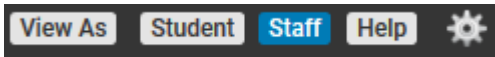


The following instructions will guide you to obtain the base level access that we recommend for Graduate Support Staff across ASU. You may not need all of these access roles or you may need more based on your job description and duties.

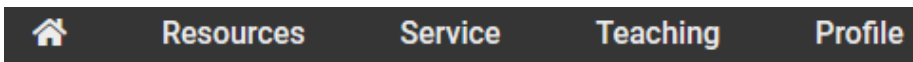
PeopleSoft Access

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:

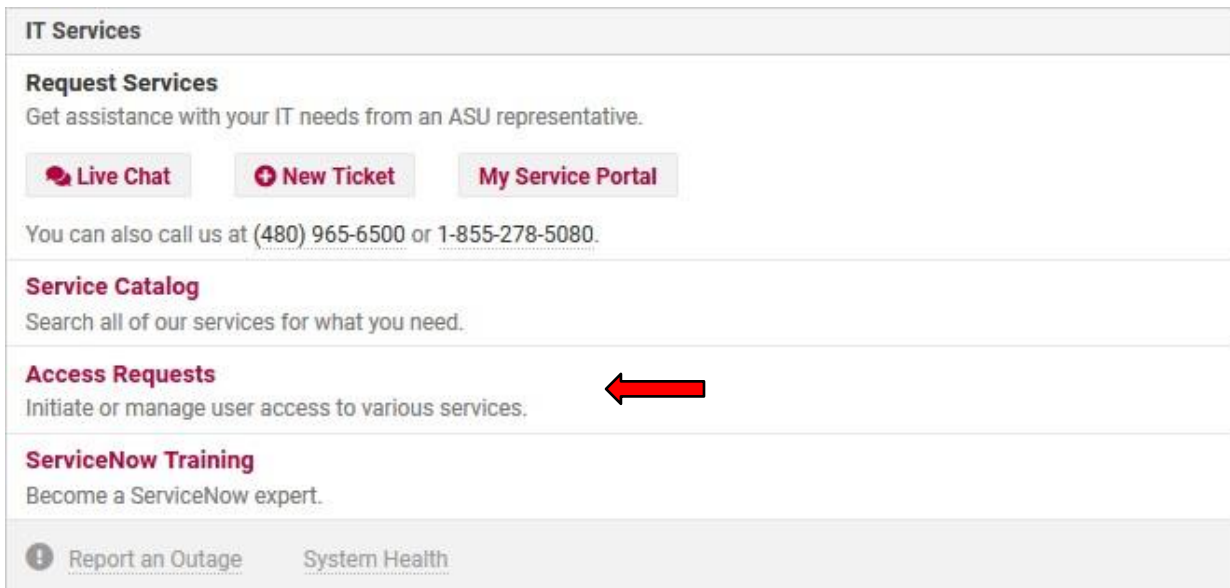
1. Login to your MyASU
2. In the black band, click on “Staff” or “Faculty.”



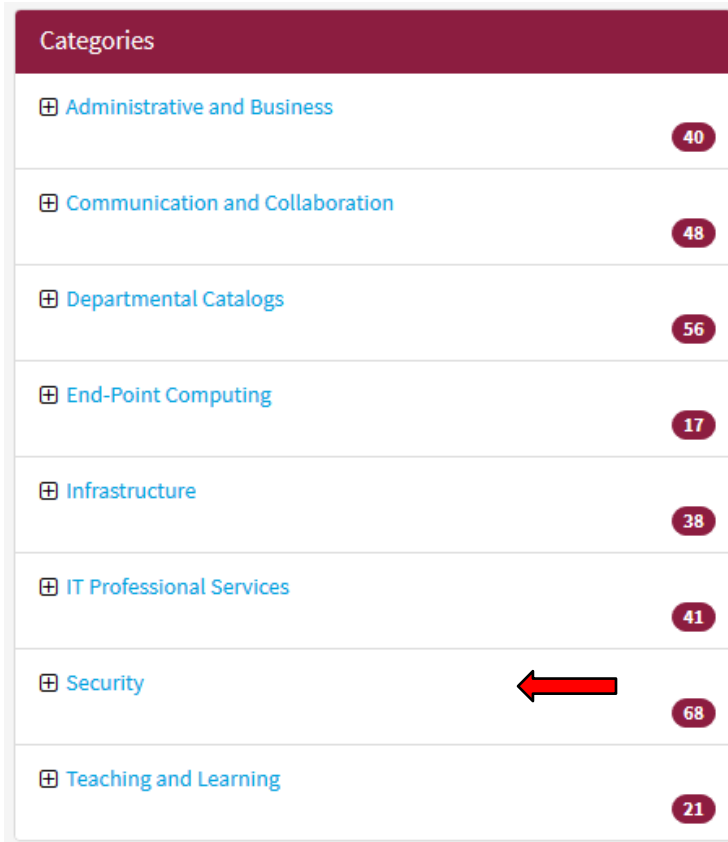
3. In the black band, click on “Service.”



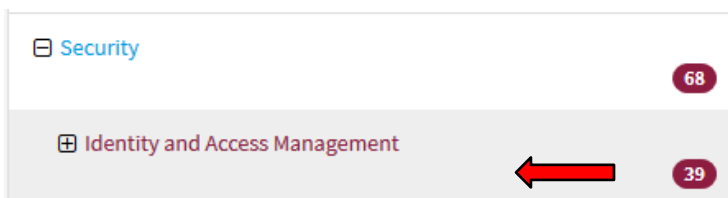
4. Click on “Access Requests.”



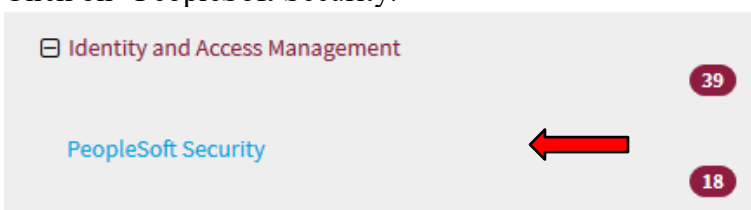
- On the left, under “Categories”, click on the + to the left of “Security” if the drop down does not open automatically.



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



- Click on “PeopleSoft Security.”



8. Click on “PeopleSoft – Submit a Role Request.”

Item	Description
PeopleSoft Campus Community	ASU Identity & Affiliation Inquiries, Courtesy Affiliate Business Process and Related Request(s)
PeopleSoft - Submit a Role Request ↗	Submit a PeopleSoft Oasis Security Request
PeopleSoft - Status of Role Request ↗	Status of PeopleSoft Enterprise Oasis request submission

This window may also show up as follows:

Note: to check the status of your request after it has been submitted, click on the “PeopleSoft – Status of Role Request.”

9. Enter the End-User’s UserID and click on “Continue.”
 - a. The End-User’s ID is your ASUrite ID.

ASU PeopleSoft Security Request Ivandend

Requested Security Access ASURITES and Purpose

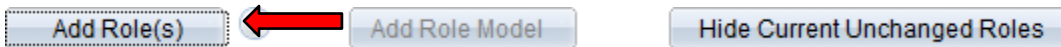
i - Enter the UserID for which you are requesting a change, then click the Continue>> button. The system will evaluate whether this is a new access request or one which has been started but not yet submitted.
 - Note: Fields which have a label preceded by an asterisk (*) are required.

*End-User's UserID:

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

- a. The purpose should briefly explain why you need the access you are requesting.
 - o 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 480-965-3521 and ask for your Graduate Support Coordinator.

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

Student and Administration (SA) - Grad Acad Advising & Financial (AA)	
<input type="checkbox"/> Acad Unit GPortal Financial	<input type="checkbox"/> Acad Unit POS View Only
<input type="checkbox"/> Acad Unit POS Supervisor	<input type="checkbox"/> Accelerated App Tracking

- Acad Unit GPortal Financial - This role allows you to add and view RA, TA, UGF and fellowship awards for graduate students.
- Acad Unit POS View Only – This role grants view access to the iPOS on Student Profile, Format/Defense, Courses, Approval/History/POS Notes and Exams tabs.
- Acad Unit POS Supervisor – This role gives 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.
- Accelerated App Tracking – This role allows graduate advisors and staff to view, add and edit records on the Accelerated Application Tracking tool for their specific programs

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

(The Admissions Office oversees these roles)

- Dept Staff GR Admissions Vw – This role provides staff the ability to lookup graduate applicants and prospects. This role also grants view only access to Gportal.
- Dept Supv GR Admissions Vw (edit access) – This role provides staff the ability to lookup graduate applicants and prospects. This role also grants access to view and make recommendations in Gportal. This role also allows staff to make updates in Academic Plan Extensions.
- Supplemental App Acad Unit Vw – This role provides staff the ability to search and find Supplemental Applications. This role also gives view access to all Supplemental Application information.
- Supplemental App Acad Unit Gen (edit access) – This role provides staff the ability to search and find Supplemental Applications. This role also grants view and add access to all Supplemental Application information.

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

- SR Standard Student Pages View - This role provides faculty and staff with view access to student information. This information includes name and address data in Campus Community, student records data in the Student Services Center, the ability to print an unofficial transcript and the ability to view holds on the student's record. This is the basic, default role for access to student records.

13. Scroll to the bottom of the screen and click on “Save and Return”.



14. Read the agreement and click on “Save and Submit.”

15. Click on “Return.”

Notes:


- a. You may have to request additional roles that require approval outside the Graduate College. Your Academic Unit should give you guidance regarding these roles.
- b. Many of the pages you will access in PeopleSoft have pop-up windows. It is highly recommended that you list PeopleSoft as a trusted site and that you unblock all pop-ups in PeopleSoft.

Other Access Roles to request outside of PeopleSoft

ApplicationXtender (AppXtender/WebXtender) – Provides you with access to download and print documents from student’s applications and files.

1. Go to <http://forms.asu.edu>
2. If you are not signed in, you will have to sign in with your ASURITE ID and Password.
3. Click on “ApplicationXtender Access (Document Management Software, also known as WebXtender)”

SELECT A FORM YOU WISH TO COMPLETE AND SUBMIT.


- 
- [Administrative Access Requests \(Advantage, DARS Self-Service, SAAR\)](#)
 - [ApplicationXtender Access Requests \(Document Management Software, also known as WebXtender\)](#)
 - [Dashboard Access Requests](#)
 - [Data Warehouse 11: myReports / Dashboard Access](#)

FORMS YOU HAVE SUBMITTED

[Click Here for Forms You Have Submitted](#)

4. Click on “ApplicationXtender Access for Graduate College, including Graduate Admissions and Plan of Study.”

ApplicationXtender Access Requests (Document Management Software, also known as WebXtender)

- 
1. [ApplicationXtender Access for Graduate College, including Graduate Admissions and Plan of Study](#)

FORMS YOU HAVE SUBMITTED

[Click Here for Forms You Have Submitted](#)

5. Fill out the purpose of your request to have access and your supervisor’s ASUrite ID. Explain why you need access to ApplicationXtender. For example, “I need to review applications, test scores, transcripts, letters or recommendation and resumes.

FILL IN FORM BELOW

If you encounter difficulties with this form or have any questions, please see [Help for Online Forms](#).

Purpose for Access



Supervisor’s ASURITE UserID



6. Click on “Submit.”

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.

Analytics - This tool is used to run reports and track current student progress.

1. Click on [Analytics Access](#)
2. Enter the information as shown below.

The screenshot shows the 'Analytics Group Access' form on the ASU website. The form is titled 'Analytics Group Access' and includes instructions: 'Request access to a group within the Analytics environment (analytics.asu.edu). Use this form to gain access to a specific Analytics group. Once approved, you will be able to view dashboards and reports made for that group in analytics.asu.edu and be on your way to making the data-driven decisions that help us lead the nation in innovation! Your supervisor and the group trustee will need to approve this request for group access, so make sure the correct supervisor has been auto-populated. This process is automated, so if there is a delay the ticket is most likely waiting on supervisor approval. After both parties approve, access will be granted within 48 hours. If your desired group is not listed, it is not ready for public access or may have special permissions. Contact the group owner to see about making it available in this form. To be added as a power user with edit/upload permissions or be added to a non-visible group, have the group owner submit a general Analytics ticket.'

Red arrows point to the following fields:

- 'Enter your asurite' points to the '* Requested for' dropdown menu.
- 'Select Graduate Student Progress in drop down' points to the '* Group name' dropdown menu, which currently shows 'Graduate Student Progress'.
- 'Enter reason for request' points to the '* Reason for access request' text input field.
- 'Enter supervisors asurite' points to the '* Supervisor (approver)' dropdown menu, which currently shows 'i'.

A red arrow points to the 'Order Now' button at the bottom right of the form, with the text 'Click order now when form is complete' above it.

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.

