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.

This guide will provide instructions for requesting access to the following access roles:

- PeopleSoft Access
- AppXtender Access
- Analytics Access

**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 have requested. To request access:

1. Login to My ASU.
2. In the black band, click on Staff or Faculty.
3. In the black band, click on Service.
4. Click on Access Requests.
5. On the left, under Categories, click on the + to the left of Security if the drop down does not open automatically.

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

7. Click on PeopleSoft Security.
8. Click on PeopleSoft – Submit a Role Request.

9. Enter the End-User’s UserID (your ASUrite) and click on Continue.

10. Enter the Purpose for the Access Request, your supervisor’s User ID (ASUrite ID) and click on Continue.

   **Note:** 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

11. Click on Add Roles.

12. The available security roles are listed in application areas. Search for the roles listed below 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 be working with. If you do not know what those are or where to obtain them, please contact the Graduate College at 965 3521 and ask for your Graduate Support Coordinator.
**Under the heading Student and Administration (SA) – Grad Acad Advising & Financial (AA)**

- **Acad Unit GPortal Financial**—allows you to add and view RA, TA, UGF and fellowship awards for graduate students. (ASU_SA_GF Dept Supervisor)

- **Acad Unit POS View Only**—allows you to have view access to the iPOS on Student Profile, Format/Defense, Courses, Approval/History/POS Notes and Exams tabs. (ASU_SA_AA Acad Unit Read Only)

- **Acad Unit POS Supervisor**—gives you view access to the iPOS information on Student Profile, Format/Defense and Petition tabs, update access on Courses, Approval/History/POS Notes, Advisor Notes and Exam tabs, edit and approve iPOS when pending approval in academic unit. (ASU_SA_AA Acad Unit Supervisor)

- **Accelerated App Tracking**—allows graduate advisors and staff to view, add and edit records on the Accelerated Application Tracking tool for their specific programs (ASU_SA-AA GR Acc Track)

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

- **Dept Staff GR Admissions Vw**
- **Dept Supv Gr Admissions Vw (edit access)**

- **Supplemental App Acad Unit Vw**
- **Supplemental App Acad Unit Gen (edit access)**

**Under the Heading Student and Administration (SA) – Student Records (SR)**

- **SR Standard Student Pages View**

13. Scroll to the bottom of the screen and click on **Save and Return**.
Application Xtender (AppXtender/WebXtender) – This tool provides access to download and print documents from the student’s applications and files. To request access:

1. Login to My ASU.

2. In the black band, click on Staff or Faculty.

3. In the black band, click on Service.

4. Click on Service Catalog.

5. Click on Administrative and Business.

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

8. The AppXtender Access request form will appear. Complete all necessary fields on the form. When completing the reason section, explain why you need access to AppXtender (example: I need to review applications, test scores, transcripts, letters of recommendation and resumes.). Check the box to acknowledge FERPA policy and click **Order Now**.

   **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](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://campuspolicy.asu.edu](http://campuspolicy.asu.edu) and [http://fsec.asu.edu](http://fsec.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 - 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. Once the access request has been submitted, please allow 7 business days for processing, as the access request requires several levels of approval before access can be granted.