



PeopleSoft User ID Request Form for SA and iCampus

- **Global Settings for PeopleSoft Security:**

An employee/student id (EMPLID) is required to request a PeopleSoft Login Account. In cases, where generic user accounts are requested, these will be linked to supervisor's EMPLID.

For auditing purposes, the Employee/Student's ID (EMPLID) must be linked to the Username. Supervisors must inform Information Technology when Faculty, Staff, Student Assistants or Part-Time employees are no longer employed by the College so that the proper measures are taken to terminate their account.

- **Security Access for Students:**

Account generation for students is a somewhat automated process between the Office of Admission and Records & the Office of Information Technology.

1. The Office of Admissions and Records admits new students; assigns new student id (EMPLID) and updates their email address on the system. A current email address must be in their personal file in case they will need to reset their password from the iCampus Online System.
2. The Office of Information Technology runs a mass change process that creates accounts for all new students. All students are granted access to the self-service student information which they can get via iCampus. Their email address on the personal account will be updated from the one on their personal file.

- **Security Access for New Employees (Faculty and Staff):**

A new employee (Full-time or Part-time) that will be replacing another employee is only required to complete an '***IT Action Form***' since the access has been pre-approved for that position. A new position employee must complete an '***IT Action and Access Form***' to request a new account for PeopleSoft Financials and/or PeopleSoft Student Administration systems.

All employees must have a valid employee id (EMPLID) assigned by the Office of Human Resources before requesting a PeopleSoft User ID.

- **Security Access for Existing Employees (Faculty and Staff):**

All current employees must complete an '***IT Action and Access Form***' to request additional security access on their existing User ID for PeopleSoft Financials and/or PeopleSoft Student Administration system.

- **Security Access for Student Assistants:**

In order to ensure the security of student data, student assistants who need to access the PeopleSoft System must have a unique user id that will provide access to specific data-entry functions defined by their Department. All Student Assistant User IDs will be different from the one they use to access the **iCampus** Online System, and will have a limited timeframe to access the system which is NOT to be access outside Office environment.

An '***IT Action and Access Form***' must be completed for all student assistants that currently have a student id (EMPLID).

Instructions on how to complete the '*IT Action and Access Form*':

1. The '***IT Action and Access Form***' must be completed and approved by the employee's Supervisor.
2. The '***IT Access Form***' must be approved by the Functional Lead(s) and Corresponding Dean.
3. The Office of Human Resources (HR) must validate employment and employee id (EMPLID) on the '***IT Action Form***'. HR may keep a copy of the Action and Access forms on employees' personal file for future actions.
4. The Office of Information Technology (IT) will create the User ID with a temporary password and notify the employee when it's ready for pickup. The employee must personally pickup the account from IT to sign a '***Username and Password Agreement***' and to get instructions on how to login with correct URLs for production and testing environment as well as how to change their temporary password once they login successfully.



Information Technology Access Form

Student Administration System

To be completed by Department Supervisor:

Legal Name: _____ **Effective Date:** _____
 (Last) (First) (Middle) (New Hire, Transfer, Additional Access, Terminated, etc.)

Position: _____ **Department:** _____
 (Title) (Name)

Building: _____ **Room:** _____ **Phone:** _____
 (Name) (Number) (Number)

PeopleSoft Systems (Check all that Apply): Student Administration System iCampus Online System Student Advising Worksheet

Action: **Create New User ID *:** **Update Existing User ID **:** **Remove Existing User ID:**

Replace User ID _____ Additional Security for Existing User ID Remove User ID _____

Same as User ID _____ Remove Security from Existing User ID

New User ID for New Position

** HR must validate EMPLID and Access Form must be completed with appropriate approvals.
 ** Access Form must be completed with Supervisor, Functional Lead and Dean's Approval.*

Employee Signature **Supervisor Signature** **Date**

To be completed by Human Resources:

Employment and EMPLID Validation for New Employees:

Classification (Check all that Apply): FT Faculty PT Faculty Administrator Staff PT Employee Student Assistant

Employee/Student ID *** _____ ***** Must have a valid EMPLID to obtain a PeopleSoft User Account.**
 (EMPLID) Use Supervisor's EMPLID for Generic User ID (i.e. HRTMPUSR)

Human Resources Approval - Print Name **Human Resources Approval - Signature** **Date**



Information Technology Access Form

Student Administration System

Print Name of Person Requiring Access

Department

Date

Campus E-mail Address

Office Phone Number

EMPLID

To be completed by Department Supervisor. To be approved by Dean and Functional Lead:

PEOPLESOFT SYSTEM - STUDENT ADMINISTRATION

DEPT	PERMISSION LIST	ACTIONS	MENUS INCLUDED IN PERMISSION LIST Note: SUPR Permission Lists have full access, all others have limited access.
Academic Advising			
	AASETUP	Add, Update, UD All & CORRECTION	Management Academic Advisors - DEFINE_ACADEMIC_REQUIREMENTS, ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, WEBLIB_MENU, WEBLIB_PORTAL
	AADVISOR	Add & Update NO CORRECTION	Academic Advisors. DEFINE_ACADEMIC_REQUIREMENTS, MANAGE_ACADEMIC_RECORDS, WEBLIB_MENU, WEBLIB_PORTAL
Academic Studies			
	ACADSEC	Add & Update NO CORRECTION	Academic Secretary - CALCULATE_TUITION_AND_FEES, ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	ACADVSEC	Add & Update NO CORRECTION	Academic Division Secretaries - CALCULATE_TUITION_AND_FEES, ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
Administrative Services			
	ADMSEC	Add & Update NO CORRECTION	Administrative Secretaries - ESTABLISH_COURSES, QUERY, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
Admission and Records			
	ADSUPR	Add, Update, UD All & CORRECTION	Admission & Records Supervisor - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	ADSTAFF	Add & Update Some CORRECTION	Admission & Records Staff - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DESIGN_ACADEMIC_STRUCTURE, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MAINTAIN_CUSTOMERS, MAINTAIN_ORGANIZATION_DATA, MANAGE_ACADEMIC_RECORDS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, REPORT_MANAGER, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
	ADREGIDS	Add, Update, UD All & CORRECTION	Registration Accounts for Registration Period Only - CALCULATE_TUITION_AND_FEES, CLIENTPROCESS, DEFINE_ACADEMIC_REQUIREMENTS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, MAINTAIN_CUSTOMERS, MANAGE_ACADEMIC_RECORDS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
	ADSTUAST	Add & Update NO CORRECTION	Admission & Records Student Assistants - DEFINE_ACADEMIC_REQUIREMENTS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, MANAGE_ACADEMIC_RECORDS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
Applied Sciences			
	APpscSEC	Add & Update NO CORRECTION	Applied Science Secretary - CREATE_COMMENTS, MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, QUERY, WEBLIB_MENU, WEBLIB_PORTAL
	APPDVSEC	Add & Update NO CORRECTION	Applied Science Division Secretaries - CALCULATE_TUITION_AND_FEES, ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
Bookstore			
	BKSTSUPR	Add & Update NO CORRECTION	Bookstore Manager - MAINTAIN_RECEIVABLES, QUERY, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL. Provides limited access to student post and customer accounts inquire.

	BKSTCASH	Add & Update NO CORRECTION	Bookstore Staff - MAINTAIN_RECEIVABLES, QUERY, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL. Bookstore Cashiers. Provides access to Student Post Only.
Business Office			
	See Student Financials		
Campus Community and 3Cs			
	CCSUPR	Add, Update, UD All & CORRECTION	Campus Community Supervisor - CREATE_COMMENTS, MAINTAIN_ORGANIZATION_DATA, MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, WEBLIB_MENU, WEBLIB_PORTAL
	CCDATA	Add & Update NO CORRECTION	General Users - MAINTAIN_ORGANIZATION_DATA, WEBLIB_MENU, WEBLIB_PORTAL
	CCVIEW	Inquire Only	General Users - MAINTAIN_ORGANIZATION_DATA, WEBLIB_MENU, WEBLIB_PORTAL
	CC3CVIEW	Inquire Only	General Users - CREATE_COMMENTS, MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, WEBLIB_MENU, WEBLIB_PORTAL
Continuing Education			
	CESUPR	Add, Update, UD All & CORRECTION	CE Supervisor - ADMINISTER_PAYMENT_PLANS, BILL_CUSTOMERS, CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_CAMPUS_COMMUNITY, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MAINTAIN_CUSTOMERS, MAINTAIN_ORGANIZATION_DATA, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, REFUND_CUSTOMERS, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
	CESEC	Add & Update NO CORRECTION	CE Secretary - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA, CC_BIO_DEMO_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, ESTABLISH_COURSES, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, QUERY, REFUND_CUSTOMERS, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
	CECLERK	Add & Update NO CORRECTION	CE Clerks - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA, CC_BIO_DEMO_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, ESTABLISH_COURSES, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, QUERY, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
	CESTUDEN	Add & Update NO CORRECTION	CE Student Assistants - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA, CC_BIO_DEMO_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, TRACK_STUDENT_CAREERS
Counseling			
	COUNSUPR	Add, Update, UD All & CORRECTION	Counseling Director - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	COUNSEL	Add & Update NO CORRECTION	All Counselors - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, PACKAGE_AID, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	COUNSSEC	Add & Update NO CORRECTION	Counseling Secretary - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, DATA_MOVER, ESTABLISH_COURSES, EVALUATE_APPLICANTS, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	COUNSSTU	Add & Update NO CORRECTION	Counseling Proctors & Student Assistants - PROCESS_TRANSFER_CREDIT, WEBLIB_MENU, WEBLIB_PORTAL
Division Chairs			
	DVCHAIRS	Add & Update NO CORRECTION	All Division Chairs - ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
Education Opportunity Center			
	EOCSUPR	Add & Update NO CORRECTION	EOC Director - ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	EOCSEC	Add & Update NO CORRECTION	EOC Secretary - CALCULATE_TUITION_AND_FEES, ESTABLISH_COURSES, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
Faculty			
	See iCampus Below		
Financial Aid			
	FASUPR	Add, Update, UD All & CORRECTION	Financial Aid Director - APPLY_FOR_FINANCIAL_AID, CALCULATE_TUITION_AND_FEES, CREATE_COMMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_FINANCIAL_AID1, DESIGN_FINANCIAL_AID2, EXCHANGE_FIN_AID_DATA, FA_UTILITIES, FINANCIAL_AID_HISTORY, MAINTAIN_ORGANIZATION_DATA, MAINTAIN_RECEIVABLES, MAINTAIN_SERVICE_IND_STDNT, MANAGE_ACADEMIC_RECORDS,

			MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, MANAGE_NEED_ANALYSIS, PACKAGE_AID, PROCESS_LOANS, PROCESS_PELL_PMT, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
FASTAFF	Add & Update NO CORRECTION		Financial Aid Staff - APPLY_FOR_FINANCIAL_AID, CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CREATE_COMMENTS, EXCHANGE_FIN_AID_DATA, FA_UTILITIES, MANAGE_ACADEMIC_RECORDS, MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, MANAGE_NEED_ANALYSIS, PACKAGE_AID, PROCESS_LOANS, PROCESS_PELL_PMT, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
FAINQRY	Inquire Only		General Users - PACKAGE_AID, PROCESS_LOANS, PROCESS_PELL_PMT, WEBLIB_MENU, WEBLIB_PORTAL
Human Resources			
HRSUPER	Add, Update, UD All & CORRECTION		Human Resources Officer - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, ADMINISTER_HR_SYSTEM, ADMINISTER_WORKFORCE_(GBL), ADMINISTER_WORKFORCE_(USF), CC_BIO_DEMO_DATA, CC_HEALTH_DATA, CC_IDENTIFICATION_DATA, CC_PARTICIPATION_DATA, DEFINE_BASE_BENEFITS, MANAGE_COMPETENCIES_(GBL), MANAGE_HUMAN_RESOURCES_(GBL), MANAGE_HUMAN_RESOURCES_(USF), MANAGE_LABOR_RELATIONS_(GBL), MANAGE_LABOR_RELATIONS_(USF), MANAGE_POSITIONS, MONITOR_FRENCH_ELECTIONS, QUERY, RECRUIT_WORKFORCE_(GBL), RECRUIT_WORKFORCE_(USF), SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
HRSTAFF	Add & Update NO CORRECTION		Human Resources Staff - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, ADMINISTER_WORKFORCE_(GBL), ADMINISTER_WORKFORCE_(USF), CC_BIO_DEMO_DATA, CC_HEALTH_DATA, CC_IDENTIFICATION_DATA, CC_PARTICIPATION_DATA, DEFINE_BASE_BENEFITS, MANAGE_COMPETENCIES_(GBL), MANAGE_HUMAN_RESOURCES_(GBL), MANAGE_HUMAN_RESOURCES_(USF), MANAGE_LABOR_RELATIONS_(GBL), MANAGE_LABOR_RELATIONS_(USF), MANAGE_POSITIONS, MONITOR_FRENCH_ELECTIONS, QUERY, RECRUIT_WORKFORCE_(GBL), RECRUIT_WORKFORCE_(USF), SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
HRSEC	Add & Update NO CORRECTION		Human Resources Secretary - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, ADMINISTER_WORKFORCE_(GBL), CC_BIO_DEMO_DATA, DEFINE_BASE_BENEFITS, MANAGE_COMPETENCIES_(GBL), MANAGE_LABOR_RELATIONS_(GBL), MANAGE_POSITIONS, MONITOR_FRENCH_ELECTIONS, QUERY, RECRUIT_WORKFORCE_(GBL), REPORT_USA_REGULATIONS, WEBLIB_MENU, WEBLIB_PORTAL
HRUSER	Add & Update NO CORRECTION		Human Resources Users - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, ADMINISTER_WORKFORCE_(GBL), ADMINISTER_WORKFORCE_(USF), CC_BIO_DEMO_DATA, CC_HEALTH_DATA, CC_IDENTIFICATION_DATA, CC_PARTICIPATION_DATA, DEFINE_BASE_BENEFITS, MANAGE_COMPETENCIES_(GBL), MANAGE_HUMAN_RESOURCES_(GBL), MANAGE_HUMAN_RESOURCES_(USF), MANAGE_LABOR_RELATIONS_(GBL), MANAGE_LABOR_RELATIONS_(USF), MANAGE_POSITIONS, MONITOR_FRENCH_ELECTIONS, QUERY, RECRUIT_WORKFORCE_(GBL), RECRUIT_WORKFORCE_(USF), SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
HRINQRY	Inquire Only		General Users - ADMINISTER_BASE_BENEFITS, ADMINISTER_WORKFORCE_(GBL), DEFINE_AUTOMATED_BENEFITS, DEFINE_BASE_BENEFITS
BENSUPER	Add, Update, UD All & CORRECTION		HR Benefits Supervisor - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, ADMINISTER_HR_SYSTEM, DEFINE_BASE_BENEFITS, QUERY, WEBLIB_MENU, WEBLIB_PORTAL
BENUSER	Add & Update NO CORRECTION		HR Benefits Staff - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, DEFINE_BASE_BENEFITS, MAINTAIN_PEOPLE_DATA, MANAGE_POSITIONS, WEBLIB_MENU, WEBLIB_PORTAL
Huntsville Center			
HCLCSUPR	Add, Update, UD All & CORRECTION		HCLC Supervisor - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
HCLCSEC	Add & Update NO CORRECTION		HCLC Secretary - CC_BIO_DEMO_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, ESTABLISH_COURSES MANAGE_ACADEMIC_RECORDS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
Industrial Training			
INDUDEPT	Add & Update NO CORRECTION		Industrial Dept Supervisor - CALCULATE_TUITION_AND_FEES, DESIGN_ACADEMIC_STRUCTURE, ESTABLISH_COURSES, MAINTAIN_PEOPLE_DATA, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, QUERY, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC, WEBLIB_MENU, WEBLIB_PORTAL
INDUSEC	Add & Update NO CORRECTION		Industrial Dept Secretary - ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
WFDEVSEC	Add & Update NO CORRECTION		Industrial Dept Workforce Dev Secretary - ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, QUERY, SPECIFY_OPERATOR_DEFAULTS,

			TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
Information Technology – Technical			
	ITTSUPR	Add, Update, UD All & CORRECTION	Information Tech Director - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	ITTSTAFF	Add, Update, UD All & CORRECTION	Information Tech Staff - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	ITTSEC	Add & Update NO CORRECTION	Information Tech Secretary - CC_BIO_DEMO_DATA, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA, CC_PARTICIPATION_DATA_STDNT, CC_SERVICES_DATA, CC_SERVICES_DATA_STDNT, ESTABLISH_COURSES, MAINTAIN_ORGANIZATION_DATA, MANAGE_ACADEMIC_RECORDS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	PTSUPR	Add & Update NO CORRECTION	Information Tech Tools - EDI_MANAGER, PROCESSMONITOR, QUERY_MANAGER, REPORT_MANAGER, TREEMANAGER, TREE_MANAGER, WORKFLOW_ADMINISTRATOR
	PTSTAFF	Add & Update NO CORRECTION	Information Tech Tools - PROCESSMONITOR, QUERY, QUERY_MANAGER, REPORT_MANAGER
	PROS_MNT	Add & Update NO CORRECTION	Information Tech Tools - PROCESSMONITOR
	RPTMGR	Add & Update NO CORRECTION	Information Tech Tools - REPORT_MANAGER
Institutional Research for Student Records			
	RESEARCH	Add & Update NO CORRECTION	Institutional Research Data Analyst - ADVISE_CUSTOMERS, CC_BIO_DEMO_DATA, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA, CC_PARTICIPATION_DATA_STDNT, CC_SERVICES_DATA, CC_SERVICES_DATA_STDNT, CREATE_COMMENTS, ESTABLISH_COURSES, EVALUATE_APPLICANTS, MAINTAIN_ORGANIZATION_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_CHECKLISTS, MANAGE_COMMUNICATIONS, MANAGE_RECRUITERS, MAS_SPECIFIC_PANELS, PLAN_EVENTS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SEARCH, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, TXCBM_SC
Library Services			
	LIBSUPR	Add & Update NO CORRECTION	Library Supervisor - MANAGE_ACADEMIC_RECORDS, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
	LIBSTAFF	Add & Update NO CORRECTION	Library Staff - MANAGE_ACADEMIC_RECORDS, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
Marketing and Public Relations			
	PIOSUPR	Add & Update NO CORRECTION	Public Relations Supervisor - ESTABLISH_COURSES, WEBLIB_MENU, WEBLIB_PORTAL
	PIOPUB	Add & Update NO CORRECTION	Public Relations Staff - ESTABLISH_COURSES, WEBLIB_MENU, WEBLIB_PORTAL
Payroll			
	PRSUPR	Add, Update, UD All & CORRECTION	Payroll Supervisor - ADMINISTER_BASE_BENEFITS, ADMINISTER_GL_INTERFACE, ADMINISTER_HR_SYSTEM, DEFINE_BASE_BENEFITS, DEFINE_GENERAL_OPTIONS, DEFINE_PAYROLL_PROCESS, DEFINE_PAYROLL_TAXES, MAINTAIN_PAYROLL_DATA_U.S., MAINTAIN_PEOPLE_DATA, MANAGE_ANNUAL_TAX_RPTG_U.S., MANAGE_PAYROLL_PROCESS_U.S., MANAGE_POSITIONS, MANAGE_QUARTERLY_TAX_RPTG_U.S, QUERY, REPORT_PAYROLL_INFO_U.S., TREE_MANAGER, UTILITIES, WEBLIB_MENU, WEBLIB_PORTAL
	PRSTAFF	Add & Update Some CORRECTION	Payroll Staff - ADMINISTER_GL_INTERFACE, DEFINE_COMMIT_ACCOUNTING_(US), MAINTAIN_PAYROLL_DATA_U.S., MANAGE_ANNUAL_TAX_RPTG_U.S., MANAGE_PAYROLL_PROCESS_U.S., MANAGE_QUARTERLY_TAX_RPTG_U.S, QUERY, REPORT_PAYROLL_INFO_U.S., REPORT_TOTAL_COMPENSATION, WEBLIB_MENU, WEBLIB_PORTAL
	PRRECON		Payroll Reconcile Only - REPORT_PAYROLL_INFO_U.S., WEBLIB_MENU, WEBLIB_PORTAL
	PRINQRY	Inquire Only	Payroll Inquire Only - DEFINE_PAYROLL_INTERFACE, DEFINE_PAYROLL_PROCESS, DEFINE_PAYROLL_TAXES
Project Gear-Up			
	PRGUSUPR	Add & Update NO CORRECTION	Project Gear-Up Supervisor - MANAGE_ACADEMIC_RECORDS, WEBLIB_MENU, WEBLIB_PORTAL
	PRGUSTAFF	Add & Update NO CORRECTION	Project Gear-Up Staff - MANAGE_ACADEMIC_RECORDS, WEBLIB_MENU, WEBLIB_PORTAL
Recruitment and Retention			
	RRSUPR	Update & Inquiry NO CORRECTION	Director of Recruitment Dept - ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, RECRUIT_WORKFORCE_(GBL), WEBLIB_MENU, WEBLIB_PORTAL

	RRSTAFF	Update & Inquiry NO CORRECTION	ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, RECRUIT_WORKFORCE_(GBL), SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
	RRLEAD	Update & Inquiry NO CORRECTION	ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, QUERY, WEBLIB_MENU, WEBLIB_PORTAL
Security Department			
	SCRYSR	Add & Update NO CORRECTION	LC Security Captain - MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
Small Business Development Center			
	SBDCSUPR	Update & Inquiry NO CORRECTION	Student Records Inquiry - SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
Student Financials			
	SFSUPR	Add, Update, UD All & CORRECTION	Student Financials Supervisor - ADMINISTER_PAYMENT_PLANS, BILL_CUSTOMERS, CALCULATE_TUITION_AND_FEES, DEFINE_STUDENT_FINANCIALS, DESIGN_ACADEMIC_STRUCTURE, MAINTAIN_CUSTOMERS, MAINTAIN_RECEIVABLES, QUERY, REFUND_CUSTOMERS, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, WEBLIB_MENU, WEBLIB_PORTAL
	SFSTAFF	Add & Update NO CORRECTION	Student Financials Staff - ADMINISTER_PAYMENT_PLANS, BILL_CUSTOMERS, CALCULATE_TUITION_AND_FEES, MAINTAIN_CUSTOMERS, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, QUERY, REFUND_CUSTOMERS, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	SFDATA	Add & Update NO CORRECTION	Student Financials Users - ADMINISTER_PAYMENT_PLANS, BILL_CUSTOMERS, CALCULATE_TUITION_AND_FEES, MAINTAIN_CUSTOMERS, MAINTAIN_RECEIVABLES, MANAGE_ACADEMIC_RECORDS, QUERY, REFUND_CUSTOMERS, RUN_CASHIERING, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	SFINQRY	Inquiry Only	Student Financials Inquiry - CALCULATE_TUITION_AND_FEES, MAINTAIN_CUSTOMERS, MAINTAIN_RECEIVABLES, REFUND_CUSTOMERS, RUN_CASHIERING
Student Records			
	SRSUPR	Add, Update, UD All & CORRECTION	Student Records Supervisor - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_ADMINISTRATION, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	SRSTAFF	Add & Update Some History Some CORRECTION	Student Records Staff - CALCULATE_TUITION_AND_FEES, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA_STDNT, CC_PORTFOLIO, CC_SERVICES_DATA_STDNT, DEFINE_ACADEMIC_REQUIREMENTS, DEFINE_STUDENT_RECORDS, DESIGN_ACADEMIC_STRUCTURE, DESIGN_ADMISSIONS, ENROLLMENT_MANAGEMENT, ESTABLISH_COURSES, EVALUATE_APPLICANTS, LOAD_EXTERNAL_DATA, MANAGE_ACADEMIC_RECORDS, MANAGE_RECRUITERS, PROCESS_APPLICATIONS, PROCESS_TRANSFER_CREDIT, QUERY, RECRUIT_PROSPECTIVE_STUDENTS, SPECIFY_OPERATOR_DEFAULTS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL
	SRDATA	Add & Update NO CORRECTION	Student Records Users - ESTABLISH_COURSES, MANAGE_ACADEMIC_RECORDS, PROCESS_TRANSFER_CREDIT, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL,
	SRINQRY	Inquiry Only	Student Records Inquiry - CC_BIO_DEMO_DATA, CC_BIO_DEMO_DATA_STDNT, CC_HEALTH_DATA, CC_HEALTH_DATA_STDNT, CC_IDENTIFICATION_DATA, CC_IDENTIFICATION_DATA_STDNT, CC_PARTICIPATION_DATA, CC_PARTICIPATION_DATA_STDNT, CC_SERVICES_DATA, CC_SERVICES_DATA_STDNT, ESTABLISH_COURSES, MAINTAIN_ORGANIZATION_DATA, MANAGE_ACADEMIC_RECORDS, TRACK_STUDENT_CAREERS, WEBLIB_MENU, WEBLIB_PORTAL

PEOPLESOFT SYSTEM - iCAMPUS ONLINE SYSTEM

DEPT	PERMISSION LIST	ACTIONS	MENUS INCLUDED IN PERMISSION LIST
iCampus Online System			
	FACULTY1	Add & Update NO CORRECTION	Full Time Faculty - CC_PORTFOLIO, LC_ROLE_SELECTION, SA_ES_SRCHREC_OVRD, SA_LEARNER_SERVICES, SA_LEARNING_MANAGEMENT, WEBLIB_MENU, WEBLIB_PORTAL
	FACULTY2	Add & Update NO CORRECTION	Adjunct (Part Time) Faculty - CC_PORTFOLIO, LC_ROLE_SELECTION, SA_LEARNER_SERVICES, SA_LEARNING_MANAGEMENT, WEBLIB_MENU, WEBLIB_PORTAL
	STAFF1	Add & Update NO CORRECTION	Full Time Administrators and Staff - CC_PORTFOLIO, LC_ROLE_SELECTION, SA_LEARNER_SERVICES, SA_LEARNING_MANAGEMENT, WEBLIB_MENU, WEBLIB_PORTAL

	STUDENT	Add & Update NO CORRECTION	All Students - CC_PORTFOLIO, LC_ROLE_SELECTION, SA_LEARNER_SERVICES, WEBLIB_MENU, WEBLIB_PORTAL
Auto Access	GUEST	Inquire Only	All Visitors. Provides access to Lee College Catalog and Schedule of Classes.

Update Existing User ID by adding the following Navigation(s) and Action(s):

Ex. Manage Student Records, Establish Courses, Use, Schedule of Classes	Actions
	<input type="checkbox"/> Add <input type="checkbox"/> Update Display <input type="checkbox"/> Update Display/History <input type="checkbox"/> Correction
	<input type="checkbox"/> Add <input type="checkbox"/> Update Display <input type="checkbox"/> Update Display/History <input type="checkbox"/> Correction
	<input type="checkbox"/> Add <input type="checkbox"/> Update Display <input type="checkbox"/> Update Display/History <input type="checkbox"/> Correction
	<input type="checkbox"/> Add <input type="checkbox"/> Update Display <input type="checkbox"/> Update Display/History <input type="checkbox"/> Correction
	<input type="checkbox"/> Add <input type="checkbox"/> Update Display <input type="checkbox"/> Update Display/History <input type="checkbox"/> Correction

Please return signed Action and Access Forms to the Department of Information Technology.

Person Requesting Access Signature *Print Name* *Date*

Supervisor's Approval Signature *Print Name* *Date*

Functional Lead's Approval Signature *Print Name* *Date*

Dean's Approval Signature *Print Name* *Date*

Information Technology Use Only: <i>Last updated (07/19/2007)</i>	<i>PeopleSoft8 Action and Access Request Form for SA and iCampus.doc</i>
Created by: _____ Date: _____ Database: _____ User ID: _____	