

MPP Approval with Email Notification

An email from “DoNotReply@csusb.edu” will announce the submission of CIA Request form ready for your review and approval.

COPY the enclosed email link and paste into an Internet Explorer (IE) browser window. (*OnBase Workflow works best with IE.*) The link takes you into OnBase Workflow where you can review, edit, and authorize the CIA request.

REVIEW REQUEST

Computerized Information Access (CIA) Form

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Employee | Human Resources | Student Administration | Finance | Data Center | Department Databases | Other | Authorize/Submit/Save

This form (only) must be completed and signed by the employee requesting access and the appropriate MPP Administrator. By signing this form, I certify that I have read and understand the Confidentiality Compliance Guidelines (http://cms.csusb.edu/support/how_to.jsp# contact area Manager to complete the Confidentiality Compliance form). In addition, I understand that my operator ID and password are to be kept confidential, and if I share this information, my access will be revoked. An employee is subject to possible disciplinary action up to and including dismissal from the job if he/she violates this policy. I also understand that all records are confidential and the property of California State University, San Bernardino. My initials in the box below indicate that I have signed and submitted a CONFIDENTIALITY COMPLIANCE FORM. Actual access will be granted by the Security Administrator based on final clearance as required by each database.

Initials*
V63

To complete this form fill out all fields in the Employee Information section (be sure to enter the correct email addresses) and complete the information on each of the tab or tabs for each access type you are requesting. You will receive email notifications updating you on the status of this request.

Employee Information

Employee ID* V63000001	Department ID* ISET	Department Name* ISET
First Name* TEST	Middle Initial	Last Name* TEST
Job Code* ASDF	Job Code Name* TEST	Phone
Email* ASF@EXAMPLE.EDU		

NOTE: Each area has a tab.

Scroll down the page to “Reason for submitting this request” to review the purpose for this CIA Request.

Reason for submitting this request (i.e. department transfer, additional duties, etc.)*

Additional duties

Accurate information minimizes processing delays.

CHECK EACH TAB

Click each tab (Human Resources, Student Administration, etc.) to thoroughly review the request.

Click each tab to ensure request's accuracy

Employee | Human Resources | **Student Administration** | Finance | Data Center | Department Databases | Other | Authorize/Submit/Save

New Student Administration Access Request Add

CIA Student Administration Component CIA SA Security Administrator CIA SA Security Admin Authorization Authorize

ADMISSIONS INQUIRY TEST ROGERS Remove

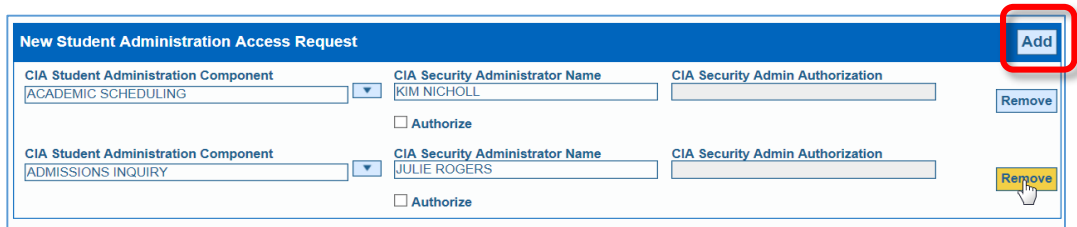
Additional Student Administration Information

Requestor Comments (indicate job duties or specific access for viewing records below)
Additional duties require this access

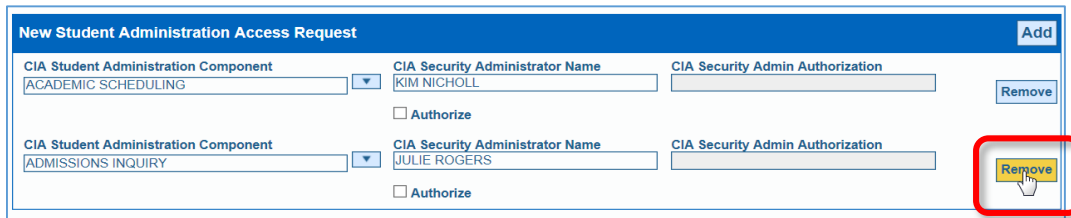
Review each section's “Requestor Comments”

EDIT AREAS REQUESTED

Click “Add” to include other areas on this request.



The screenshot shows the 'New Student Administration Access Request' form. It contains two rows of input fields for 'CIA Student Administration Component', 'CIA Security Administrator Name', and 'CIA Security Admin Authorization'. The first row has 'ACADEMIC SCHEDULING', 'KIM NICHOLL', and an empty field. The second row has 'ADMISSIONS INQUIRY', 'JULIE ROGERS', and an empty field. There are 'Remove' buttons for each row and an 'Add' button at the top right, which is highlighted with a red box.

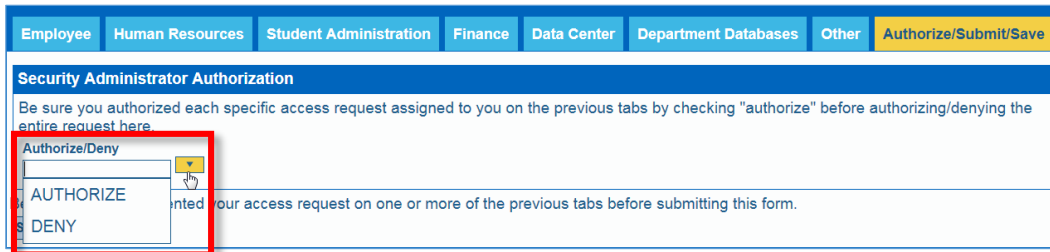


The screenshot shows the same 'New Student Administration Access Request' form. The 'Remove' button for the second row is highlighted with a red box.

Click “Remove” to eliminate an area but allows the balance of the CIA Request to move forward.

AUTHORIZE THE REQUEST

Select “Authorize” to approve the CIA Request.



The screenshot shows the 'Security Administrator Authorization' form. It has a navigation bar with tabs: Employee, Human Resources, Student Administration, Finance, Data Center, Department Databases, Other, and Authorize/Submit/Save. The main content area has a heading 'Security Administrator Authorization' and a warning: 'Be sure you authorized each specific access request assigned to you on the previous tabs by checking "authorize" before authorizing/denying the entire request here.' Below this is an 'Authorize/Deny' dropdown menu, which is highlighted with a red box and shows 'AUTHORIZE' and 'DENY' options.

Select “Deny” to remove the entire CIA Request from the workflow queue.

Click “Submit” to finalize this decision.

After MPP Authorization the CIA Request will proceed to the Security Administrator.

Contact the Information Security and Emerging Technologies office with any questions at x77262.