

## **Gaining Access to SOAR**

### **1. Take appropriate training class**

- **New hires:** Contact Marliisa at 6-6244 or at [Marliisa.northrop@usm.edu](mailto:Marliisa.northrop@usm.edu)
- **Current employee who needs additional access:** Please check the available SOAR or SOARFIN training session by navigating in SOAR to: [Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [SOAR/SOARFIN Training](#)
- **If needed class is not listed:** Contact Marliisa at 6-6244 or at [Marliisa.northrop@usm.edu](mailto:Marliisa.northrop@usm.edu) to schedule the class.

### **2. After training, have appropriate person to enter the Access Request Form**

- **Employee from academic departments (Art, College of Health, etc.):** Identify your authorized academic approver and ask that individual to enter the Access Request Form in SOAR. (Use link on the [http://www.usm.edu/lec/soardocs/gaining\\_access.html](http://www.usm.edu/lec/soardocs/gaining_access.html) page titled “Authorized Academic Approvers – SOAR and SOARFIN (PDF).”)
- **Employee from administrative departments (Financial Aid, Registrar, etc):** Identify your data custodian and ask that individual to enter the Access Request Form in SOAR. (Use the link on the [http://www.usm.edu/lec/soardocs/gaining\\_access.html](http://www.usm.edu/lec/soardocs/gaining_access.html) page titled “Data Custodians – SOAR.”)
- **Instructions for entering Access Request Form (for authorized academic approvers and data custodians only):** Use these instructions to assist in entering the Access Request Form for those who have recently been trained. (Use the link on the same page titled “SOAR Access Request Entry.”)

### **3. If you do not see your new access in your SOAR account in 1 week, please contact Marliisa at 6-6244 or at [Marliisa.northrop@usm.edu](mailto:Marliisa.northrop@usm.edu).**