RIT | Information and Technology Services

RIT PeopleSoft Access Request

Please return this form to the ITS Service Desk in Gannett Hall, Room 1113 or fax it to 475-7884

Section I – User Information

Name: _____ _____ _____
(*First*) (*MI*) (*Last*)

RIT Computer Account: _____

Building/Room: _____ **Phone**: _____

Department/Division: _____

Job Title: _____

Section II – Action Requested

- ○ **Add access for new user**
- ○ **Remove access for existing user**
- ○ **Change business role(s) of existing user**
- ○ **Change row level security for existing user**

Role/Security Changes

For a complete list of available business roles, visit http://www.rit.edu/go/ps_access

- _____
- _____
- _____
- _____
- _____

Section III – Confidentiality Agreement and Approvals

Confidentiality and Security of Student Records

Student records are confidential, protected under federal law known as the Family Educational Rights and Privacy Act (FERPA). Under FERPA, you may access this information only in the legitimate educational interest of the student. You must keep all information confidential. You are given access to this information on the condition that you do not share your access with others, as you will be held responsible for changes made using your ID and password.

Print Name of User	User's Signature	Date

I approve this request, the requested actions, as well as any necessary charges to the above account.

Print Name of Department Head	Department Head's Signature	Date

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RIT PeopleSoft Access Request

Please return this form to the ITS Service Desk in Gannett Hall, Room 1113 or fax it to 475-7884

Instructions

This form is used to request access to the Student Information System (SIS) (PeopleSoft). Completed forms can be delivered to or dropped off at the ITS Service Desk (GAN-1113) or faxed to the ITS Service Desk at 475-7884 (FAX number only).

Completely fill out all sections. For assistance with completing this form, visit http://www.rit.edu/go/ps_access, refer to the instructions below, or call the ITS Service Desk at 475-HELP [4357] for more information.

Granting access to individual users

Enter the contact information for the user for which the requested change(s) will be made.

Granting access to multiple users

Because everybody with elevated access must sign the confidentiality agreement, each account being granted PeopleSoft access requires its own form. In the event that a single department head is authorizing access for multiple accounts, we do still require each employee to complete and sign a form. However, we will permit the department head to sign one letter approving PeopleSoft access changes and attach it to the forms (preventing the department head from having to sign multiple times). The letter must contain the names of the employees he/she is authorizing to get access, and must be accompanied by individual forms signed by the employees.

Section I - User Information

The information requested is for the person who will be using the account and for which the requested change(s) will be made. PeopleSoft accounts **must** be associated with an existing RIT Computer Account

Section II – Action Requested

Select the desired action. Provide any additional information corresponding to the action you choose.

Add access for a new user

Use this to grant elevated PeopleSoft access to a new employee. Access to information in PeopleSoft is restricted by business role, so you **must** indicate which business role(s) you are requesting for the user in the blank lines below. No access will be granted unless specific business roles are requested.

Remove access for existing user

Select this option to remove access for a user. Note that this may not prevent the user from logging in, but it will remove him/her from **all** business roles.

Change business role(s) of existing user

Select this option to add or remove one or more business roles for a user. You **must** indicate which business role to ADD or REMOVE in the blank lines below. No access will be changed unless specific business roles are requested to be added or removed.

Change row level security for existing user

While a business role determines what type of information a user can see/edit, row level securitydefines any additional restrictions on your ability to interact with that data. For example, your role may allow access to view a student's schedule. Row level security might specify that you can only see this information for undergraduate students. In most cases, a user's row level security will be determined by the department responsible for the data being accessed.

Section III – Account Information

When adding or changing access, both the employee and the associated department head must sign and date the appropriate lines in section III. If the requested action is to remove access for a user, only the department head signature is required. The only exception to this is listed in the Section I description above, under "Granting access to multiple users."