



HOW TO SUBMIT A DOA 360 REQUEST

All DOA 360 Requests must be submitted by your CIA Delegate

CIA requests are housed in



The CIA Request Form can be found under the Technology Services tab



SB - CIA Request Form

This is the record producer form that allows users to make a CIA request.

The Department of Information Security & Compliance (ISC) oversees the process and implementation of CIA request forms. Contact ISC for any questions or concerns regarding the CIA process. Depending on the access requested, CIA forms require approvals from many university departments. Please allow 3-5 business days for a response.

Email: cia-support@csusb.edu

* Indicates required

Requestor Info

* Individual Requiring Access: ⓘ

-- None --

* Requestor Classification

-- None --

* Requestor MPP:

-- None --

Request Info

Should Access Mirror Someone?:

-- Select user to mirror --

* Submission Reason:

Component Selection

Add

Remove All

Actions	Component System	Component Name	Request details	Component option	Department I
No data to display					

Enter the name of the individual requiring DOA 360 access. You can also use their Coyote ID#.

Once you find them in the drop down, the Requestor Classification and Requestor MPP will automatically populate.

If there is an employee already using the access you are requesting, you can ask to mirror their access by naming them here.

For submission reason you can type in:

- Additional job duties
- New employee
- New access needed in DOA 360
- Activate user for DOA 360

At the bottom of the ticket is the Component Selection.
Select Add, a new box will pop up.

Component Selection

AddRemove All

Actions	Component System	Component Name	Request details	Component option	Department II
No data to display					

Once the box pops up, select Component System by scrolling on the right.

Select DOA 360

*Component System

DOA 360

CMS Docs

CSU Recruit

Denali POS

DOA 360

EAB

Element451

EMS

* Department ID's needed for DOA access:

Cancel

Add

Now select Component Name needed for access.

*Component System

DOA 360

*Component Name

-- Select component --

|

-- Select component --

Concur (Aux:SBFDN, SBPHL, SBASI, SBSUN) (DOA 360)

Concur (Stateside SBCMP) (DOA 360)

CSUBuy (Auxiliary) (DOA 360)

CSUBuy (Stateside SBCMP) (DOA 360)

*Department ID's needed for DOA access:

Cancel

Add

If applicable, under component option, select a Fund type.

If a project code is needed for access, please add the project code in the Request details box.

*Component System

DOA 360

*Component Name

CSUBuy (Auxiliary) (DOA 360)

Request details

Component option

-- Select option --

|

-- Select option --

Fund SBFDN

Fund SBPHL

Fund: SBASI Add department to comments.

Fund: SBSUN Add department to comments.



Select Add once all information is complete.

Add Row

×

*Component System

DOA 360

▼

*Component Name

CSUBuy (Auxiliary) (DOA 360)

▼

Request details

Component option

Fund SBPHL

▼

*Department ID's needed for DOA access:

11111

Cancel

Add

Once Add is selected, the component selection details will populate.

Check the details selected to ensure accuracy of your submission.

If you need to edit your selections use the pencil icon.

If you want to delete it use the “x” icon.

If multiple requests are needed, use the blue Add button and repeat.

Component Selection

Add

Remove All

Actions	Component System	Component Name	Request details	Component option	Department II
 	DOA 360	CSUBuy (Auxiliary)		Fund SBPHL	



When finished entering all access required you can now select the blue Submit button

Component Selection

Actions	Component System	Component Name	Request details	Component option	Department II
 	DOA 360	CSUBuy (Auxiliary)		Fund SBPHL	

Required information

****Along with the CIA request an additional Google Form is needed to gather ALL information for your DOA 360 access. ****

[DOA360 Google Form](https://forms.gle/GdMeToqi8XMTcSgz8)

<https://forms.gle/GdMeToqi8XMTcSgz8>

Questions?

For any questions about DOA 360 inquiries or assignments, please contact:

doa360admin@csusb.edu