



Use this procedure to request access to PeopleSoft for yourself.

1. Open a web browser and go to <https://www.asu.edu/go/oasis/AddSecurityRequest/>
2. If necessary, login with your ASURITE ID and password.
3. Type in your ASURITE ID, click **Continue**.

The screenshot shows the 'ASU OASIS Security Request' form. At the top right, the user ID 'pstoll' is displayed. Below the title is a section titled 'Requested Security Access ASURITEs and Purpose'. An information icon (i) is followed by instructions: '- Enter the End-User's ASURITE ID 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.' and '- Note: Entries which have a label preceded by an asterisk (*) are required.' Below this, there is a label '*End-User ASURITE:' followed by a text input field and a magnifying glass icon. To the right of the input field is a 'Continue >>' button.

Note: The reason to enter your ASURITE ID again is that you can enter *anyone's* ID here. This means you can request access for other employees.

4. Type in the purpose for your request. Type in your Supervisor's ASURITE ID and click on **Continue**.

The screenshot shows the 'ASU OASIS Security Request' form at a later stage. The user ID 'pstoll' is still at the top right. The 'Requested Security Access ASURITEs and Purpose' section now displays the entered information: '*End-User's UserID: pstoll' and 'Stoll, Paul Robert' with a 'View Employee Data' link. Below this is a text area for '*Purpose for Access Request (maximum of 2 lines)'. There is a checkbox for 'Is the Initiator also the Supervisor?' which is currently unchecked. At the bottom, there is a label '*Supervisor's UserID:' followed by a text input field and a magnifying glass icon. To the right of the input field is a 'Continue >>' button. At the very bottom of the form is a 'Cancel/Reset' button.

Notes: In the *purpose* field, give as much info as you can. Include your department and/or college.
If you don't know your supervisor's ID, use the magnifying glass to look it up.
Type your supervisor's last name in the name field and click on Search.



5. Click on **Add Roles**

ASU OASIS Security Request pstoll

Requested Security Access ASURITEs and Purpose

*End-User's UserID: Stoll, Paul Robert [View Employee Data](#)

*Purpose for Access Request (maximum of 2 lines)

Is the Initiator also the Supervisor?

*Supervisor's UserID: Robinson,Matthew Gardner

Security Request

Initiator's UserID: pstoll Stoll, Paul Robert Initiated Dt: 09/14/2009
Request status: Proposed [Add/Edit Request Comments](#)

Requested Roles

Role (click for description, training reqs.)	Pre-existing Access?	*Role Action	Role Comments
ASU On Call Scheduler	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
UTO Call Center Agent	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
UTO CC Security Admin	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
ASU Field Service Agent	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
Quality Agent	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
Update Sec Reg Training Tables	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
Security Admin Support	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments
HCM Department View	<input checked="" type="checkbox"/>	No Change <input type="button" value="v"/>	Comments

Note: The list of roles you already have are listed below the *Add Roles* button. Click on any role name to see training requirements and description.

- Find the role(s) you want and click on the check box in front of the role.

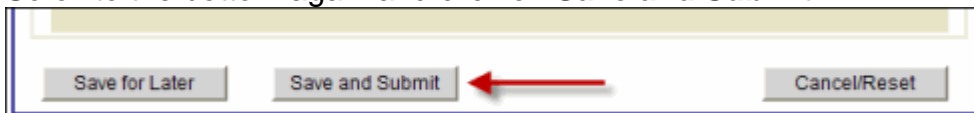


Notes: The roles are grouped by type. These groups are listed alphabetically in boxes. Inside each box, the roles are listed alphabetically in each box. Click on a role name to see its description and training requirements.

- Scroll to the bottom and click **Save and Return**.



- Scroll to the bottom again and click on **Save and Submit**.





- Any time you are given access, you must agree to abide by the policies of the University that govern the use of the system. Read through the statements, and then click the **I Agree** button.

Request Acknowledgement

Security Access End-User Authorization enduser

i By clicking the <I Agree> button, you acknowledge that you have read the following policy statement governing computer access and agree to abide by it.

ASU Computer Access Policy

- To be allowed to use ASU's computing systems you must agree to abide by applicable Federal Law, State Law, and University Policies.
- Failure to abide by applicable law, or university policy, can result in the University suspending computing privileges, taking additional disciplinary action, and/or legal action.
- Detail for computing use policies can be found on the Web using the link below. Hard copies of applicable laws may be obtained in the university libraries and the Office of General Counsel.

[ASU Security Policy Detail](#)

- Click on **Return**.

Submit Success

Security Request Confirmation

Submit Confirmation

✓ The Submit was successful.

Notes: Be aware that although the system triggers emails, a persons email security settings may prevent delivery to ones email In basket.

This is what will happen next:

Your supervisor will approve your request.

The OASIS Data Trustee will approve the access.

The OASIS security analyst will finish the process and grant you access pending fulfillment of required training..

You and your supervisor will receive email notification that your access has been granted. It is advisable to not depend solely on these emails as your email security setting may preclude delivery



You can check the progress of your request at this URL:

<https://www.asu.edu/go/oasis/ManageSecurityRequest/>

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