Use this procedure to request access to PeopleSoft for yourself.

<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="https://ep.oasis.asu.edu">https://ep.oasis.asu.edu</a> You will see this screen. Enter your ASURITE ID and password, and click the Sign in button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>2</td>
<td>Select the <strong>Employees: Request Access to PeopleSoft</strong> link.</td>
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<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>3</td>
<td>Type in your ASURITE ID. Click Continue</td>
</tr>
</tbody>
</table>
| 4    | 1) Type in a short purpose for your access in the large field.  
2) Type in the ASURITE of your Supervisor (you can find it using Outlook's address book)  
3) Click on the Continue button. |
### Step 5

This screen shows the roles you currently have. To add a role, click on the “Add role” button.
Step | Action
---|---
6 | You will see the list of security roles that are available. Click on the checkbox next to a role to select it. Click on the role to see a description. Once you have selected your role, scroll to the bottom and click on the Save and Return button.
### Request Access to PeopleSoft for Yourself

**Step** | **Action**
--- | ---
7 | ![Security Request screen](image)

Now we are back on the previous screen.
To complete the request, click on the **Save and Submit** button.

8 | ![Request Acknowledgement screen](image)

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.
You were successful!

This is what will happen next:
1) Your supervisor will approve your request in PeopleSoft
2) You will log in to the system and acknowledge the new role.
3) The Data Guardian will approve the access.
4) The OASIS security team will finish the process and grant you access.
5) You and your supervisor will receive email notification that your access has been granted.

Click the **Return** button to finish.