

Access Roles

The following instructions will guide you in obtaining the base-level access we recommend for ASU graduate support staff. 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 some typical PeopleSoft roles related to Graduate Support Staff positions. Some positions require access to all three areas. Input all requests simultaneously, as the requests go to many different places for review and will take longer if you submit one at a time. See the instructions below for how to check the status of the approvals. The [FERPA Tutorial for System Access](#) in Workday Learning must be completed before being granted access to student record systems.

Graduate Advising Staff	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.)
	Acad Unit POS Supervisor (gives access to make changes and approve iPOS)
	Dept Staff GR Admissions Vw (provides access to view graduate applicants in Gportal)
	Supplemental App Acad Unit Vw (provides access to view supplemental applications in PS that are included in the program applications)
	Accelerated App Tracking (provides access to the Accelerated Master's Program accelerated applicant tracking tool--only needed if the position will be advising for an AMP program)
	Accelerated Degree Update (provides access to make updates to the contacts on the Accelerated Master's Program website)
	Acad Unit RA/TA/UGF Entry (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.
	ASU PGA Acceptance View Only (provides access to see the ASU PGA programs offered to a student). The ASU PGA mapping is only for appointed staff who create new pairings for ASU PGA.
	Salesforce Case Management (provides access to manage student communication within Salesforce)
	Salesforce Grad Advisor Portal (provides access to manage cases created in the Graduate Advisor Portal)
	Salesforce Student Profile (provides access to view student information in one place)
Business Operations Staff	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.)
	Acad Unit RA/TA/UGF Entry (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.

	Acad Unit POS View Only (if the position requires the ability only to view the iPOS and NOT make changes).
	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.)
	Dept Supv GR Admissions Vw (provides access to view and 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)
Unit Admissions Staff	SR Standard Student Pages View (gives access to view student information in PS like the Student Services page, etc.)
	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

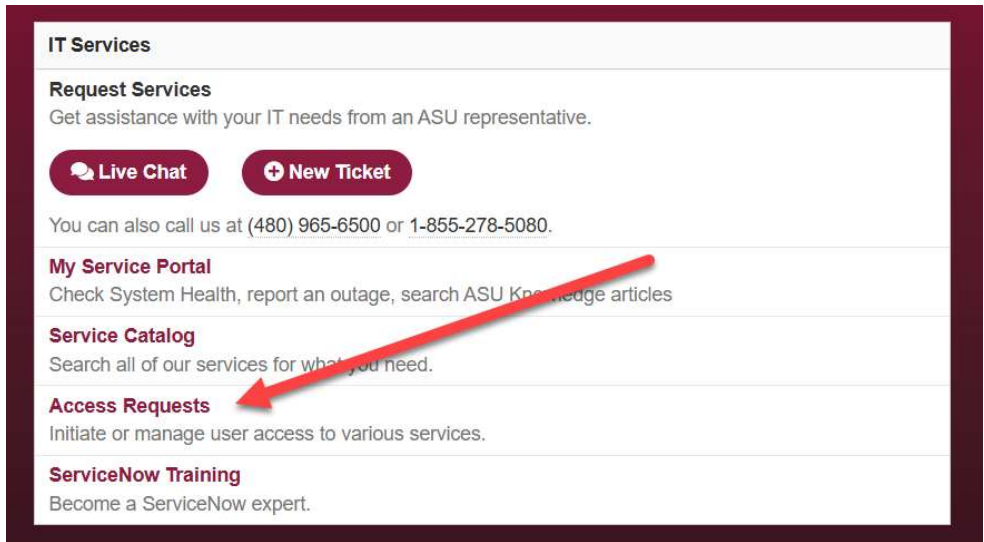
1. Log in to your MyASU and click on Staff View.



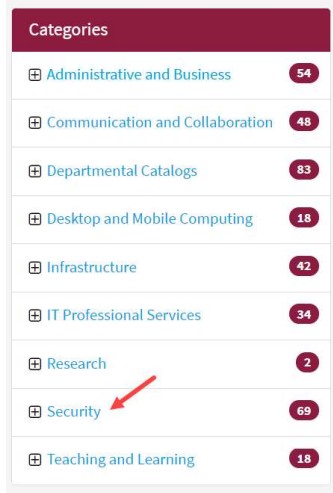
2. In the black band, click on **Service**.



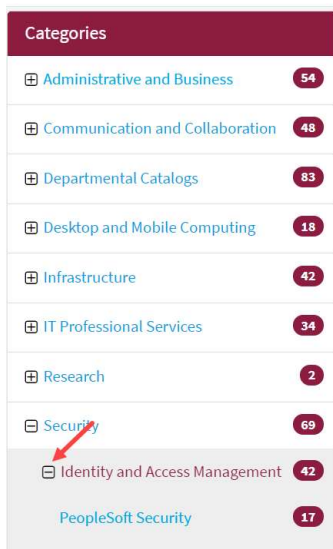
3. Click on **Access Requests**.



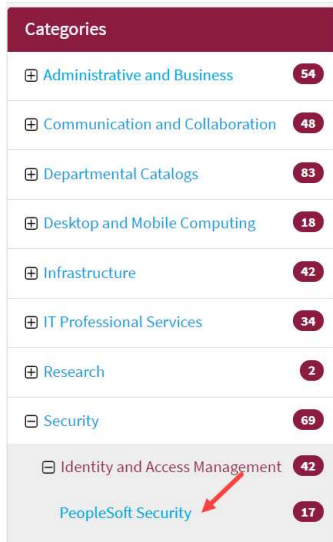
4. On the left, under Categories, click on the + to the left of Security if the drop down does not open automatically.



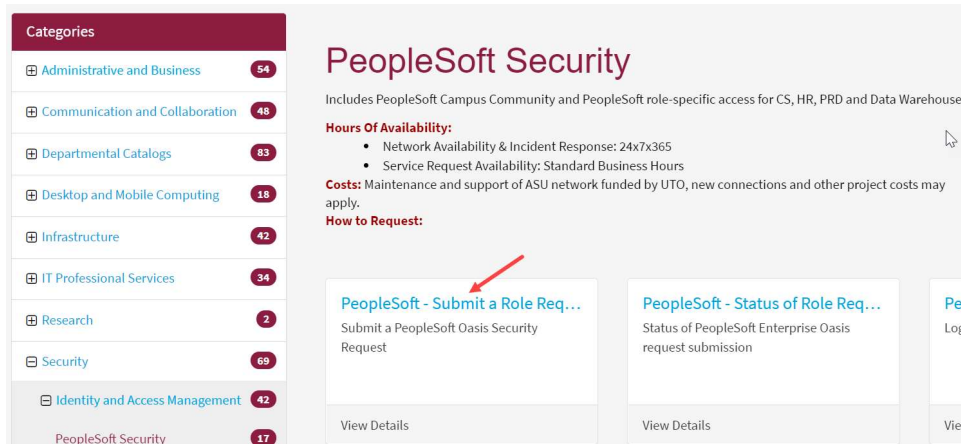
5. Click on the + to the left of Identity and Access Management if the drop down does not open automatically.



6. Click on PeopleSoft Security.



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

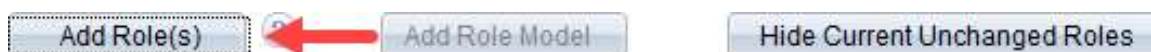


Note: To check the status of your access request, click on **PeopleSoft – Status of Role Request**.

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 (for example, I've assumed a role as an advisor. This requires me to approve iPOS, 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 must enter the Academic Plan Codes to which you will need access. Please contact your supervisor if you do not know what those are or where to obtain them.

Under the heading Salesforce (FC) – Salesforce Group (SF)

Salesforce (FC) - Salesforce Group (SF)	
<input type="checkbox"/> Salesforce Acad Advisor Portal	<input type="checkbox"/> Salesforce Knowledge User
<input checked="" type="checkbox"/> Salesforce Case Management	<input type="checkbox"/> Salesforce Org Relations
<input type="checkbox"/> Salesforce Chatter Only	<input type="checkbox"/> Salesforce Recruit Comm
<input type="checkbox"/> Salesforce EdPlus Coach Portal	<input type="checkbox"/> Salesforce Recruiting
<input checked="" type="checkbox"/> Salesforce Export Reports	<input checked="" type="checkbox"/> Salesforce Student Profile
<input checked="" type="checkbox"/> Salesforce Grad Advisor Portal	<input type="checkbox"/> Salesforce View Only
<input type="checkbox"/> Salesforce inContact User	<input type="checkbox"/> UTO Salesforce Admin & Dev

Under the heading Student and Administration (SA) – Graduate Academic Advising (AA)

Student and Administration (SA) - Graduate Academic Advising (AA)	
<input type="checkbox"/> Acad Unit POS Super User	<input type="checkbox"/> Accelerated Degree Update
<input type="checkbox"/> Acad Unit POS Supervisor	<input type="checkbox"/> Accelerated Degree View Only
<input type="checkbox"/> Acad Unit POS View Only	<input checked="" type="checkbox"/> ASU PGA Acceptance View Only
<input checked="" type="checkbox"/> Accelerated App Tracking	<input type="checkbox"/> ASU PGA Mapping

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

Student and Administration (SA) - Admissions (AD)	
<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
<input type="checkbox"/> DGS Admissions Staff	<input type="checkbox"/> Supplemental App Grad Coll Vw

Under the heading Student and Administration (SA) – Graduate Financial (GF)

Student and Administration (SA) - Graduate Financial (GF)	
<input type="checkbox"/> Acad Unit RA/TA/UGF Apprvl Mgr	<input type="checkbox"/> Acad Unit RA/TA/UGF View Only
<input type="checkbox"/> Acad Unit RA/TA/UGF Entry	

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

Student and Administration (SA) - Student Records (SR)	
<input type="checkbox"/> SR Advisor Action Build	<input type="checkbox"/> SR Prereq Review Admin
<input type="checkbox"/> SR Advisor Appointment Rules	<input type="checkbox"/> SR Prereq Review Athl
<input type="checkbox"/> SR Advisor Quick Enroll	<input type="checkbox"/> SR Prereq Review Upd
<input type="checkbox"/> SR ARC Administrator	<input checked="" type="checkbox"/> SR Prereq Review View

<input type="checkbox"/>	SR Comments Vw	<input type="checkbox"/>	SR Site Enrollment General
<input type="checkbox"/>	SR Comp Withdrawal Admin	<input type="checkbox"/>	SR Site Withdrawal General
<input type="checkbox"/>	SR Comp Withdrawal Approvers	<input checked="" type="checkbox"/>	SR Standard Student Pages View
<input type="checkbox"/>	SR Comp Withdrawal ISSC Apprv	<input type="checkbox"/>	SR Stdnt Grps SBS

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 request requires several levels of approval before access can be granted.

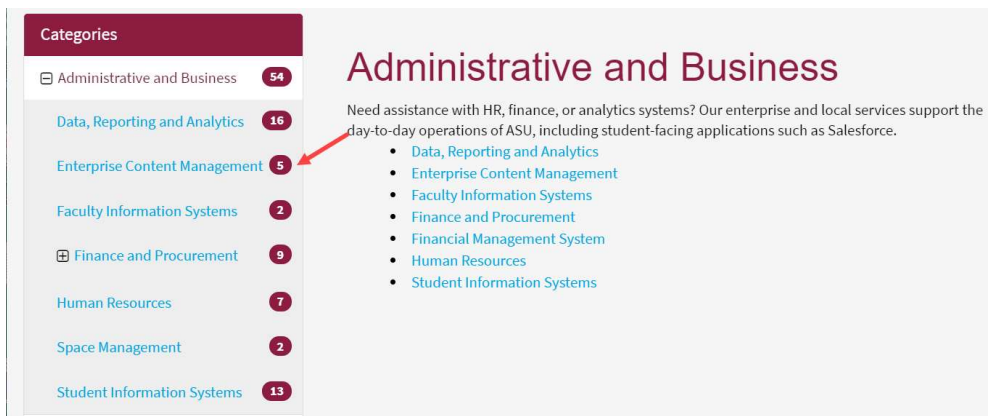
AppXtender Access

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

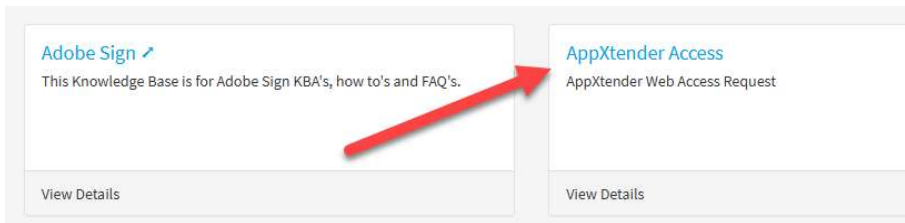
- Under the Categories menu, click on **Administrative and Business**.



- Click on **Enterprise Content Management**.



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



4. 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 the 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.

The screenshot shows the ASU Analytics Group Access form. The form is titled "Analytics Group Access" and includes instructions on how to use it. The form fields are as follows:

- * Requested for:** A dropdown menu with a red arrow pointing to it from the text "Enter your asurite".
- * Group name:** A dropdown menu with "Graduate Student Progress" selected. A red arrow points to it from the text "Select Graduate Student Progress in drop down".
- * Reason for access request:** A text input field with a red arrow pointing to it from the text "Enter reason for request".
- * Supervisor (approver):** A dropdown menu with a red arrow pointing to it from the text "Enter supervisors asurite".
- Order Now:** A red button at the bottom right of the form with a red arrow pointing to it from the text "Click order now when form is complete".