How to view an existing request.

The latest status of any security eForm can be seen using the steps below:

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1. Start by logging in to Campus Solutions.

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2. 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.

CS Security eForm

Pending Approvals

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3. Select 'View a Request' from the left-hand menu. You can use any of the criteria in the red box to search for a particular form.

UH CS Security Access Request

Instructions	
Start Security Access Request	
Update a Request	
View a Request	
Evaluate a Request	

Search by:

Form ID	Begins With	
Form Type	Begins With	
Form Status	is Equal To	
PeopleSoft ID	Begins With	
Name	Begins With	

Search   Clear   Save Search

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4. Following screen comes up. You can quickly identify the status of the form from the form status field, boxed in red.
   - Pending: The form is waiting for the next approval.
   - Save: The form has not been submitted yet. It is still with the initiator.
   - Withdrawn: The form has been withdrawn.

- **Executed:** The form has completed its workflow. A new request should be initiated for new security request.

UH CS Security Access Request

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Search by:

Field	Operator	Value
Form ID	Begins With	
Form Type	Begins With	
Form Status	is Equal To	
PeopleSoft ID	Begins With	
Name	Begins With	

[Search] [Clear] [Save Search]

	Form ID ⇅	Form Type ⇅	Form Status ⇅	PeopleSoft ID ⇅	Name ⇅	User Search ⇅	Last Date ↓	Last Operator ⇅	Original Operator
1		SECURITY	Executed				2022-09-14		
2		SECURITY	Denied				2022-05-04		
3		SECURITY	Withdrawn				2022-04-15		
4		SECURITY	Withdrawn				2022-04-15		
5		SECURITY	Withdrawn				2022-04-15		
6		SECURITY	Withdrawn				2022-04-12		
7		SECURITY	Withdrawn				2022-04-11		
8		SECURITY	Withdrawn				2022-04-11		
9		SECURITY	Withdrawn				2022-04-11		
10		SECURITY	Withdrawn				2022-04-11		
11		SECURITY	Executed				2022-01-28		
12		SECURITY	Executed				2022-01-13		
13		SECURITY	Executed				2021-12-06		
14		SECURITY	Executed				2021-12-03		