CALIFORNIA STATE UNIVERSITY BAKERSFIELD

Access Request Form
Student Records / Campus Community Module

User Information

Last Name: _____ First Name: _____ Middle Initial: _____

CSUB ID #: _____ Email Address: _____ Work Phone: _____

Department: _____ ☐ Faculty ☐ Staff ☐ Student Worker

☐ New ☐ Change ☐ Inactivate Contact (If other than the user): _____ Effective Date: _____

Access Roles

Requester: Please check each role you are requesting. **For a description of each role, please see http://www.csub.edu/cms/Forms/SR_Role_Help.shtml**
Security roles marked with ‡ symbol provide access to Level I confidential data. Please refer to www.csub.edu/infosecurity/isplan.shtml for classification of confidential data.

☐ A&R / EUD Student Employee I
☐ A&R / EUD Support Staff
☐ Academic Dept Admin Support
☐ Academic Dept Chair
☐ Academic Standing & Award Setup
☐ Athletics Advisor
☐ Dean
☐ Deans Office Admin Level I
☐ University Advancement View
☐ Enrollment Mgmt SS Advisor I
☐ Enrollment Mgmt SS Advisor II (w/ iStrategy Access)
☐ Enrollment Mgmt SS Advisor III (w/ Mandatory Advising)
☐ Enrollment Mgmt One-Stop-Shop
☐ Faculty Affairs
☐ CSUB ITSS HelpDesk View
☐ Institutional Research
☐ SOE Credentials Analyst
☐ SR CA Promise Support
☐ SR Scheduler Super User
☐ SR Student Info View I
☐ SR Student Info View II
☐ Student Records Super User ‡
☐ UnderGrad Studies Admin
☐ UnderGrad Studies AVP Admin
☐ Instructional Development View
☐ Add On - A&R / EUD Student Employee IV
☐ Add On - APDB Reporting

☐ Add On - CPP Correct History
☐ Add On - ERS Reporting
☐ Add On - ERS Reporting SSD Update
☐ Add On - ERS Reporting EOP Update
☐ Add On - EUD sERSS CO Reporting
☐ Add On - Evaluator Super User
☐ Add On - Library Patron Load Process
☐ Add On - Facility Table Update
☐ Add On - Student Mile Stone Update
☐ Add On - Quick Admit
☐ Add On - Quick Enroll (Select one of following Enrollment Security)
   ☐ GEN1 ☐ GEN2 ☐ EMAG ☐ DEPT ☐ EMST ☐ EMSF ☐ FULL
☐ Add On - Remediation Use
☐ Add On - Remediation Setup & Process
☐ Add On - Registrar SPR ‡
☐ Add On - Registrar Assistant
☐ Add On - Service Indicators Update (**List services indicator in the comment box)
☐ Add On - Student Groups Update (Submit Student Groups Security Form)
   http://www.csub.edu/cms/Forms/PS_SUP_Stu_Grps.pdf
☐ Add On - Term Act / Enroll Appt
☐ Add On - Term Unit Overload
☐ Add On - Test Score Update
☐ Add On - Test Score Batch Load Process ‡
☐ Add On - Rec. Center Process
☐ Add On - CSU Fully Online Admin
☐ Campus Community Bio Demo Inquiry (Student only)
☐ Campus Community Bio Demo Update (Student only)
☐ Campus Community Bio Demo Correct History (Student only)

Comment

Employee Signature: _____

Employee – I have read and agreed to the confidentiality agreement at http://www.csub.edu/bas/hr/_files/_PeopleSoft/staffconfidentialityagree.pdf
Student Workers – Please sign and attach the confidentiality agreement at http://www.csub.edu/cms/student_conf_agreement.pdf

Department Manager (MPP) Signature: _____ Print Name: _____ Date: _____

Approver Signature: _____ Date: _____

Approval of Director of Enrollment Services/University Registrar - Jennifer McCune or Director of Enrollment Systems - Tommy Holiwell

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After All Required Signatures - Return to: Administrative Computing Services -41Lib - *FOR INTERNAL USE ONLY*

☐ Role ☐ SA Security Setup ☐ Notification Sent

Completed By: _____ Date: _____ Form Updated: 02/12/2020