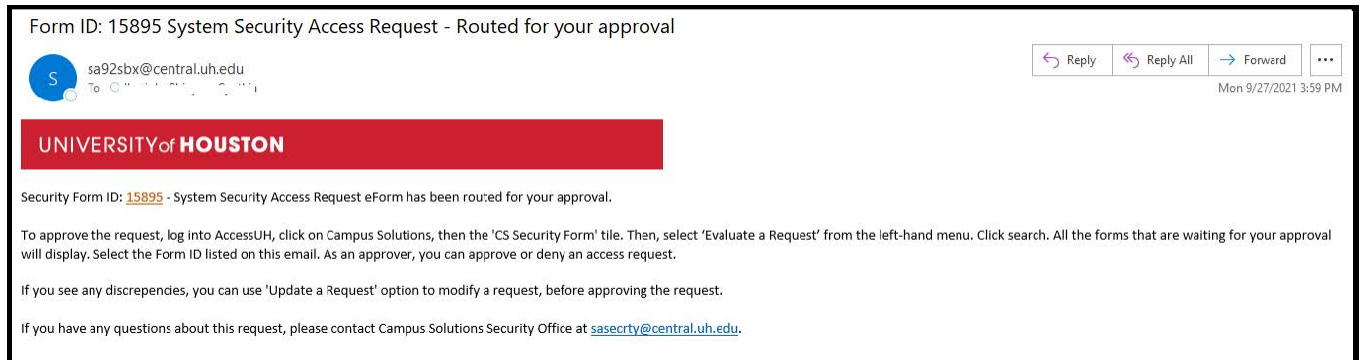


Manager Approval Instructions

Managers can either approve, modify *and* approve, or decline an access request.

Campus Solutions security access can now be requested electronically.

1. Once one of your direct reports submits an access request for Campus Solutions, using electronic version of the security form (security eForm), you will receive a similar email, as their Manager:



2. You can access the form by following steps a through c.
 - a. Log into Campus Solutions in any browser.

CS Security eForm



Pending Approvals

- b. Ensure you can see the CS security form icon.


If you don't see the icon, please email sa-security@uh.edu with your emplid.

- c. Select 'Evaluate a Request' from the left-hand menu and click "Search".

All the forms that are waiting for your approval will show up. Select the appropriate form from the list.

UH CS Security Access Request	
<div><div>Instructions</div><div>Start Security Access Request</div><div>Update a Request</div><div>View a Request</div><div>Evaluate a Request</div><div>UHS Service Account Request</div></div>	<div>Search by:</div> <div><div>Form ID</div><div>Begins With</div><div></div></div> <div><div>Form Type</div><div>Begins With</div><div></div></div> <div><div>Form Status</div><div>is Equal To</div><div></div></div> <div><div>PeopleSoft ID</div><div>Begins With</div><div></div></div> <div><div>Name</div><div>Begins With</div><div></div></div> <div><div>Search</div><div>Clear</div><div>Save Search</div></div>

3. Following screen comes up. Validate items 1 through 4. Please ensure all the information on this page is correct.

 UNIVERSITY OF HOUSTON

Before PeopleSoft Campus Solutions access can be granted, the user must have the following information available for the form to be completed:

1. PeopleSoft ID number of the person you are requesting access for. This person should be an active employee or a [Person of Interest \(POI\)](#)
2. Have taken training session (if required)

Assistance Information

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

For assistance with training, please contact Rachel Honora, 832-842-9606, RDHonora@Central.UH.EDU OR navigate to HR's [training information site](#).

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	
Email Address	
Job Title	
Phone	

Request Access For

User Search	
Name	
Job Title	
Email	
Manager Name	
Manager Email	
User Has Basic Access	Y
Phone	
Manager PeopleSoft ID	
Manager Phone	


General Request Information

Short Term Access Request ☐ No

Student Worker ☐ No

4. Click 'Next'

5. The following screen comes up. For items 1 and 2, please validate that the employee has selected correct level of access. All the employees get partial access to SSN and DOB as default. For full access to either DOB or SSN, justification is needed. For less than partial access, no justification is needed. Employees only need to select access under the modules if they needs more than basic access. Click approve.

 Access Request : Page 2 of 4

Request Access For

PeopleSoft ID Name

Display of Social Security Number (SSN) & Date of Birth (DOB)

Set search screens to display ONE of the following for SSN and DOB. Default setting is Partial display for both SSN (last 4 digits) and DOB (Month/day)

Social Security Number Partial **1** Date of Birth Partial **2**

Modules

All approve access requests will grant view only access to the Student Services Center, Student Biographical data, UHS Account Summary and Customer Accounts via the UHCSM_CC_GENERAL and UHCSM_SF_GENERAL roles.

For users needing additional access to a specific module, please switch the toggle to "Yes" to select available options.

Academic Advising	No	Student Business Services	No
Admissions	No	Student Records	No
Campus Community	No	Institutional Research	No
Financial Aid	No	PeopleTools	Yes
Are you requesting State Roles?	No		


PeopleTools

For People Tools access assistance contact: SA-SECURITY@UH.EDU

Developer	No	Security Form Upload & Change Status	No
Functional Super	No	Security View Role	No
Help Desk Page			
Other	<input type="text"/>		

> Comments

Upon clicking the approval button, you will see a screen like below:

 Access Request : Results

Form ID 248183

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log

2 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	11/07/2025 10:43:08AM	Initiated			Submit	
2	11/07/2025 11:05:54AM	[PAGE REC: UHS_EMGR_OPRID] • [PAGE REC: GSPOI_SPONS...			Approve	22 minutes

[Refresh Log](#)