



Use this procedure to check the status of your access request to PeopleSoft.

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 **view only**

ASU OASIS Security Request Approvals and Processing enduser

Available Security Requests

Name	ASURITE	EE Data	Request Status	Work Action	Request Comments
Test end user online sec req	enduser			<a href="#">View Only</a>	

4. Click on **Approvals History** for each role to see the current status.

ASU OASIS Security Request Approvals and Processing enduser

Available Security Requests

Name	ASURITE	EE Data	Request Status	Work Action	Request Comments
Test end user online sec req	enduser			<a href="#">View Only</a>	

Role List /Access Request for Test end user online sec req

Request Purpose: To test the on-line access process

[Hide Prior Denied Roles](#)

Role (click for detailed description)	Current Access?	Role Action	Comments	Approvals History	Prior Denial
<a href="#">ASU_SA_SF Account View Only</a>	<input type="checkbox"/>	Add/Append		<a href="#">Approvals History</a>	
<a href="#">ASU_SA_SF Comments: clone of</a>	<input type="checkbox"/>	Add/Append		<a href="#">Approvals History</a>	Y

**Notes:** All roles in a request have to be fully approved before they are activated in PeopleSoft. Each role can be at a different place in the request process.



5. Check the status of each role.

Role Approval History

Security Role Approval History

ASU\_SA\_SF Account View Only:

Approvals

Approver Type	Current	Role Action	Appv / Deny	Submitted?	Approver ID	Approver Data	Approved Dttm
Initiator	<input type="checkbox"/>	Add/Append	Approved	<input checked="" type="checkbox"/>	pobjas		01/19/07 8:05AM
Supervisor	<input type="checkbox"/>	Add/Append	Approved	<input checked="" type="checkbox"/>	supervsr		01/19/07 8:07AM
User	<input type="checkbox"/>	Add/Append	Approved	<input checked="" type="checkbox"/>	enduser		01/19/07 8:14AM
Data Trust	<input type="checkbox"/>	Add/Append	Approved	<input checked="" type="checkbox"/>	pobjas		01/19/07 8:17AM
Sec Analys	<input type="checkbox"/>	Add/Append	Approved	<input checked="" type="checkbox"/>	idmer		01/19/07 9:13AM

Return

**Notes:** This screen shows the progress of the security role you have selected. A role that has been approved will normally show four rows:

- a) The Initiator (usually you)
- b) The Supervisor
- c) The Data trustee
- d) The Security Analyst

If your role has only one or two rows, you can follow up with the person where the approval has stalled:

Some example:

If there is no "Supervisor" row – follow up with the supervisor to approve the request.

If there is no "Data Trustee" row – go back one screen and click on the role definition to see a list of the data trustees that you can contact.



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