

## Access Roles

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.

## PeopleSoft 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.

Graduate Advising Staff	<b>SR Standard Student Pages View</b> (gives access to view student information in PS like the Student Services page, etc.)
	<b>Acad Unit POS Supervisor</b> (gives ability to make changes on iPOS)
	<b>Dept Staff GR Admissions Vw</b> (provides access to view graduate applicants in Gportal)
	<b>Supplemental App Acad Unit Vw</b> (provides access to view supplemental applications in PS that are included in the program applications)
	<b>Accelerated App Tracking</b> (provides access to the 4+1 accelerated applicant tracking tool (only needed if the position will be advising for a 4+1 program)
	<b>Acad Unit RA/TA/UGF Entry</b> (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.
Business Operations Staff	<b>SR Standard Student Pages View</b> (gives access to view student information in PS like the Student Services page, etc.)
	<b>Acad Unit RA/TA/UGF Entry</b> (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.
	<b>Acad Unit POS Supervisor</b> (if position requires making changes on iPOS)
	<b>Acad Unit POS View Only</b> (if position requires the ability to only view the iPOS and NOT make changes).
Unit Admissions Staff	<b>SR Standard Student Pages View</b> (gives access to view student information in PS like the Student Services page, etc.)

	<b>Dept Supv GR Admissions Vw</b> (provides access to view and process (admit/deny) graduate applicants in Gportal)
	<b>Supplemental App Acad Unit Gen</b> (provides access to edit supplemental applications in PS that are included in the program applications)

# PeopleSoft Access

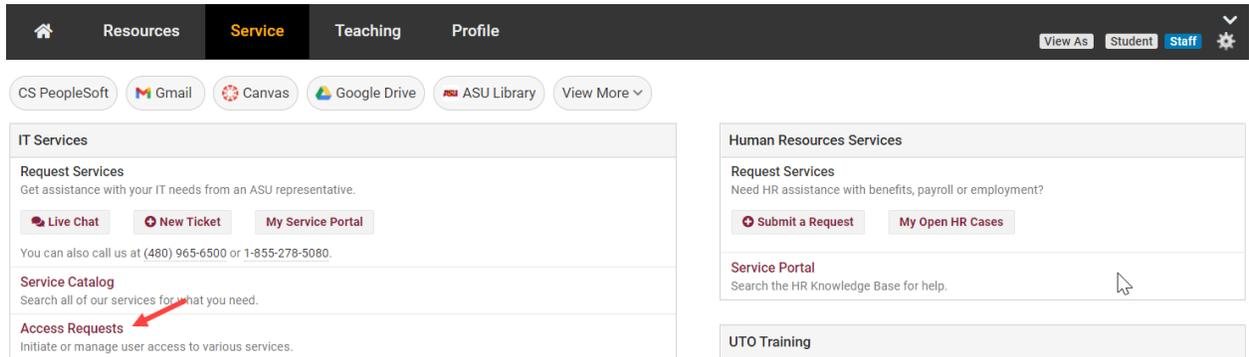
1. Log in to your MyASU and click on Staff view.



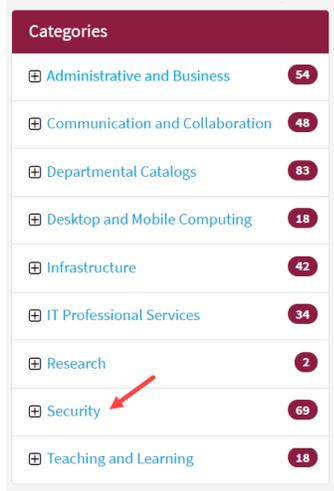
2. In the black band, click on **Service**.



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.

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

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## PeopleSoft Security

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

**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:

[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**.

### 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)

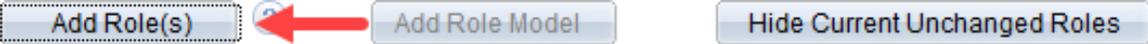
254 characters remaining

\*Supervisor's UserID:

[Continue >>](#)

[Cancel/Reset](#)

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)**

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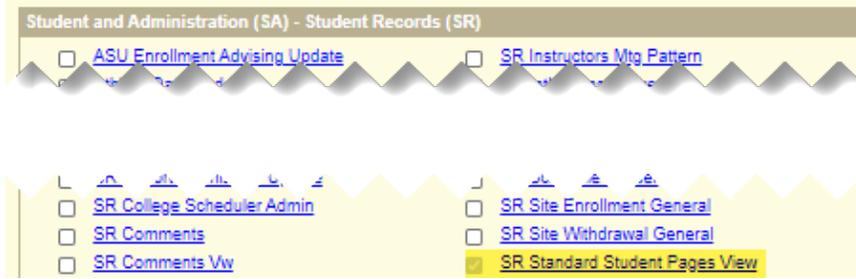
<input type="checkbox"/> Acad Unit GPortal Financial	<input type="checkbox"/> Acad Unit POS View Only
<input type="checkbox"/> Acad Unit POS Supervisor	<input checked="" type="checkbox"/> Accelerated App Tracking

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

**Student and Administration (SA) - Admissions (AD)**

<input type="checkbox"/> AD GR Gportal Term Table Updt	<input type="checkbox"/> External System Update
<input type="checkbox"/> Corp Partner Eligibility View	<input type="checkbox"/> SACR GC Admin Super user
<input type="checkbox"/> Dept Staff GR Admissions Vw	<input type="checkbox"/> Scholarship Requirements Setup
<input type="checkbox"/> Dept Supv GR Admissions Vw	<input type="checkbox"/> Supplemental App Acad Unit Gen
<input type="checkbox"/> Dept/School Review Role	<input type="checkbox"/> Supplemental App Acad Unit Vw

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

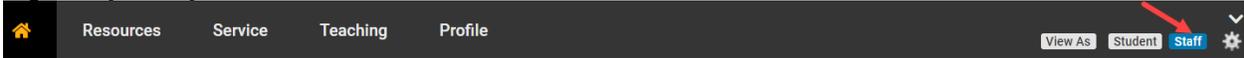


Scroll to the bottom of the screen and click on **Save and Return**. Once the access requests have been submitted, please allow at least a week for processing, as the access request requires several levels of approval before access can be granted.

## AppXtender Access

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

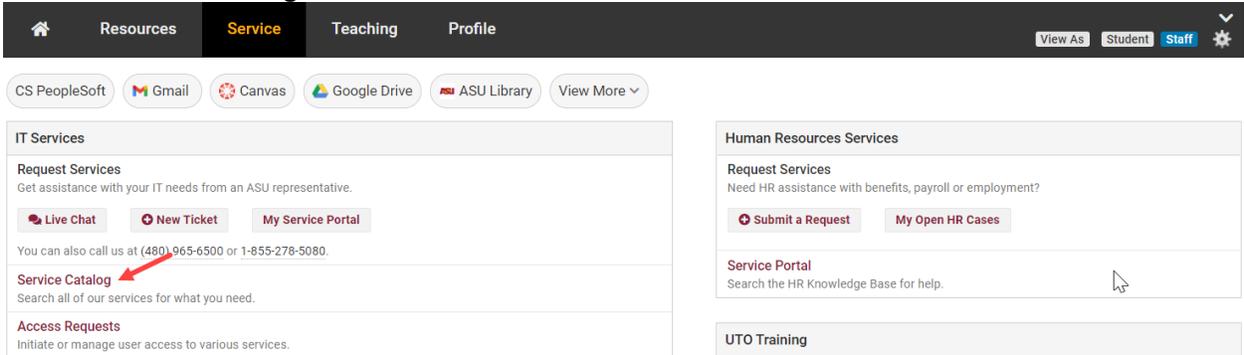
1. Log in to your MyASU and click on **Staff** view.



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**.

**Categories**

- Administrative and Business **54**
- Data, Reporting and Analytics **16**
- Enterprise Content Management **6**
- Faculty Information Systems **2**
- Finance and Procurement **9**
- Human Resources **7**
- Space Management **2**
- Student Information Systems **13**

## Administrative and Business

Need assistance with HR, finance, or analytics systems? Our enterprise and local services support the day-to-day operations of ASU, including student-facing applications such as Salesforce.

- Data, Reporting and Analytics
- Enterprise Content Management
- Faculty Information Systems
- Finance and Procurement
- Financial Management System
- Human Resources
- Student Information Systems

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

- Infrastructure **42**
- IT Professional Services **36**
- Research **2**
- Security **69**
- Teaching and Learning **18**

**AppXtender Access**

AppXtender Web Access Request

View Details

**AppXtender Update Request**

Request updates to AppXtender

View Details

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**.

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.

Reporting Data Access Request

Request access to a Data Area in order to build reports and applications using ASU's supported tools

If you have any questions, submit a [general Analytics ticket](#) or reach out to us via our [Feedback](#) option - we're here to help.

\* Indicates required

\* Requested for

\* Contact phone number

Email address

Department

Supervisor

\* Data Area Type

Data Area Type Description

\* Data Area Name

Data Area Description

\* Reason for Needed Access

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

\* I have read the above policy statement governing computer access and I agree to abide by it.

Click order now when form is complete

Add attachments

The screenshot shows a web form titled "Reporting Data Access Request". On the left side, there are several text annotations with red arrows pointing to specific fields in the form: "Enter your asurite" points to the "Requested for" dropdown; "Enter your ASU phone number" points to the "Contact phone number" text input; "Select 'Analytics Group (viewer)'" points to the "Data Area Type" dropdown; "Select the Graduate College Analytics Group you need access to" points to the "Data Area Name" dropdown; "Enter reason for request" points to the "Reason for Needed Access" text input; and "Check box to confirm you have read and agreed to abide by the above policy statements" points to the checkbox at the bottom. At the bottom right, a red arrow points to the "Order Now" button. The form includes a policy statement section with text about FERPA and university policies, and a section for adding attachments.

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.