

How to View an existing Service Account 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. Select 'View a Service Account Request' form the left-hand menu. You can search for a form using any of the criteria.

Form Status can be

- Pending: The form is waiting for approval.
- Saved: The form has not been submitted for approval.
- Executed: The form has completed its workflow.

The screenshot shows the Campus Solutions interface for viewing a service account request. On the left is a navigation menu with the following items: 'UHS Service Account Request' (highlighted with a red box), 'Form Instructions', 'Start Service Account Request', 'Update Service Account Request', and 'Approve Serv. Account Request'. The main area is titled 'Search By' and contains several search criteria, each with a dropdown menu and an input field: 'Form ID' (Begin With), 'Form Type' (Begin With), 'Form Status' (is Equal To), 'Name' (Begin With), 'SA Name' (Begin With), 'User Search' (Begin With), 'User ID' (Begin With), and 'Campus ID' (Begin With). At the bottom of the search area are three buttons: 'Search', 'Clear', and 'Save Search'.