

Access Request Form in SOAR

| | |
|---|---|
| What is an access request form?? | 1 |
| Who enters an access request form?? | 1 |
| How do I enter an access request form?? | 1 |
| Basic Navigation | 1 |
| How to enter the access request form | 1 |
| How do I check for updates to my request??..... | 3 |
| Basic Navigation | 3 |
| How to check the access request..... | 3 |

What is an access request form??

The Access Request Form is first step in:

1. appealing for a new account on behalf of a new employee who has recently been to a training session
2. securing the proper access into SOAR for an employee who has recently been to a training session
3. deleting someone's access when they leave your area

This process is completely **unrelated to the SOARFIN** access request process.

Who enters an access request form??

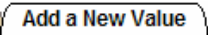
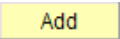
As the data custodian or academic approver, you are responsible for entering this on behalf of the recently-trained or recently-departed employee. By submitting the access request form, you are verifying that the employee has a suitable need for the access being requested or deleted.

How do I enter an access request form??

Basic Navigation

Home > USM Utilities > USM Security > Use > SOAR Access Request

How to enter the access request form

1. Click on the  tab.
2. Enter the ID number of the employee.
3. Click on the  button.

SOAR Access Request

EmplID:


Name:

4. Verify this is the correct person.
5. Function: Enter the functional area in which the access is being requested. If unsure which code to select, check with one of the data custodians
6. PeopleSoft Access Type: Select to Add or Remove PS Access
7. Training Received: Type in the training that was done or the title of the class attended.
8. SOAR Access Descr: Enter description of the person’s job duties as it relates to the requested access.

Some examples:

| Function | Types of access Descr |
|-----------------|------------------------------|
| STR | Registration |
| STR | Bio/Demo info |
| STR | Class scheduling |
| ADO | Admissions viewing |
| ACA | Change of major |

9. Click on the button to add as many requests for this person as needed.

10. Upon entering all requests for this person, click on the  button.

Usm Ps Acc Request

PeopleSoft Information Access Request

| | |
|------------------------------|-------------------|
| EmplID:Name:474447 | Dept: |
| Work Ph: | Employment Status |
| Email: seymour.eagle@usm.edu | |

PeopleSoft Access Request Find | View All First 1 of 1 Last

Requester Opid: W301906 Northrop,Marlissa F Seq #: 1

Request Date: 11/08/2007 Requester Email Sent: No

*Function: STR




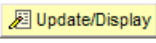
Student Records PeopleSoft Access Type

Add PS Access Remove PS Access

Training Received: Combo training - 11/2/07

*SOAR Access Descr: Combo processes

| | | |
|-----------------|-----------------|-----------------------------|
| Trainer Opid: | PS Training Dt: | Training Status: Not Comp |
| Data Cust Opid: | Custodian Dt: | Custod Status: |
| Sec Admin Opid: | Sec Admin Dt: | Security Status: Incomplete |

How do I check for updates to my request??

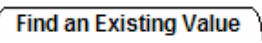
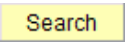
After you have entered the request, the trainer must then verify the person came to training. Next, it is sent on to the data custodians for approval so they can keep track of folks using their processes. Lastly, it goes to iTech's security administrator so they can place the processes requested into the employee's SOAR account.

During the process, you can see the progress made toward your request.

Basic Navigation

Home > USM Utilities > USM Security > Use > SOAR Access Request

How to check the access request

1. Click on the  tab.
2. Enter the ID number of the employee.
3. Click on the  button.

SOAR Access Request

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

Search by:

[Advanced Search](#)

4. At the bottom, you will see the steps:
 - a. Trainer status
 - b. Data custodian status
 - c. Security administrator (from iTech) status

[Find](#) | [View All](#) First 1 of 2 Last

Requester Oprid: ID **Requester Name:** **Seq #:** 1

Request Date: 03/15/2007 **Requester Email Sent:** Yes

***Function:**

Academic Advisement

PeopleSoft Access Type

Add PS Access Remove PS Access

Training Received:

***SOAR Access Descr:**

| | | |
|----------------------------|-----------------------------------|----------------------------------|
| Trainer Oprid: ID | PS Training Dt: 03/09/2007 | Training Status: Complete |
| Data Cust Oprid: ID | Custodian Dt: 03/19/2007 | Custod Status: Grant |
| Sec Admin Oprid: ID | Sec Admin Dt: 03/19/2007 | Security Status: Complete |

- 4a
4b
4c

- **Trainer Oprid:** ID
- **Data Cust Oprid:** ID
- **Sec Admin Oprid:** ID