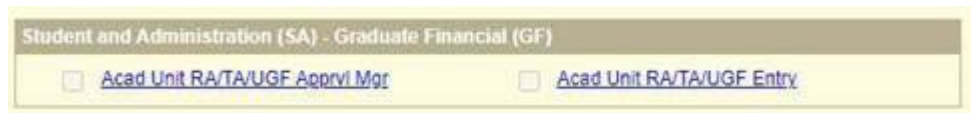


Gportal Financial Access

Request a new Peoplesoft role**

- Go the PeopleSoft security request form at <https://go.oasis.asu.edu/oasis/AddSecurityRequest/>
- Purpose for Access Request:
 - **Role necessary to gain access to GPortal Financial to enter UGF and/or RA/TA awards for (enter unit name). Access should be granted for the following Acad Org Codes: (enter Acad Org Code(s) – contact your unit Business Manager for the appropriate Acad Org Codes)**
- Enter your supervisor's ASUrite id
- Select "Add Role(s)"
- Scroll to the section titled "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 Entry](#)

- Select "Acad Unit RA/TA/UGF Entry" or "Acad Unit RA/TA/UGF Apprvl Mgr" as appropriate
- Click "Save and Return"
- Click "Save and Submit"

****The PeopleSoft role request will not be processed or approved until training is complete.**