The following instructions will guide you to obtain the base level access that we recommend for Graduate Support Staff across ASU. 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.

## Access Roles

Below are PeopleSoft roles related to Graduate Support Staff positions. Some positions require access to all 3 areas. Input all requests at one time, as the requests go to many different areas for review and will take longer if you submit one at a time. See instructions below for how to check the status of the approvals.

<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Advising Staff</td>
<td><strong>SR Standard Student Pages View</strong></td>
<td>(gives access to view student information in PS like the Student Services page, etc.)</td>
</tr>
<tr>
<td></td>
<td><strong>Acad Unit POS Supervisor</strong></td>
<td>(gives ability to make changes on iPOS)</td>
</tr>
<tr>
<td></td>
<td><strong>Dept Staff GR Admissions Vw</strong></td>
<td>(provides access to view graduate applicants in Gportal)</td>
</tr>
<tr>
<td></td>
<td><strong>Supplemental App Acad Unit Vw</strong></td>
<td>(provides access to view supplemental applications in PS that are included in the program applications)</td>
</tr>
<tr>
<td></td>
<td><strong>Accelerated App Tracking</strong></td>
<td>(provides access to the 4+1 accelerated applicant tracking tool (only needed if the position will be advising for a 4+1 program)</td>
</tr>
<tr>
<td></td>
<td><strong>Acad Unit GPortal Financial</strong></td>
<td>(if the position requires inputting funding awards for students—i.e. TA/RA, fellowship awards, etc.)</td>
</tr>
<tr>
<td>Business Operations Staff</td>
<td><strong>SR Standard Student Pages View</strong></td>
<td>(gives access to view student information in PS like the Student Services page, etc.)</td>
</tr>
<tr>
<td></td>
<td><strong>Acad Unit GPortal Financial</strong></td>
<td>(if the position requires inputting funding awards for students—i.e. TA/RA, fellowship awards, etc.)</td>
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<tr>
<td></td>
<td><strong>Acad Unit POS Supervisor</strong></td>
<td>(if position requires making changes on iPOS)</td>
</tr>
<tr>
<td></td>
<td><strong>Acad Unit POS View Only</strong></td>
<td>(if position requires the ability to only view the iPOS and NOT make changes).</td>
</tr>
<tr>
<td>Unit Admissions Staff</td>
<td><strong>SR Standard Student Pages View</strong></td>
<td>(gives access to view student information in PS like the Student Services page, etc.)</td>
</tr>
</tbody>
</table>
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.

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

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

7. Click on PeopleSoft – Submit a Role Request.

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

9. Click on Add Roles.

10. The PS security roles are listed in application areas. 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 will be required to enter the Academic Plan Codes you will need access to. If you do not know what those are or where to obtain them, please contact your supervisor.

Under the heading Student and Administration (SA) – Grad Acad Advising & Financial (AA)

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

Under the Heading Student and Administration (SA) – Student Records (SR) (Registrar oversees these roles)
Scroll to the bottom of the screen and click on **Save and Return**. Once the access requests have been submitted, please allow at least a week for processing, as the access request requires 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. Log in to your MyASU and click on **Staff view**.

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

3. Click on **Service Catalog**.

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

5. Click on **Enterprise Content Management**.
6. Scroll down and click on **AppXtender Access**.

7. 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 FERPA policy and click **Order Now**.
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.

3. The FERPA Tutorial for System Access in Career Edge must be completed before being granted access. Please allow 7 business days for processing, as the access request requires several levels of approval before access can be granted.