

Cheat Sheet

Access Request Form in SOAR

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 in 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??


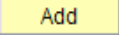
As the data custodian or academic approver, you are responsible for entering this on behalf of the recently-trained or recently-departed employee. By submitting the access request form, you are verifying that the employee has a suitable need for the access being requested or deleted.

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.
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:

<u>Function</u>	<u>Types of access Descr</u>
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.

How do I check for updates to my request??

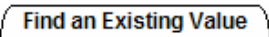
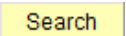
After you have entered the request, the trainer must then verify the person came to training. Next, it is sent on to the data custodians for approval so they can keep track of folks using their processes. Lastly, it goes to iTech's security administrator so they can place the processes requested into 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.
4. At the bottom, you will see the steps:
 - a. Trainer status
 - b. Data custodian status
 - c. Security administrator (from iTech) status