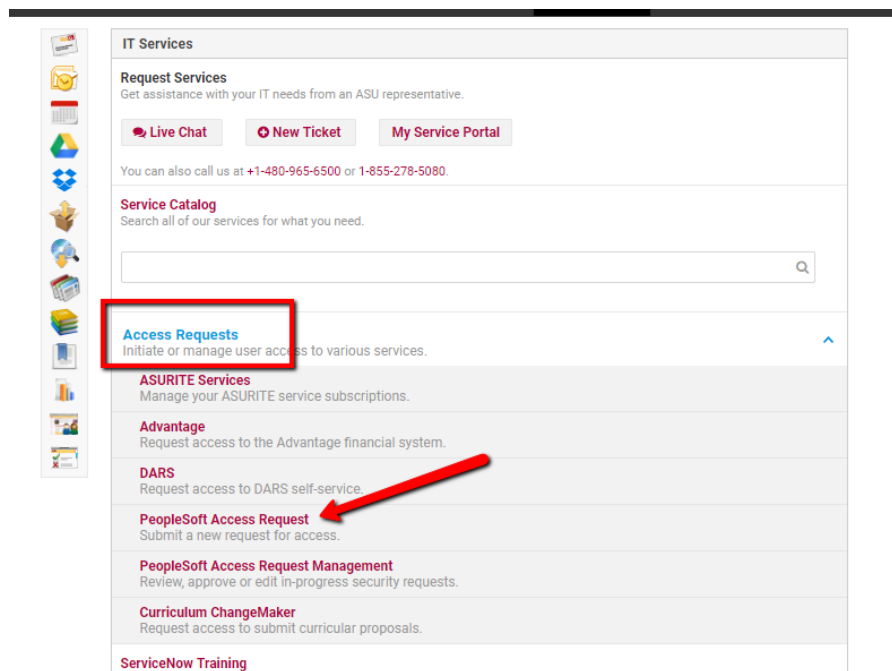


The following access will provide you with the base level access that is recommended for Graduate Support Staff across ASU. You may not need all of these access roles or you may need more based on your job description and duties.

## PeopleSoft Access

In order to gain access to PeopleSoft roles, you will need to submit a request online and complete training for each role you've requested. To request access:

1. Login to MyASU and go click on "Service" at the top of the page
2. Click on Access Requests and then PeopleSoft Access Request



3. Type in the **End-User's UserID** and click on **Continue**.
  - End-User ID is the user that needs the access.
4. Type in the **Purpose for the Access Request**
  - The purpose should briefly explain why you need the access you are requesting.
  - Example: My role as a <coordinator> will require me to; <approve iPOS's, make admission decisions> finish listing out your duties for why you need the roles.
5. Enter in your **Supervisor's ASURITE ID**, then click on **Continue**
6. Click on **Add Roles** (See various sections below for access)
7. Find the role(s) that you want and check the box in front of the role(s)
8. Scroll to the bottom of the screen and click on **Save and Return**
9. Read the agreement and click on **Save and Submit**.
10. Click on **Return**

**NOTE:** Many of the pages you will access in PeopleSoft have windows that pop up, it is highly recommended that you allow PeopleSoft to be listed as a trusted site, and that you unblock all pop ups from the PeopleSoft system.

**Graduate Admission Roles:** *Under the heading Student Administration (SA) and Admissions (AD)*

1. **4+1 Accelerated Application Tracking Tool** – Accelerated App Tracking - ASU\_SA\_AD GR Acc Track
  - a. **NOTE:** Please provide the academic unit in the comment box when you request access.
2. **Salesforce Recruiting access** - Salesforce Recruiting - ASU\_FC\_SF RC Recruiting
3. **Graduate Admissions Application review.** Choose one of the following based on your needs:
  - a. View **only** application status: Dept Staff Gr Admissions Vw - ASU\_SA\_AD GR Dept Staff
  - b. View and enter admission decisions: Dept Supv GR Admissions Vw - ASU\_SA\_AD GR Dept Supervisor
  - c. **NOTE:** Please provide Graduate College with the academic plan codes of each program you will be working with.
4. **Supplemental Application Manager.** Choose one of the following based on your needs.
  - a. View **only** supplemental application: Supplemental App Acad Unit Vw - ASU\_SA\_AD Supp App Acd Unt Vw
  - b. View and Edit the supplemental application: Supplemental App Acad Unit Gen - ASU\_SA\_AD Supp App Acd Unt Gen
5. **Application Fee Waiver** – Maintain App Fee Waivers Cmte - ASU\_SA\_AD Fee Waiver Committee

**Graduate College Roles:** *Under the Student and Administration (SA) and Grad Acad Advising & Financial (AA) heading*

1. **Interactive Plan of Study (iPOS) Management.** Choose one of the following based on your needs.
  - a. View only access - Academic Unit POS View Only – ASU\_SA\_AA Acad Unit Read Only
  - b. Approve and reject iPOS's - Academic Unit POS Supervisor - ASU\_SA\_AA Acad Unit Supervisor

**NOTE:** Find iPOS training online through <http://graduate.asu.edu>. Navigate to Faculty and Staff at the top of the page, click on Graduate support staff, How-to instructions, Academic advising self-help and then [iPOS Graduate Staff Training Manual](#).
2. **Add and View RA, TA, UGF and Fellowship awards** – Acad Unit GPortal Financial - ASU\_SA\_GF Dept Supervisor

**NOTE:** In the comment box when you request access, please include the Academic Plan Codes for each program that you will be working with for the iPOS and GPortal Access.

## Other Access Roles to be requested outside of PeopleSoft

1. **ApplicationXtender (AppXtender/WebXtender) – Provides you with access to download and print documents from student’s applications and files.**
  - a. Go to <http://forms.asu.edu>
  - b. Enter your ASURITE ID and Password.
  - c. Click on “ApplicationXtender Access (Document Management Software, also known as WebXtender)”

**NOTE:** To access the images stored in the AppXtender/WebXtender you will need to install Active X control on your computer. This may require that your departmental IT support install the program depending on your level of access to your computer.
  
2. **Analytics - This tool is used to run reports and track current student progress..**
  - o Enter <https://analytics.asu.edu> into your browser
  - o Click on Request Access
  - o Complete the electronic form