Next Steps
In order to get view-only access to the student data, you must complete these steps:

1. **Complete the on-line FERPA training**
   a. Log into Blackboard from the ASU homepage. Click on “ASU Interactive”, then the “MyASU Courses” link. The blackboard login screen will appear. Log in with your ASURITE ID and password.
   b. Click on the Courses tab in the upper left corner of the screen.
   c. In the search field, type in FERPA, and click search.
   d. Available courses will be listed, click on the enroll button on the far right side of the page for the FERPA refresher course.
   e. Click Submit.
   f. Click OK.
   g. This will put you into the FERPA class.
   h. You must score at least 140 points on the test to get credit for the class. You can take the test multiple times.

2. **Apply for access to Peoplesoft;**

   This class makes you eligible for these roles:
   
   **SR Catalog Schedule View**
   **SR Standard Student Pages View**

   Be sure to include specific information about your job responsibilities and what college or department you work for.

   The links to apply for access are found at My ASU:
   
   https://www.asu.edu/go/oasis/AddSecurityRequest/

   Step-by-Step instructions can be found at:
   
   http://help.asu.edu/PeopleSoft_Access_Roles_Getting_Started
What will happen next?

After you request access:

1) Your supervisor will get an email and will go into the system to approve your request.
2) The data trustee will go into the system and ensure that your job responsibilities require the roles you requested and verify that you have had the correct training. and everything looks correct.
3) The OASIS security team will complete your request and grant you access.
4) You and your supervisor will get an email notifying you of your new access.

Here’s what you can do to speed your request and save time for everyone who is part of the manual process behind the electronic form.

1. Spend a couple of minutes and look at the description of the role you are requesting. Check the roles you need or that employee will need. Avoid asking for update access to items that are outside your area of responsibility.
2. Include information in the comments field. Give a good description of why you need the access you are requesting. Include your department or unit. In the future, the security process will know the department where you work but this will not happen until the human resources job data is converted. If you don’t give your department, the data trustee may need to research that before granting you access.
3. Watch the process of your request. Using the on-line system you can tell the steps that have been completed for your request.

Remember the project wants everyone equipped to do their job and be prepared to do it in the new system. The data trustees are advancing toward this goal by being important members of the project teams as well as serving as a data trustee. And finally, we will work to improve the access process as we adapt to the new system.

Questions? Email AskOasisTraining@asu.edu

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