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 OASIS, and click search
   d. Available courses will be listed, click on the **enroll** button on the far right side of the page for the OASIS: 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:
   - ASU Enrollment Advising Update
   - SR Course and Class Permission
   - SR Unit Load Adjustments
   - SR Program Plan Updates

   Only apply for the roles you need for your job. Be sure to include specific information about your job responsibilities so the data trustee will have the necessary information to approve your request.

   The links to apply for access are found at
   [https://www.asu.edu/go/oasis/AddSecurityRequest/](https://www.asu.edu/go/oasis/AddSecurityRequest/)

   Step-by-Step instructions can be found at:
   [http://help.asu.edu/PeopleSoft_Access_Roles_Getting_Started](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.

Questions? Email **UTOTraining@asu.edu**