

OnBase MPP View

Reference Guide



Office of Compliance Initiatives
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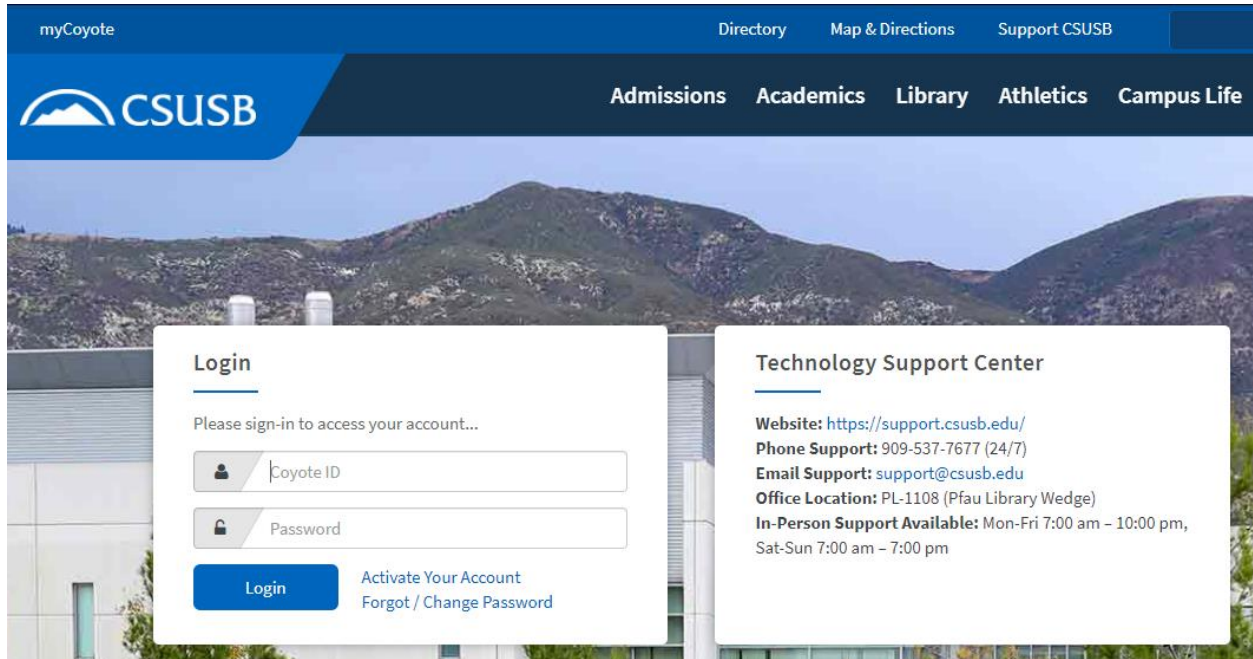


The Office of Compliance Initiatives has developed a new interface that functions with OnBase to provide a simplistic view of the MPP queue for CIA forms.

When a CIA form requires your approval, you will receive an email from DoNotReply@csusb.edu.

Step 1: Click the link in this email to be routed to your MPP CIA Request Portal.

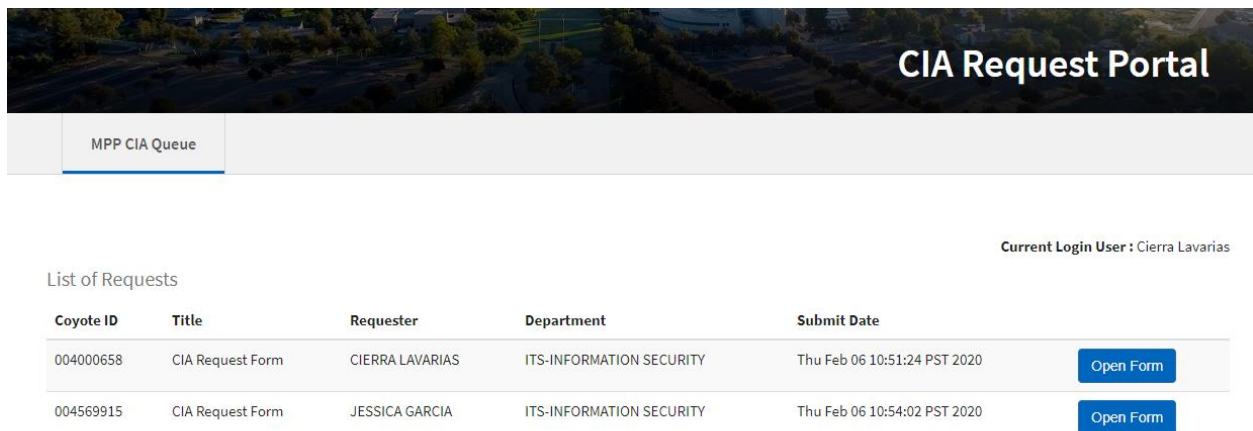
Step 2: You will be asked to sign in with your Coyote ID and password via Single Sign On (SSO).





Step 3: Once you have authenticated, you will then be routed to your CIA Request Portal.

Here, you will see a list of CIA forms requiring your MPP approval. Click on "Open Form" to view the important details you will need to approve/deny the request.



The screenshot shows the "CIA Request Portal" interface. At the top, there is a header with the text "CIA Request Portal" on the right and a navigation tab labeled "MPP CIA Queue" on the left. Below the header, the current login user is identified as "Cierra Lavarias". The main content area is titled "List of Requests" and contains a table with two rows of request data. Each row includes a Coyote ID, Title, Requester, Department, and Submit Date, with an "Open Form" button to the right of the Submit Date.

Coyote ID	Title	Requester	Department	Submit Date	
004000658	CIA Request Form	CIERRA LAVARIAS	ITS-INFORMATION SECURITY	Thu Feb 06 10:51:24 PST 2020	Open Form
004569915	CIA Request Form	JESSICA GARCIA	ITS-INFORMATION SECURITY	Thu Feb 06 10:54:02 PST 2020	Open Form



Step 4: Once you are inside a form, on the left you will see the name and Coyote ID of the individual requesting access, their department, position and job title, phone number, email address, and supervisor's name. On the right, you will see the components (or accesses) being requested.

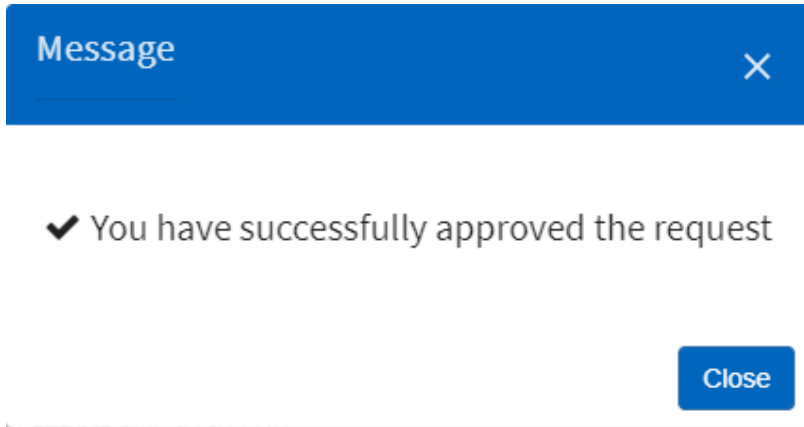
A screenshot of a web application window titled "2027923 - CIA Request Form (Thu Feb 06 10:51:24 PST 2020)". The window is divided into two main sections. The left section contains personal and contact information for the requester: Coyote ID (004000658), Name (CIERRA LAVARIAS), Department (ITS-INFORMATION SECURITY), Position Title (ADMIN ANALYST/SPCLST 12 MO), Job Title (COMPLIANCE SPECIALIST), Phone (909/537-3673), Email (CIERRA.LAVARIAS@CSUSB.EDU), and Supervisor (CIERRA LAVARIAS). The right section is titled "Student Administration:" and lists several access components, each with a small round icon and a toggle switch set to "Approved": "ADMISSIONS INQUIRY", "EMS CLASSROOM SCHEDULING", "Finance: REQUISITION", and "Human Resources: ABSENCE MANAGEMENT - TIMEKEEPER". At the bottom right of the form, there are two buttons: "Close" and "Submit".

If you are unsure of a component, you can use your mouse to hover over the small, round icon to the right of that component which will give you a description of that access to better assist you with your decision.

You can “approve” or “deny” by using the toggle buttons to the right of the respective components. Once you have selected your desired options, you will click the “Submit” button on the bottom right hand corner.



When you have successfully submitted the form, you will see this message:



If you select the "Close" button or the "X" in the top right corner, you will be redirected to your CIA Request Portal and shown any remaining forms requiring your approval.