

OnBase Workflow Guide

MPP Approval of CIA Requests

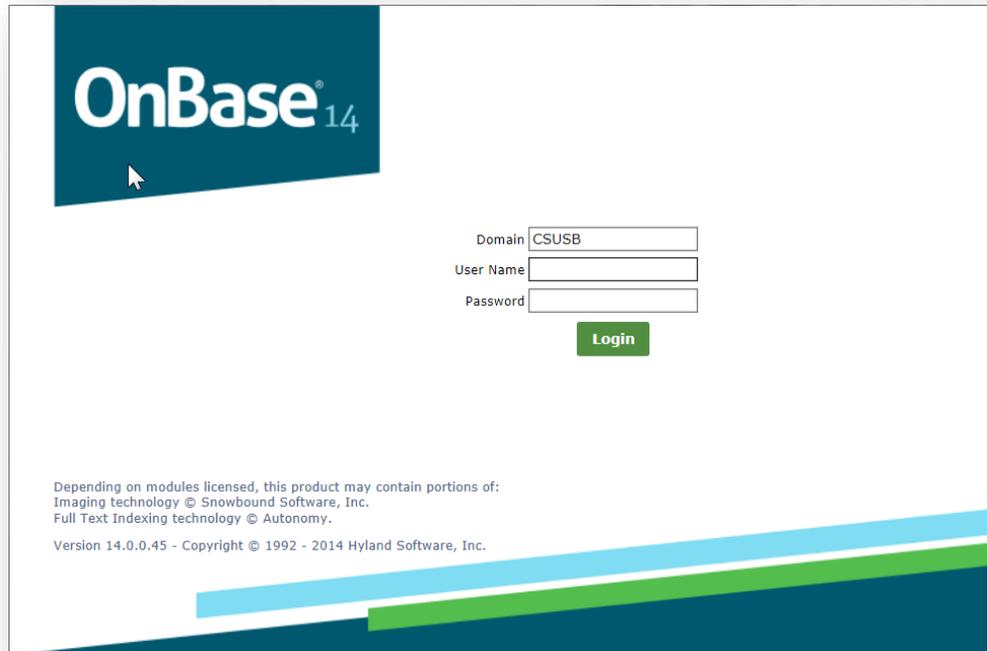
Using OnBase web client

Open Internet Explorer

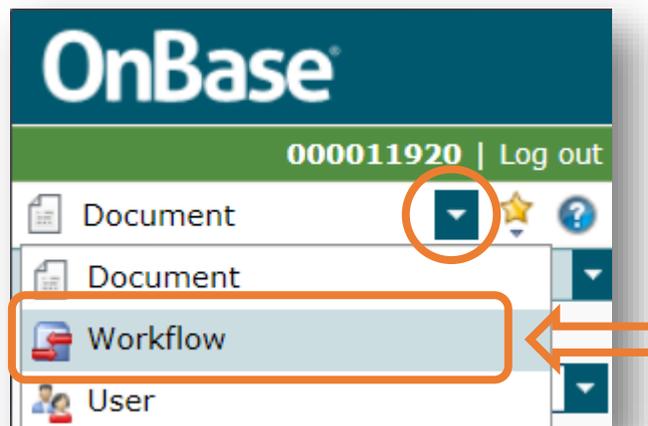
Go to:

<https://workflow.csusb.edu>

Login to OnBase using CoyoteID and password



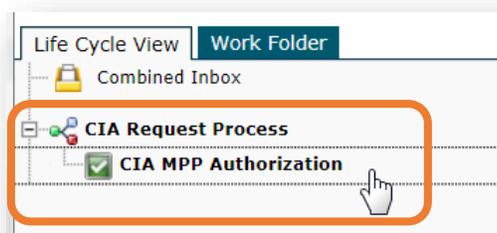
Click the down arrow next to Document



Choose "Workflow" from the drop down box

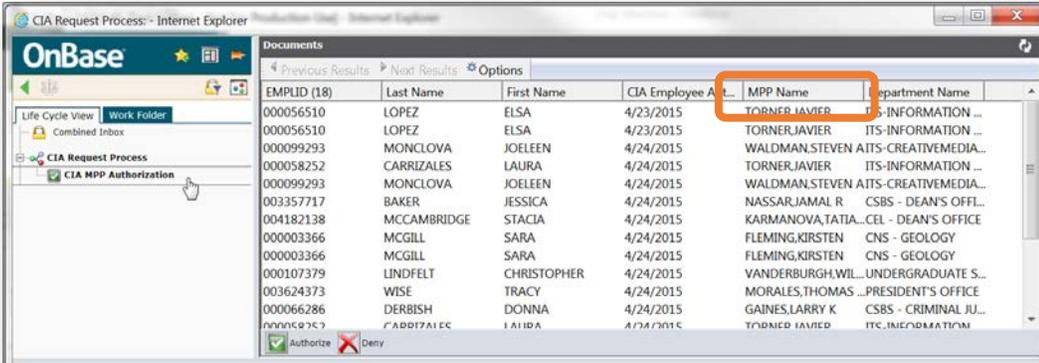
Another window will open. You are now in OnBase's Workflow area.

Click the "+" sign next to CIA Request Process to reveal the CIA MPP Authorization



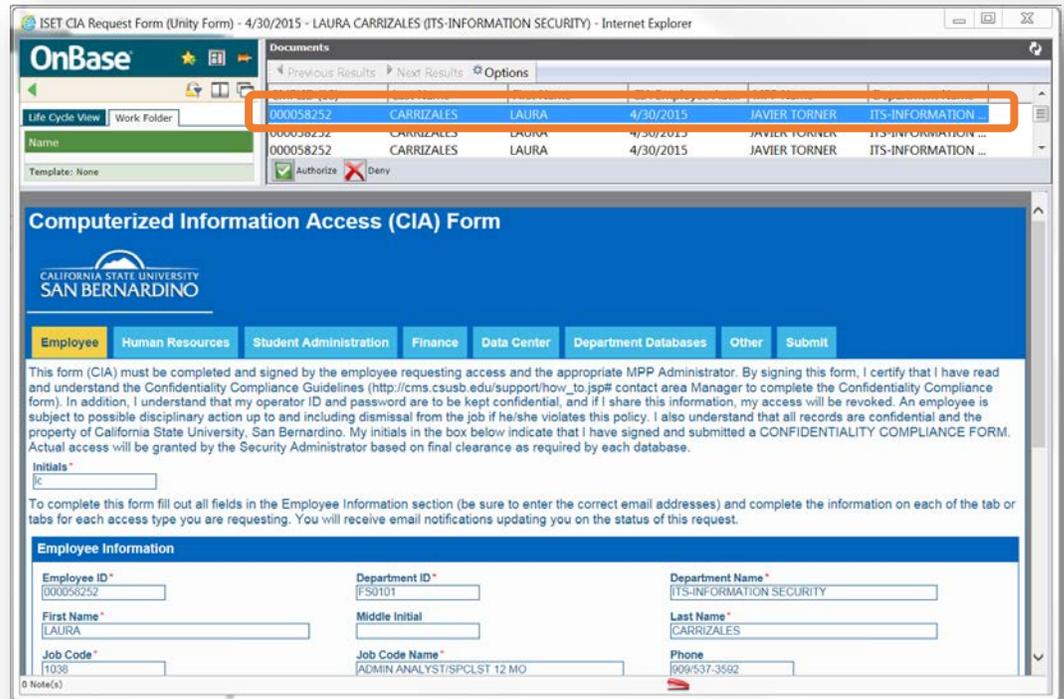
Double click on CIA MPP Authorization to recall all CIA Requests requiring your approval.

OnBase Workflow Guide
MPP Approval of CIA Requests



Click on "MPP Name" to alphabetize all MPP names and group all the CIA Requests requiring your approval.

Click on a CIA Request to populate the bottom field containing employee information.



Scroll down to "Reason for submitting this request" to review the purpose of this CIA Request. This is a required field.



OnBase Workflow Guide
MPP Approval of CIA Requests

Click each tab to reveal & review what access is being requested.

Ensure all appropriate information is filled out.

Review this information for the security administrator



Click through all the tabs to ensure you haven't overlooked an access request.

Save this form after reviewing and modifying the request by clicking:
(1) "Submit" tab
(2) "Submit" button

Click the "Authorize" button. You will be asked to verify your approval which you can click "yes" or "no".

EMPLID (18)	Last Name	First Name	CIA Employee Aut...	MPP Nar
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER TO
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER TO
000058252	CARRIZALES	LAURA	4/30/2015	JAVIER TO

Authorize
 Deny

Click the "Deny" button to remove the entire CIA Request form from the workflow queue.



Click the "Remove" button to remove an area from the CIA Request and allow the rest of the CIA Request to move through the workflow process.

Do not click the "Authorize" button.
This is for Security Administrator use only.