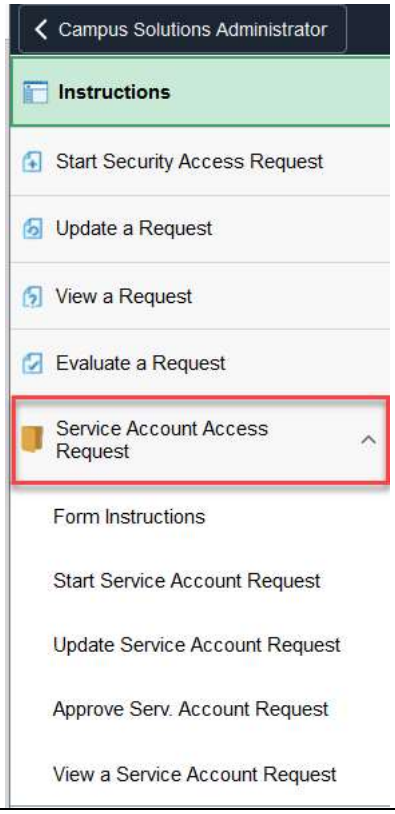
How to start a service account request for self?

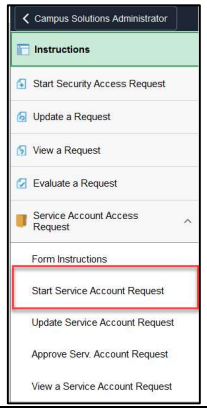
1. Start by logging in to Campus Solutions

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. Click on the 'Service Account Access Request Folder'

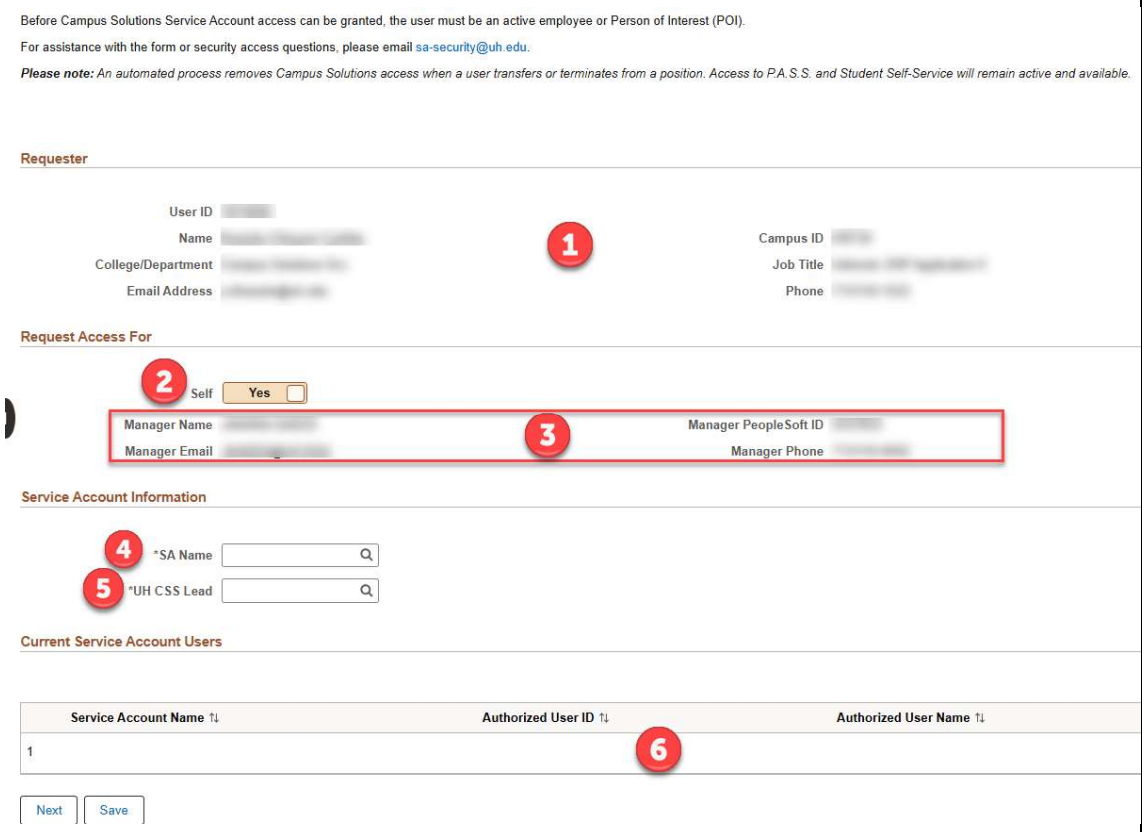


4. Select 'Start Service Account Request'.

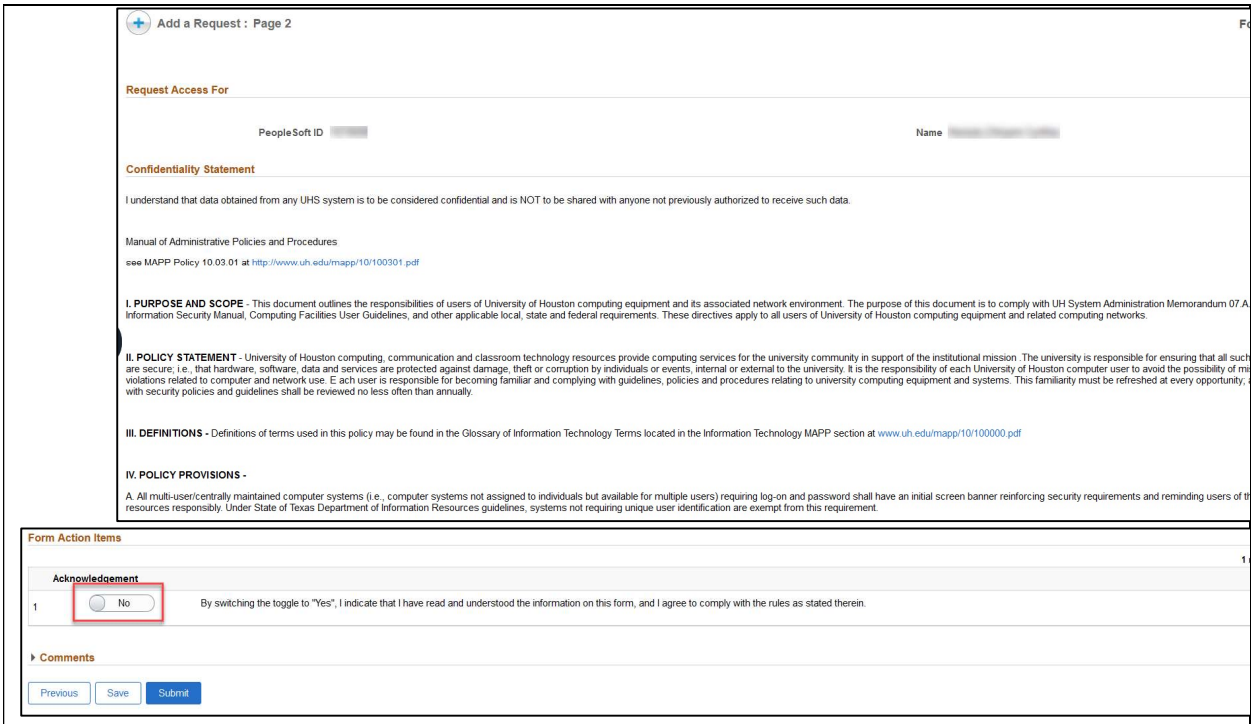


5. a. Validate the items 1-3 on this page.

b. Enter the service account name in ‘4’ and the CSS Lead for that business area in ‘5’.
c. All current service accounts users of the requested account are listed in ‘6’



6. Click ‘Next’
7. Read and complete the Acknowledgement section by clicking the toggle from ‘No’ to ‘Yes”. Click Submit. The form is then routed to the identified Manager for approval.



8. You will receive an email like the one below when all approvers have approved your form.