Security Administrator Approval

An email from "DoNotReply@csusb.edu" will announce a CIA Request ready for your review and approval.

COPY the enclosed email link and paste into an Internet Explorer (IE) browser window. (*OnBase works best with IE.*) The link takes you to an authentication page requiring your Coyote ID and password. There you'll log into OnBase where you can review, edit, and authorize the CIA request.

REVIEW REQUESTOR'S INFORMATION

Scroll down the EMPLOYEE page to review details about the requestor: department, position and "Reason for submitting this request".

REVIEW AREA REQUEST DETAILS

Click your tab to see details

AUTHORIZE THE REQUEST

Click "Authorize" checkbox next to the area you're approving. *** **DO NOT OMIT THIS STEP!*** omitting this step removes requests from OnBase Workflow.

Each tab has a "Security Administrator Comments" field. Add your instructions (i.e. roles, other details) here.

1. **Add the roles you're authorizing - AUDIT REQUIREMENT**
2. Include your initials at the beginning or end of any comments. Example: "mab:" or "-mab"
3. Hit "Enter" to add a line to the comments field when following another's comments.

PeopleSoft Security Administrators must indicate the role(s) being granted. *This is an audit requirement.*

Go to Authorize/Submit/Save tab.

Select "Authorize" then click "Submit" button to save your changes.

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

When done OnBase will automatically close.

DENYING ACCESS – aka: Editing a Request

Click "Remove" to eliminate a specific area.

If you have more than one area to authorize you can "Remove" one and "Authorize" another.

Add your comments and initials on why access was edited (removed).

Go to Authorize/Submit/Save tab.

Click "Submit" to save your decision.

Select "Authorize" because you're authorizing the edited request and this allows other access requests to move forward.

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

All authorized requests now proceed to the Training Administrator for validation.