Employees – PeopleSoft Student Administration System Security

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



<u>Step 3</u>: 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.



<u>Step 4</u>: 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.

MÖDULE	JAR HEQUIREMENTS/NEEDS FO Dored Reschols/Administration/Coloring		SUPERVISOR SCHOLARSIN
CAMPUS COMMUNITY	Student contact inform	nation	
acaduate	La la constante de la constante	Application information for Application information, View Docs	undergraduate.and applicants
olds. class permissions		" ii	Enrollment. hc

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.

enter and an and a state of the second state of the second state of the second state of the second state of the The first second by A. sould state of the second state of the first "CECILE State of the second second state of the second second second state of the second second second state of the second sta	Andre I nove seed soci setti sconply ratio, ili aliane I nove seed stationarchim.	e generale Vicesciere
Upload Attachment	×	
UPLOAD A FILE		
III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		

<u>Step 6</u>: 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.



<u>Step 7</u>: Click "Finish" when done signing.

a web browser.	f there are problems with how this message is displayed, click here to view it in a	
The set of the transfer the set of the set o		

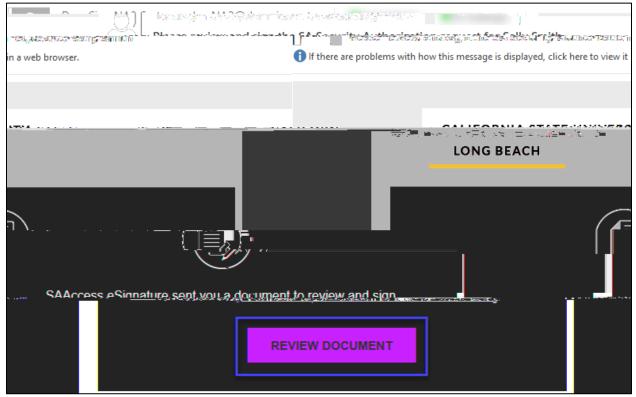
<u>Step 2</u>: Click the checkbox to agree to use electronic records and signatures and then click "Continue".

- ซึ่งปฏิธัง แล้ว ซึ่งได้เป็น และเป็นขางสมเด็วได้ และ การและเป็นและและและและและและและและและเป็นและและเป็นและเป		LONG BEA	ACH
SAAccess eSignature	-	D-	
Access to the Student Administration system is available to users to support official university business. Staff, Faculty, and			
Please read the Electronic Record and Signature Disclosure			_

<u>Step 3</u>: 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

<u>Step 1</u>: 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.



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



<u>Step 3 (optional)</u>: 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.

index and address and deplete the second address of the second address of the second address of the part of the Care from neurophy. As neurophy address of the second address of the State State State State State State State S State State State State State State State State Sta	inis I have and soil will comply with the priorials
Vpload Attachment	
UPLOAD A FILE	
III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	

<u>Step 4</u>: 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.

Steauure of Requestor	Date
11/7/2018	
ature of Division/College Authorization	No. 19
~	
(Bondinningson Prinaida), judžiales, za od súpado Pris. Takaj úrskal	
dan alew	n
pa	
Docusigned by: Ds John, Brown, JB	
	PQ
າສະລະເສັນ ເພື່ອງທີ່ໂລຍເລັ້າໃນເລີຍ <u>ໂອການເຮັດໃນຊຸດເຫຼືອງເຮັດ</u> ໃຫຍ່ ໃຫຍ່ ເປັນເຊັ່ງ ເປັນ ເຊິ່ງ ໃຫ້ເຊັ່ງການແຮ່ນ same as a pen-and-paper signature or initial. my age	いるい <u>が多かったかかがしたい</u> ためたったいであるのであります。からなるというかがらい。 nt) use them on documents, including legally binding contracts – just the
AD	OPT AND SIGN CANCEL

<u>Step 5</u>: Click "Finish" when done signing.



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