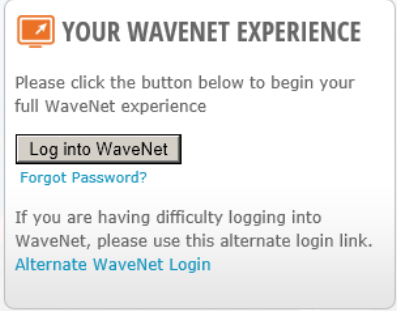
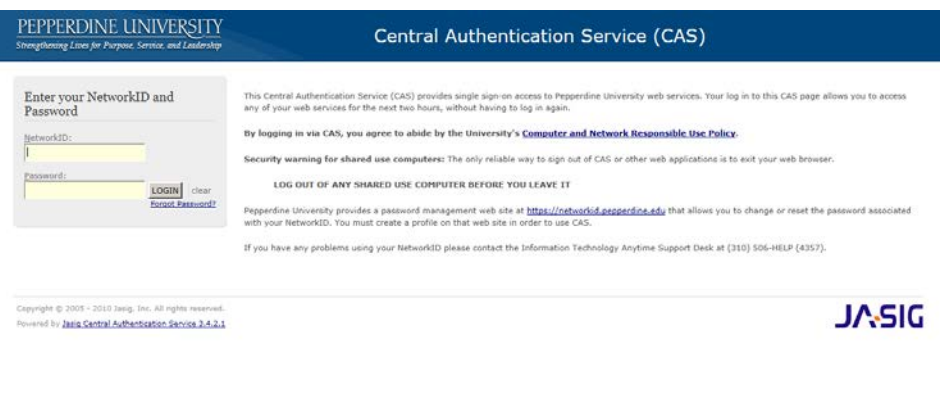


PeopleSoft Finance Access Training Guide

How to: View Existing Access

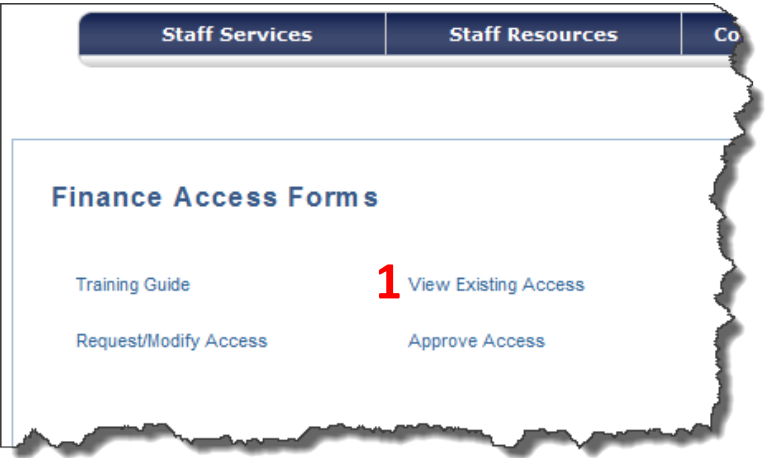
Purpose:

1. "How To" View Existing Access

Step#	Illustration:	Description:
1.		<p>View Existing Access</p> <p>The PeopleSoft Security Access allows users the ability to view the existing security access roles and department access for themselves or any other user.</p>
2.		<p>To access the on-line Finance Access Forms first Log into WaveNet.</p>
3.		<p>Log into the Central Authentication Service, also known as CAS, with your Network ID and Password.</p>

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4.	 <p>The screenshot shows the WaveNet Pepperdine University website. The top navigation bar includes 'Staff Services', 'Staff Resources', and 'Computer Support/IT'. The 'Staff Resources' menu is open, showing options like 'Courses (powered by Sakai)', 'Finance Forms', 'Holiday Schedule', 'Training', 'Libraries', and 'PeopleSoft Security Access'. A red arrow points to the 'PeopleSoft Security Access' link.</p>	<p>PeopleSoft Security Access:</p> <p>Navigate to the menu-bar linked list; under Staff Resources and click on the link PeopleSoft Security Access this opens the view to the PeopleSoft Finance Access Forms.</p>
5.	 <p>The screenshot shows the 'Finance Access Forms' page. The page title is 'Finance Access Forms'. Below the title, there are four links: 'Training Guide', 'Request/Modify Access', 'View Existing Access', and 'Approve Access'. A red number '1' is placed next to the 'View Existing Access' link.</p>	<p>Finance Access Forms:</p> <p>Besides the link to this document, the Training Guide, there are links to:</p> <ul style="list-style-type: none">• Request/Modify Access• Approve Access• View Existing Access <p>1. Select the View Existing Access link.</p> <p>This opens the View Existing Access page.</p>

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How to: View Existing Access

6.

View Existing Access

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

User ID: begins with

Empl ID: begins with

Name: contains **1**

Case Sensitive

2 [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

User ID	Empl ID	Name
		Krukowski, Leonard
		Krukowski, Linda J

3

View Existing Access:

The **Find an Existing Value** tab provides a search capability for all Finance users.

1. Enter any user name into the **Name** field (remember to use *Contains*)
2. Select the **Search** button.
3. Click on the link for that user

7.

View Existing Access

Empl ID: 1

Name: Krukowski, Leonard

leonard.krukowski@pepperdine.edu

Job Title: Team Leader, EIS Training

Telephone:

Approval Level:

Existing Department Access

Security Rule	Description
00000KK	Pepperdine University
11190	IT ERP
11250	IT Info Services & Program Mgt
12008	Interdepartmental Transactions

Existing Roles for User

Description
Expenses Entry
Simpler Systems Access
Requisition Creator

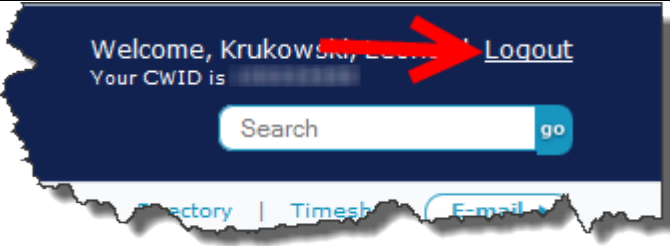
View Existing Access result:

The result will display a read-only view of the existing security access for that selected user.

Note: that this view differs slightly from the Existing Access tab, as this view provides existing departmental and existing roles for all finance users.

PeopleSoft Finance Access Training Guide

How to: View Existing Access

8.	 A screenshot of the PeopleSoft Finance Access user interface. The top navigation bar is dark blue with white text. It says 'Welcome, Krukowski, Leonard' and 'Your CWID is [redacted]'. To the right of the CWID is a 'Logout' link. A red arrow points from the 'Logout' link towards the left. Below the navigation bar is a search bar with the text 'Search' and a 'go' button. At the bottom of the navigation bar, there are links for 'Factory', 'Timesheet', and 'E-mail'.	<p>Upon completion of your approval actions, you may wish to navigate back to the WaveNet home page or if finished, Logout of WaveNet.</p> <p>For information on how to Request/Modify Access see the PeopleSoft Finance Request/Modify Access Training Guide.</p> <p>For information on how to Approve Access, see the PeopleSoft Finance Approve Access Training Guide.</p>
		<p>For questions regarding the Finance Access Forms process or comments/suggestions regarding this document or ... please call or email:</p> <p>Len Krukowski: x6807 Leonard.Krukowski@Pepperdine.edu</p>