OnBase MPP View
Reference Guide

Office of Compliance Initiatives
(909)537-7262
cia-support@csusb.edu
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.
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.

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:

✓ You have successfully approved the request

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.