

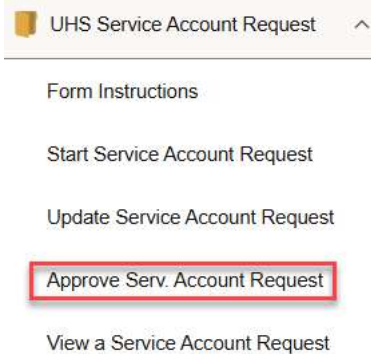
How to Approve a Service Account eForm Request

1. Start by logging in to Campus Solutions



2. Look for your institution's security eForm icon. If you don't see the icon, please email your institution's CS security administrator with your PeopleSoft ID.

3. Open the UHS Service Account Request. Select 'Approve Serv. Account Request'.



4. There are 4 approvers in the service account eForm workflow.

- a. The Manager
- b. The CSS Lead
- c. The Business Owner
- d. The Campus Security Admin (CSA)

5. To approve a form as a manager, confirm that segments labeled 1-3 are accurate. Click 'Approve'

To approve as a UH CSS Lead, update the form with the requested Service Account's Business Owner.

Before Campus Solutions Service Account access can be granted, the user must be an active employee or Person of Interest (POI).

For assistance with the form or security access questions, please email sa-security@uh.edu.

Please note: An automated process removes Campus Solutions access when a user transfers or terminates from a position. Access to P.A.S.S. and Student Self-Service will remain active and available.

Requester

User ID
Name
College/Department **1**
Email Address
Campus ID
Job Title
Phone

Request Access For

Self
Manager Name **2**
Manager Email
Manager PeopleSoft ID
Manager Phone

Service Account Information

SA Name **3**
UH CSS Lead

CSS Lead- Business Owner

Business Owner **4**

6. To approve as a Business Owner and a CSA, confirm segments labeled 1-5 are correct. Click 'Approve'

Requester

User ID
Name **1**
College/Department
Email Address
Campus ID
Job Title
Phone

Request Access For

Self Yes **2**
Manager Name
Manager Email
Manager PeopleSoft ID
Manager Phone

Service Account Information

SA Name **3**
UH CSS Lead

CSS Lead- Business Owner

Business Owner **4**

Current Service Account Users

	Service Account Name ¹	Authorized User ID ¹	Authorized User Name ¹
1	<input type="text"/> 5	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>