Alternate Data Access Request

California State University, Monterey Bay Enterprise Application Services(EAS)

This form is to be used by: **Temporary Employees**, **EOSP Peer Mentors** and **Student Assistants** (*except from Business Dept. who use* Advising Access Request) and **Employees** who require *additional* access to OASIS, and **Employees** who require access to OnBase, Hyperion, or Student Data Warehouse.

Step 1: Provide Personal Information (All fields required)

Name (please print): _____ PS EmpIID (not SSN): _____

Otter ID (Network Logon): _____ Email Address: _____ Campus Phone: _____

Title/Job Function: _____ Department: _____

Step 2: Complete Information Security & Privacy Rights Training Requirement

CSUMB and Non-CSUMB employees: Complete Data Security and FERPA training through SumTotal (also accessible from your dashboard). **Complete this training requirement prior to submitting this form.**

Step 3: Select your position/job from the list below OR describe the access required

☐ **Peer Mentor** - For Early Outreach and Support Programs (Advisor Center Peer Mentors use Advising Access Request)
☐ **Student Assistant** - All except Business Dept. (Business Dept. uses Advising Access Request)
☐ **Temporary Employee** - Answer questions A and B below. (Time frame of access must be specified)
☐ **CSU Auditor** - Answer questions A and B below
☐ **Additional or Custom Access** - Answer questions A and B below

A) Name a person in your department with the same access you are requesting:

_____

B) Describe the access you are requesting:

_____

Examples: Admissions Inquiry, View Grades/Term Statistics, Class Rosters, Class Permission Numbers, Grade Roster/Establish Courses/Timeblock, Manage Committees, Assign Student Advisor, View Financial Aid Status or Student Group Inquiry

Step 4: Select OnBase, Reporting, Student Data Warehouse, or WebAdmit access below if required

☐ **OnBase Enterprise Content Management (ECM)** - Specify whether user is new user or a replacing user. Describe the access you require or provide the name of a person that currently has the access you require:

☐ **CSUMB Reporting System (aka Hyperion or EPM 11 Workspace)** - Describe the access you require or provide the name of a person that currently has the access you require:

☐ **Student Data Warehouse** - (Steps 6 & 7 below not required). Describe the level of access required. Options are User, Administrator, or Developer.

☐ **WebAdmit** – Describe the level of access you need. E.g. review Applications

☐ **Salesforce Access** - Describe the access you require or provide the name of a person that currently has the access you require

Step 5: Approval From Department Manager

Dept. Manager Signature: _____ Date: _____

Step 6: Approval from Department Trainer
Trainer is the staff member who will be showing the requester how to use the requested access. Signature not required for internal Admissions/Records/FA staff requesting access to pages/processes owned by their own department. Signature is required for external staff requesting access from another department (e.g. an Advising user requests access to an Admissions page/process).

Trainer Signature: _____ Date: _____

Step 7: Approval From Data Owner
Depending on the data being requested, approval is required from the director(s) of: Student Records, Admissions, Academic Advising, Academic Scheduling, Financial Aid, and/or Accounting. (E.g. if requesting "Admissions Inquiry", approval is required from the Admissions Director).

Data Owner Signature: _____ Date: _____

Step 8: Submit your completed form to the EAS department (enterprise_security@csumb.edu) or mail to Building 84 D)