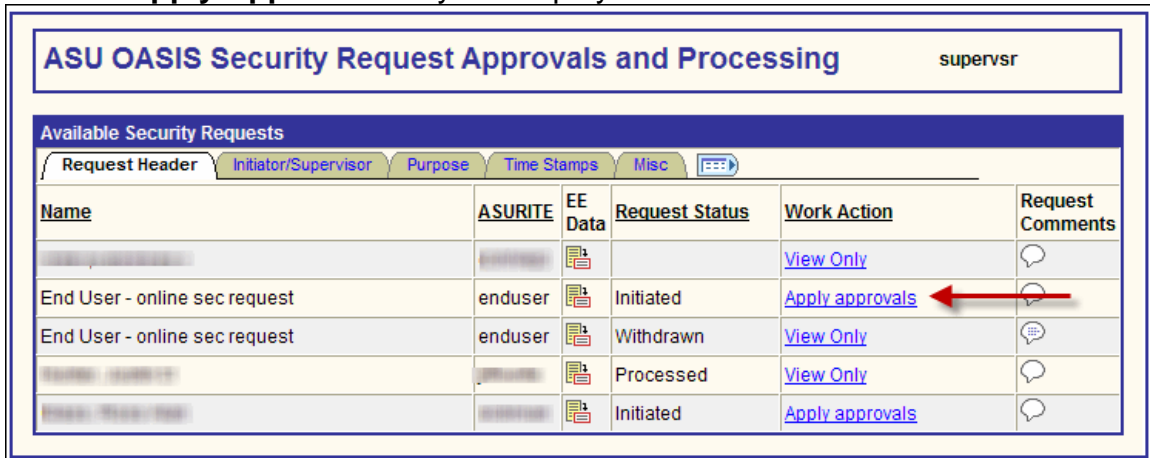




Use this procedure to approve access to PeopleSoft for your employee.
You may check on an open request at any time.

1. Go to this URL: <https://www.asu.edu/go/oasis/ManageSecurityRequest/>
2. You may need to login with your ASURITE ID and password.
3. Click on **Apply Approvals** for your employee.



Name	ASURITE	EE Data	Request Status	Work Action	Request Comments
				View Only	
End User - online sec request	enduser		Initiated	Apply approvals	
End User - online sec request	enduser		Withdrawn	View Only	
			Processed	View Only	
			Initiated	Apply approvals	

Notes: This page will show you all of the people who have requested security access for which you play a role in granting them that access

In this example, “End User – online sec request” would be an employee of yours who has requested access.

Whether or not you approve, you must click on the **Apply Approvals** link to gain access to the next part of the system.



4. Click **Approve** or **Deny** for each requested role. Click **Save and Submit**

ASU OASIS Security Request Approvals and Processing suprvsr

Available Security Requests

Name	ASURITE	EE Data	Request Status	Work Action	Request Comments
End User - online sec request	enduser	Initiated	View Only		
End User - online sec request	enduser	Withdrawn	View Only		
End User - online sec request	enduser	Processed	View Only		
End User - online sec request	enduser	Initiated	View Only		

Role List /Access Request for End User - online sec request

Request Purpose:

[Add Role\(s\)](#) [Hide Current Unchanged Roles](#) [Approve All](#)

Role (click for detailed description)	Current Access?	*Role Action	Comments	Approve	Deny	Approvals History
ASU UG Adm Basic User Role	<input type="checkbox"/>	Add/Append		<input type="checkbox"/>	<input type="checkbox"/>	Approvals History

[Save for Later](#) [Save and Submit](#) [Withdraw Request](#) [Cancel Changes](#)

Notes: You can approve access where the *Role Action* is set to *Add / Append*.
If you deny a request, click the comments icon and add a comment
If there are many roles to approve, click **Approve all** and then **Save and Submit**

5. Click on **Return**

Submit Success

Security Request Confirmation

Submit Confirmation

The Submit was successful.

[Return](#)

Notes: Seeing this button means you were successful in approving the access.



This is what will happen next:

1. The OASIS Data Trustee will approve the request.
2. The OASIS security team will finish the process and grant access.
(Note that Training requirements must be fulfilled prior to final approval.)
3. You and your employee will get an email notification when the access is granted. It is advisable to not depend solely on these emails as your email security setting may preclude delivery

Request Status	Description
Proposed	Request was started but never submitted. To continue it, login as if you want to start a new request.
Withdrawn	Request was withdrawn, usually with an accompanying comment to explain why
Initiated	Awaiting approval by the supervisor (Let your supervisor know your request is ready for them to approve)
Approved – Supervisor	Awaiting acknowledgement/approval from you (the end user).
Approved – User	Awaiting approval by the Reviewer for Student Records or Data Trustee(s) from other units.
Approved - User/Reviewer:	Awaiting approval by the appropriate Data Trustee(s)
Approved - Data Trustee	Awaiting approval by the Security Team
Processed	Request completed