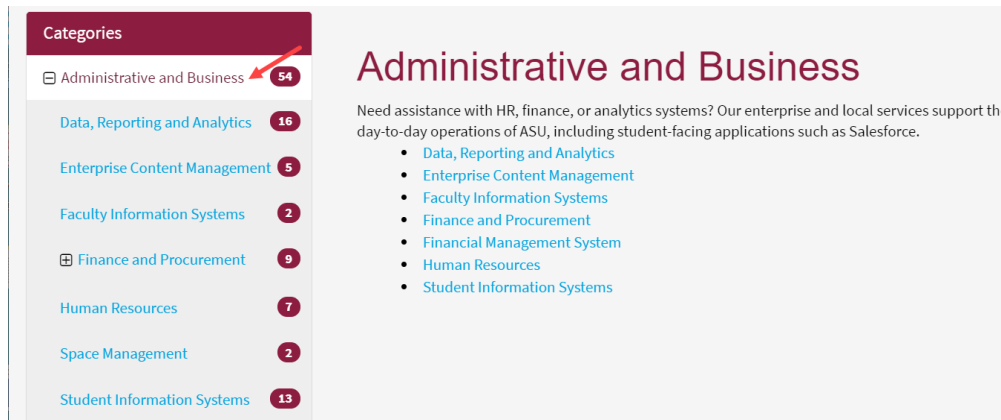
Student and Administration (SA) - Student Records (SR)	
☐ SR Advisor Action Build	☐ SR Prereq Review Admin
☐ SR Advisor Appointment Rules	☐ SR Prereq Review Athl
☐ SR Advisor Quick Enroll	☐ SR Prereq Review Upd
☐ SR ARC Administrator	☒ SR Prereq Review View
☐ SR Comments Vw	☐ SR Site Enrollment General
☐ SR Comp Withdrawal Admin	☐ SR Site Withdrawal General
☐ SR Comp Withdrawal Approvers	☒ SR Standard Student Pages View
☐ SR Comp Withdrawal ISSC Apprv	☐ SR Stdnt Grps SBS

Scroll to the bottom of the screen, then click **Save and Return**. Once the access requests have been submitted, please allow at least a week for processing, as they require several levels of approval before access can be granted.

AppXtender Access

Application Xtender (AppXtender/WebXtender) – This tool provides access to view documents from the student's application. To request access:

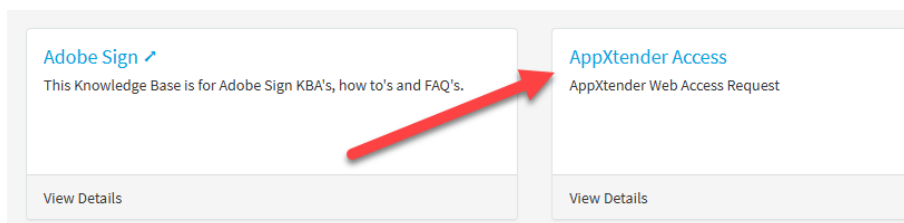
1. Under the Categories menu, click on **Administrative and Business**.



2. Click on **Enterprise Content Management**.



3. Scroll down and click on **AppXtender Access**.



4. Complete all necessary fields on the AppXtender Access request form. The Reason for Access should include the

need to review applications, test scores, transcripts, letters of recommendation, etc. Check the box to acknowledge the FERPA policy and click **Order Now**.

Requested for

Phone

*** Reason for access**

Disclaimer

Arizona State University, pursuant to the Federal Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), has a comprehensive policy to safeguard the confidentiality of student personal and academic information. Complete instructions are furnished in the University General Catalog, "ASU Policy on the Release of Student Information." Further information is available in the University Registrar's Office, Student Services Building or online at <http://students.asu.edu/policies/ferpa>. Unauthorized release of student information in violation of the policy or the Privacy Act will necessitate the revocation of your access to ASU's administrative computer systems, and may result in disciplinary action up to and including termination.

To be allowed to use ASU's computing systems the specified applicant must agree to abide by applicable Federal Law, State Law, and University Policies. Failure to abide by applicable law, or university policy, can result in the University suspending computing privileges, taking additional disciplinary action, and/or legal action. Details for computing use policies can be found on the Web at <http://getprotected.asu.edu/> and <http://uto.asu.edu/>.

By submitting this form, you confirm that you have read and agree to abide by the above FERPA policy statement.

☐ I have read and agree to abide by the above FERPA policy statement

Order Now

 Add attachments

Analytics Access

Analytics - This tool is used to run reports and track current student progress. To request access:

1. Click on this URL: [Analytics Access](#).
2. Enter the information as shown below.

Analytics Group Access

Request access to a group within the Analytics environment (analytics.asu.edu)

Use this form to gain access to a specific Analytics group. Once approved, you will be able to view dashboards and reports made for that group in analytics.asu.edu and be on your way to making the data-driven decisions that help us lead the nation in innovation!

Your supervisor and the group trustee will need to approve this request for group access, so make sure the correct supervisor has been auto-populated. This process is automated, so if there is a delay the ticket is most likely waiting on supervisor approval. After both parties approve, access will be granted within 48 hours.

If your desired group is not listed, it is not ready for public access or may have special permissions. Contact the group owner to see about making it available in this form. To be added as a power user with edit/upload permissions or be added to a non-visible group, have the group owner submit a [general Analytics ticket](#).

* Requested for

* Group name

* Reason for access request

* Supervisor (approver)

Click order now when form is complete

Order Now

Enter your asurite

Select Graduate Student Progress in drop down

Enter reason for request

Enter supervisors asurite