Use this procedure to acknowledge your new role in PeopleSoft. You will have to do this after your supervisor agrees to your access or requests access for you.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To begin, open a web browser and go to this URL <a href="http://www.asu.edu/go/oasis/ManageSecurityRequest/">http://www.asu.edu/go/oasis/ManageSecurityRequest/</a></td>
</tr>
</tbody>
</table>

You will see this screen. Enter your ASURITE ID and password, and click the Sign in button.

![Login Screen](image)

Select the **User acknowledgement** link next to your name.
### Acknowledge New Role By Employee

#### Step 4

The screen will expand. Click on **Acknowledge/Submit**

#### Step 5

Click the **I Agree** button

---

Copyright ASU 2007
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td><img src="image" alt="Submit Success" /></td>
</tr>
</tbody>
</table>

You were successful!

This is what will happen next:

1) The Data Trustee will approve your request
2) The OASIS security analyst will finish the process and grant you access.
3) You and your supervisor will get an email notification that your request has been granted.