

Gaining Access



Two-part Access

PeopleSoft Security Roles - requested through

<https://go.oasis.asu.edu/oasis/AddSecurityRequest/>

- Acad Unit RA/TA/UGF Entry - entry role only
- Acad Unit RA/TA/UGF Apprvl Mgr - allows entry and approval

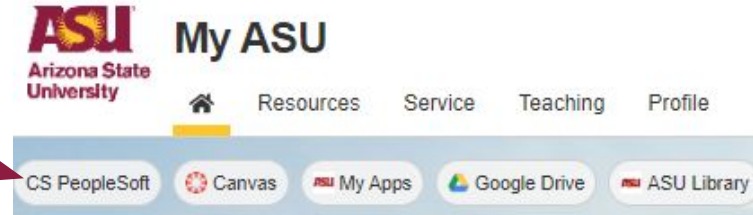
***If you have not requested yet, pls refer to email from Katrina Roalson*

GPortal Financial Roles - The “Primary” for your Academic Org manages these

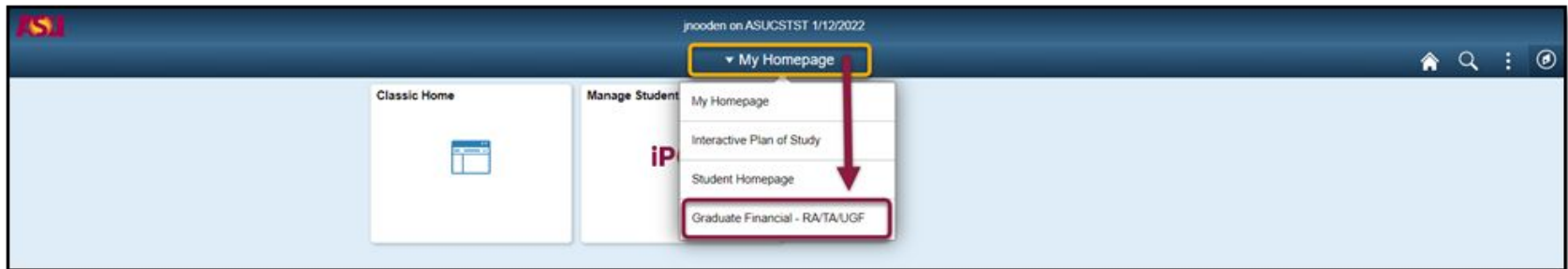
- Data Entry - can enter/edit awards
- 1st Approver - can enter/edit awards *and* make 1st level approvals
- 2nd Approver (optional for units that elect to have additional or College-level approval) - can enter/edit awards and make 1st or 2nd level approvals
- Primary - Designee(s) for academic unit to manage permissions; can also enter/edit awards and make 1st or 2nd level approvals

Navigating in the “Live” tool

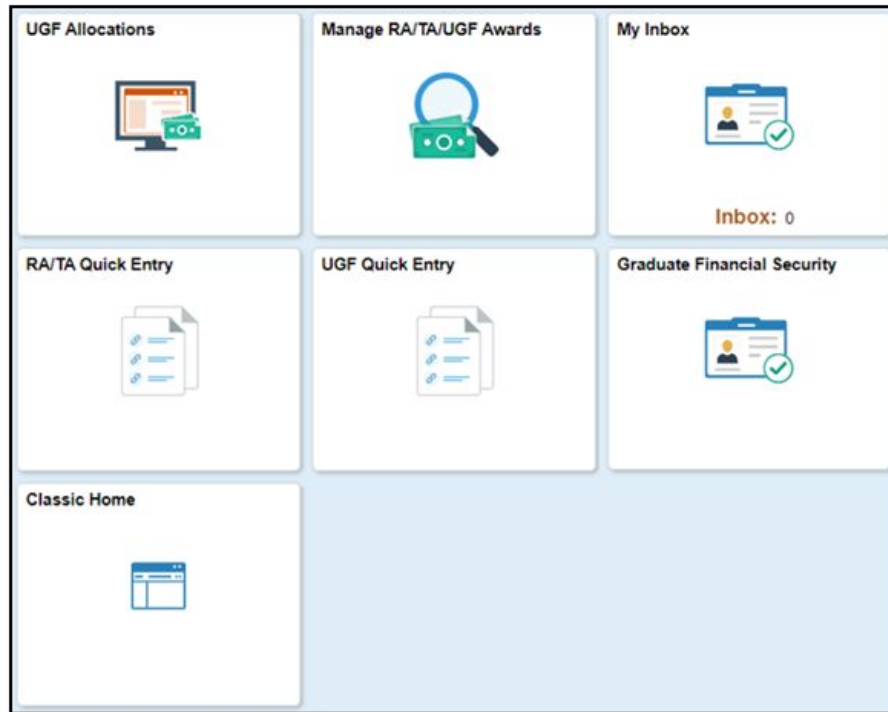
Login to **CS PeopleSoft**



Click on **My Homepage** dropdown and select **Graduate Financial - RA/TA/UGF**



GPortal Financial 2.0 “Tile” Overview



NOTE: Your Gportal Financial “role” will determine which tiles you see and have access to.