

Manager Approval Instructions

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

Campus Solutions security access can now be requested electronically.

- 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:

Form ID: 15895 System Security Access Request - Routed for your approval

sa92sbx@central.uh.edu
To: sa92sbx@central.uh.edu

Reply Reply All Forward ...
Mon 9/27/2021 3:59 PM

UNIVERSITYof HOUSTON

Security Form ID: [15895](#) - System Security Access Request eForm has been routed for your approval.

To approve the request, log into AccessUH, click on Campus Solutions, then the 'CS Security Form' tile. Then, select 'Evaluate a Request' from the left-hand menu. Click search. All the forms that are waiting for your approval will display. Select the Form ID listed on this email. As an approver, you can approve or deny an access request.

If you see any discrepancies, you can use 'Update a Request' option to modify a request, before approving the request.

If you have any questions about this request, please contact Campus Solutions Security Office at sasecurity@central.uh.edu.

- You can access the form by following steps a through c.

- Log into Campus Solutions in any browser.

[CS Security eForm](#)



Pending Approvals

- Ensure you can see the CS security form icon.

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

- 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

Instructions
Start Security Access Request
Update a Request
View a Request
Evaluate a Request 
UHS Service Account Request

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/>
Form Status	is Equal To	<input type="text"/>
PeopleSoft ID	Begins With	<input type="text"/>
Name	Begins With	<input type="text"/>

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



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, 832-442-9606, 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 [REDACTED]
 Name [REDACTED]
 College/Department [REDACTED]
 Email Address [REDACTED]
 Job Title [REDACTED]
 Phone [REDACTED]

Request Access For

User Search 11111111
 Name [REDACTED]
 Job Title [REDACTED] VC
 Email [REDACTED]
 Manager Name [REDACTED]
 Manager Email [REDACTED]
 Phone [REDACTED]
 Manager PeopleSoft ID [REDACTED]
 Manager Phone [REDACTED]

User Has Basic Access Y

General Request Information

Short Term Access Request No
 Student Worker No

[Search](#) [Next](#) [Hold](#)

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 [REDACTED] Name [REDACTED]

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

Date of Birth Partial

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

Admissions No

Campus Community No

Financial Aid No

Are you requesting State Roles? No

Student Business Services No

Student Records No

Institutional Research No

PeopleTools Yes



PeopleTools

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

Developer No

Functional Super No

Help Desk Page

Security Form Upload & Change Status No

Security View Role No

Other

Comments

[Search](#) [Previous](#) [Deny](#) [Recycle](#) [Hold](#) [Approve](#)

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

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	[PAGEREC:UHS_EMGR_OPRID] + [PAGEREC:GSPOL_SPONS...			Approve	22 minutes

[Refresh Log](#)