

**PeopleSoft Student Administration
Access Application**

| | | | |
|-----------------------------------|------------------------------|--|--|
| Request | | | |
| Action: (please check one) | <input type="checkbox"/> New | <input type="checkbox"/> Modify/Change | <input type="checkbox"/> Inactivate all PS SA Access |
| | | | Date of Request: <input style="width: 100%;" type="text"/> |

User Information - To be completed by User

| | | |
|---|--|---|
| CWID <input style="width: 100%;" type="text"/> | Name (Last, First MI) <input style="width: 95%;" type="text"/> | |
| Extension <input style="width: 100%;" type="text"/> | Job Title <input style="width: 100%;" type="text"/> | Department <input style="width: 100%;" type="text"/> |
| Mail Code <input style="width: 100%;" type="text"/> | E-mail Address <input style="width: 100%;" type="text"/> | School (For Row Level Security) <input style="width: 100%;" type="text"/> |

Access: To be completed by Core Team Member

| | | |
|---|---|--|
| Copy roles and row-level security: | CWID to Copy: <input style="width: 100%;" type="text"/> | Verify Name to copy: <input style="width: 100%;" type="text"/> |
|---|---|--|

Institution/Career/Program Security: select all programs required by this user

| | | | | | | | | | | |
|----------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Undergraduate | <input type="checkbox"/> GUGRD | <input type="checkbox"/> NDBSM | <input type="checkbox"/> NDSVU | <input type="checkbox"/> SUGRD | | | | | | |
| Graduate | <input type="checkbox"/> EDUC | <input type="checkbox"/> GFTGP | <input type="checkbox"/> GGRDP | <input type="checkbox"/> NDGMB | <input type="checkbox"/> NDSEP | <input type="checkbox"/> NDSPP | <input type="checkbox"/> NDSVG | <input type="checkbox"/> PPOL | <input type="checkbox"/> PSYCH | <input type="checkbox"/> SGPRO |
| Law | <input type="checkbox"/> LAW | <input type="checkbox"/> LDISP | <input type="checkbox"/> NDLAW | | | | | | | |

Campus Community (Student)

Data Entry Inquiry

Admissions Access

Super User Data Entry Inquiry Query Viewer Mass Matric App Center Admin Applicant Load Inactivate Admissions Access

Application Centers: select all centers required by this user

BSM Undergrad Graziadio School of Business Dispute Resolution School of Law Graduate School of Education & Psychology

School of Public Policy Seaver Undergrad Seaver Graduate

Admissions Action Security: select all program actions required by this user

- Admit
 Admission Revocation
 Application
 Conditional Admit
 Data Change
 Defer Decision
 Deny
 Intention to Matriculate
 Defer Enrollment
 Matriculation
 Plan Change
 Program Change
 Waitlist
 Waitlist Offer
 Reconsideration
 Readmit Application
 Administrative Withdrawal
 Applicant Withdrawal

Advisement Access

- Super User
 Data Entry
 Inquiry
 Query Viewer
 Inactivate Advisement Access

Transcript Type Security

- Advisement Transcript - required by all users who run Degree Audit Reports

Communications, Comments & Checklists Access - 3Cs

- Super User
 Data Entry
 Inquiry
 Query Viewer
 Inactivate 3C Access
 3C Processing - grants access to the Create Comm from Query Process and the Letter Generation Process

3C Groups: select all groups required by this user

| Update Indicator | 3C Update/Inquiry Group |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | GSEP Admissions (AADM) |
| <input type="checkbox"/> | GSEP Recruitment (AREC) |
| <input type="checkbox"/> | GSEP Uber Admin (AUBR) |
| <input type="checkbox"/> | GSEP Financial Aid (BFAS) |
| <input type="checkbox"/> | GSEP Records (CREC) |
| <input type="checkbox"/> | GSBM Admissions (DADM) |
| <input type="checkbox"/> | GSBM Records (DRCD) |
| <input type="checkbox"/> | GSBM Recruitment (DREC) |
| <input type="checkbox"/> | GSBM Financial Aid (FAST) |
| <input type="checkbox"/> | Seaver Undergrad Admissions (GADM) |
| <input type="checkbox"/> | Seaver Financial Aid (HFAS) |

| Update Indicator | 3C Update/Inquiry Group |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Seaver Graduate Admissions (IGRD) |
| <input type="checkbox"/> | SPP Admissions (LADM) |
| <input type="checkbox"/> | Int'l Programs (IPGM) |
| <input type="checkbox"/> | SPP Financial Aid (LFIN) |
| <input type="checkbox"/> | SPP Internships (LINT) |
| <input type="checkbox"/> | Law Admissions (MADM) |
| <input type="checkbox"/> | Straus Admissions (MSTR) |
| <input type="checkbox"/> | Law Financial Aid (NFAS) |
| <input type="checkbox"/> | Academic Advising (PADV) |
| <input type="checkbox"/> | Available to All Schools (PALL) |

Course Catalog Access

- Super User
 Data Entry
 Inquiry
 Query Viewer
 Schedule of Classes Super User
 Inactivate Course Catalog Access

Enrollment and CPP Access

- Super User
 Data Entry
 Inquiry without access to class roster
 Inquiry with access to class roster
 Inactivate Enrollment and CPP Access
- Query Viewer
 Update Milestone
 ALL grades inquiry
 Individual grades inquiry

Enrollment Access Security: select one Enrollment Access ID

- Graduate School Supervisor (GRAD)
 Office Manager Enrollment Access (MGR)
 One Stop/Registrar's Office Access (REG)
- Full Access (FULL - access to grade add/change) Requires Registrar's Approval

Program Action Security: select all program actions required by this user

- Activate
 Admission Revocation
 Completion of Program
 Data Change
 Defer Enrollment
 Discontinuation
 Dismissal
- Matriculation
 Plan Change
 Program Change
 Readmit
 Revoke Degree
 Administrative Withdrawal

Transcript Type Security: select all program actions required by this user

- Advisement Transcript
 Email Transcript
 Un-Official Transcript

Financial Aid Access

- Super User
 Data Entry
 Inquiry
 Query Viewer
 Inactivate Financial Aid Access
- FA Director - this role allows the user to define FA Terms, fiscal items types and award overrides
- FA Set Up Inquiry - this role allows the user to read-only access to the Financial Aid Set Up pages

International Programs (Seaver)

- Super User
 Office Admin
 Program Admin
 Query Viewer
 Inactivate International Program Access

Recruitment Access

- Super User
 Data Entry
 Inquiry
 Query Viewer
 Inactivate Recruitment Access
- Recruitment Load Prospects - this role allows users to load prospects from a file and gives them access to 3C processes.

Recruiting Centers Security: select all program actions required by this user

- BSM Undergrad
 Graziadio School of Business
 Dispute Resolution
 School of Law
 Graduate School of Education & Psychology
- School of Public Policy
 Seaver Undergrad
 Seaver Graduate

Service Indicator Security: PL (placement) and/or REL (release). Select all service indicators required by this user

| PL | REL | Service Indicator Code | Service Indicator Reason |
|--------------------------|--------------------------|------------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Provisional Admit (APR) | Provisional Admit (PRO) |
| <input type="checkbox"/> | <input type="checkbox"/> | Unclassified Admit (AUN) | Unclassified Admit (UNC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (BEX) | Exit Counseling (BEX) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (BFA) | Financial Aid Hold (BFA) |
| <input type="checkbox"/> | <input type="checkbox"/> | CA Teaching Credential (CTC) | No Recommendation (NOREC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (FEX) | Exit Counseling (FEX) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (FFA) | Financial Aid Hold (FFA) |
| <input type="checkbox"/> | <input type="checkbox"/> | International Student (GIS) | International Student (GIS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Seaver New Student (GNS) | New Student (GNS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (HEX) | Exit Counseling (HEX) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (HFA) | Financial Aid Hold (HFA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (HFA) | IP Disbursement Delay (HINTL) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (HFA) | Thank You Letter Requirement (HTHNK) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (HSC) | Thank you letter (THKS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (LEX) | Exit Counseling (LEX) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (LFA) | Financial Aid Hold (LFA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (LSC) | Thank you letter (THKS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (NEX) | Exit Counseling (NEX) |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Aid Hold (NFA) | Financial Aid Hold (NFA) |
| <input type="checkbox"/> | <input type="checkbox"/> | NCAA Athlete (PAT) | NCAA Athlete (PAT) |
| <input type="checkbox"/> | <input type="checkbox"/> | NCAA Athlete (PAT) | NCAA Transfer Athlete (PTR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Advising Hold (PAV) | Advising Hold (PAV) |
| <input type="checkbox"/> | <input type="checkbox"/> | Advising Hold (PAV) | Grade Review (GRADE) |
| <input type="checkbox"/> | <input type="checkbox"/> | Advising Hold (PAV) | Non Cohort (NONCO) |
| <input type="checkbox"/> | <input type="checkbox"/> | Advising Hold (PAV) | Program Limit (PROGR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Deceased (PDC) | Deceased (PDC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | BS/IMBA Student (BSIMB) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | BS/MBA Student (BSMBA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | Cross Registered Classes (CR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | JD/MBA (JDMBA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | JD/MDR Student (JDMDR) |

| PL | REL | Service Indicator Code | Service Indicator Reason |
|--------------------------|--------------------------|------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | JD/MDiv Student (JDMDV) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | JD/MPP Student (JDMPP) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | MBA/DR CER Student (MBADR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | MBA/MPP Student (MBAMP) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | MSMIN/DR CER Student (MINDR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dual Degree Student (PDD) | MPP/MDR Student (MPPDR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Duplicate ID (PDP) | Duplicate, Use ID in Reference (DUP) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | No valid address in system (ADD) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Admission File Incomplete (ADINC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Admission Hold (ADM) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Admissions First Term Withdrwl (ADWD) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Admission Dismissal (DMAC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Disciplinary Dismissal (DMDIS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Dean of Students (DOS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Enrollment Management Hold (EM) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Permanent Enrollment Mgmt Hold (EMPRM) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Final Transcript Missing (FNTRN) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Student Health Center Hold (HLTH) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Immigration (IMMIG) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Disciplinary Action Hold (KDSP) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Owing Balance (OWE) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Payment Due Before Enrolling (PAYB4) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Previous Collection Amount (PRCOL) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Probation (PROB) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (REG) | Registrar (REG) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-IA Transcript (RIA) | Pre-IA Transcript (RIA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registrar Perm File (RPF) | Registrar Perm File (RPF) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration Hold (RRA) | Athlete (ATH) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration/Transcript Hold (RRT) | Invalid Address(es) (ADDR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Athletic (ATHL) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Dean of Students (DOS) |

Service Indicator Security: PL (placement) and/or REL (release). Select all service indicators required by this user

| PL | REL | Service Indicator Code | Service Indicator Reason |
|--------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Dual Degree (DUAL) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Exit Counseling Not Complete (EXIT) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Financial Aid Hold (HFA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Owing Balance-Comp Reimburs (OWEC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Owing Balance-Manual (OWEM) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript Hold (RT) | Registrar (REG) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-IA Transcript (RTP) | Pre-IA Transcript (RIAT) |
| <input type="checkbox"/> | <input type="checkbox"/> | VA Benefits (RVA) | VA Benefits (RVA) |
| <input type="checkbox"/> | <input type="checkbox"/> | VA Benefits (RVA) | Montgomery GI Bill (CH30) |
| <input type="checkbox"/> | <input type="checkbox"/> | VA Benefits (RVA) | Vocational Rehab & Employment (CH31) |
| <input type="checkbox"/> | <input type="checkbox"/> | VA Benefits (RVA) | Chapter 33 (CH33) |
| <input type="checkbox"/> | <input type="checkbox"/> | VA Benefits (RVA) | Ch33 Yellow Ribbon Program (CH33Y) |
| <input type="checkbox"/> | <input type="checkbox"/> | VA Benefits (RVA) | Dependents' Educational Assist (CH35) |
| <input type="checkbox"/> | <input type="checkbox"/> | No Check Payments (SNC) | Multiple Checks Returned (RTNCK) |
| <input type="checkbox"/> | <input type="checkbox"/> | No Finance Charge (SNF) | No finance charge - CAL Grant (CAL) |
| <input type="checkbox"/> | <input type="checkbox"/> | No Finance Charge (SNF) | No finance charge - LOAN (LOAN) |
| <input type="checkbox"/> | <input type="checkbox"/> | No Finance Charge (SNF) | No Finance Charges (SNF) |
| <input type="checkbox"/> | <input type="checkbox"/> | No Finance Charge (SNF) | No Service Charge - Temporary (TMP) |
| <input type="checkbox"/> | <input type="checkbox"/> | No Refund on Account (SNR) | Per Student Request (NOREF) |
| <input type="checkbox"/> | <input type="checkbox"/> | Account Under Review (SPA) | Account Needs to be Adjusted (ADJAC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Promissory Note Agreement (SPN) | Promissory Note Agreement (PNOTE) |
| <input type="checkbox"/> | <input type="checkbox"/> | Student Registration Approval (SRA) | Administrative Jdgmnt/Reason (ADMIN) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration/Transcript Hold (SRT) | Delinquent Gate Loan (DELQG) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration/Transcript Hold (SRT) | Delinquent Perkins/Inst Loan (DELQL) |
| <input type="checkbox"/> | <input type="checkbox"/> | Registration/Transcript Hold (SRT) | Transfer Account to Resolution (DELQT) |
| <input type="checkbox"/> | <input type="checkbox"/> | Student Account Write Off (SWO) | Administrative Write Off (WOAD) |
| <input type="checkbox"/> | <input type="checkbox"/> | Student Account Write Off (SWO) | Write Off Prior to Fall 2008 (WOPRR) |
| <input type="checkbox"/> | <input type="checkbox"/> | Student Account Write Off (SWO) | Write Offs Prior to Fall 2008 (WOPRS) |
| <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | |

Student Financials Access

Super User Data Entry Inquiry Query Viewer Inactivate Student Financials Access

Student Financials (Manager) - this role should be assigned to the student financials manager at each school.

Student Financials (Student) - this role should be assigned to student workers that require access to student financials.

Student Financials (Rate Table) - this role should be assigned to users responsible for the tuition calculation set up

TestID Security: select all Test IDs required by this user

ACT Advanced Placement Exam Challenge Exam College-Level Exam Program (CLEP) Foreign Language Placement (FLP)
 German Abitur Graduate Management Admission Test (GMAT) GRE International Baccalaureate (IB)
 LSAT Miller Analogy Test (MAT) SAT Transfer Credit Conversion TOEFL

Transfer Credit Access

Data Entry Inquiry Inactivate Transfer Credit Access

Additional Role Level Security

Faculty Center Admin - this role grants users access to the faculty center admin pages.

Student Center Admin - this role grants access to the admin view of the student self-service pages.

Student Weekly Calendar - Admin view of students' weekly schedule

Guest Access - guest view of student

View Current Athlete Data

Registrar - this role has an extremely high level of access and is assigned to very few users.

Law School Registrar - Registrar access for the School of Law.

Setup Table Inquiry only

PEOPLESOFT STATEMENT OF USER RESPONSIBILITY

This statement of responsibility regarding the use of data contained within the PeopleSoft systems for finance, human resources, and student administration must be read and agreed to by the end user prior to the granting of access to those systems. I understand that I will be violating the University's policies and state and federal law if I gain or help others gain unauthorized access to the PeopleSoft system for finance, human resources, and student administration. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my NetworkID or password. I understand that if I violate the University's policies and state and federal laws by gaining or helping others gain unauthorized access to these systems, I will be subject to University disciplinary action and criminal prosecution to the full extent of the law. By logging on to these computer systems, I acknowledge my responsibility for strictly adhering to University policy and state and federal law. I am also aware that penalties exist for unauthorized access, unauthorized use, or unauthorized distribution of information from these systems. I agree further not to attempt to circumvent the computer security system or attempting to use any transactions, software, computer files, or resources that I am not authorized to use. Any information downloaded from these systems and transported on portable devices (laptops, thumb drives, etc) will be encrypted.

| | | |
|---|--|--|
| Reason for Request: To be completed by User (for example, Require initial log-in to PeopleSoft, Change in Job Responsibilities, etc) | | |
| | | |

| | | |
|----------------------------|--|--|
| Approval Signatures | | |
|----------------------------|--|--|

| | | |
|-----------------|-------|-------------|
| User Signature: | Date: | Print Name: |
| | | |

By signing this form, I acknowledge that I have read and agree to adhere to the PeopleSoft Statement of User Responsibility

| | | |
|-----------------------|-------|-------------|
| Supervisor Signature: | Date: | Print Name: |
| | | |

The supervisor attests and verifies that the security requested is appropriate and necessary for the user's job function.

| | | |
|-----------------------------|-------|-------------|
| Core Team Member Signature: | Date: | Print Name: |
| | | |

The Core Team Member attests and verifies that the proper training has, or shortly after receiving security, will be given to the user.

Please return the completed and signed application to the Registrar's Office.

| | | |
|------------------|--|--|
| Completed | | |
|------------------|--|--|

| | | |
|-----------------------|-------|-------------|
| Registrar's Approval: | Date: | Print Name: |
| | | |

| | | |
|------------------------------------|-------|-------------|
| PeopleSoft Security Administrator: | Date: | Print Name: |
| | | |