



User Information (All fields MUST be filled out for processing) PLEASE TYPE OR PRINT LEGIBLY

Last Name: _____ First Name: _____ Middle Initial: _____
CSUB ID #: _____ Email Address: _____ Work Phone: _____
Department: _____ Faculty Staff Student Worker
 New Employee Existing Employee Contact (If other than the user): _____ Effective Date: _____

Access Roles

- Person E-mail Address Inquiry Only (Student & Employee)
- Person E-mail Address Inquiry/Update (Student & Employee)
- CSU ID search only (Student & Employee)
This security role provides the ability to search on EMPLID, National ID (NID) and/or Name. It returns Name, EMPLID, NID and DOB and information about Organizational Relationships (Job, Campus Solutions, etc.).
- Bio Demo Inquiry (Student & Employee)
This security role provides same access as "CSUB ID search only" plus detail Bio Demo Information such as Mailing Address, Email, Phone, Ethnicity, Citizenship/Passport, Visa Permit Data, Residency, Languages, Name History.
- Bio Demo Inquiry/Update (Student & Employee)
This security role provides same access as CC Bio Demo Inquiry plus update capability
- Bio Demo Inquiry/Update/Correct History (Student & Employee)
This security role provides same access as CC Bio Demo Inquiry/Update plus correct history capability.
- Duplicate ID Admin. Management
- Duplicate ID Management (Student & Employee)
- Query Access to Full SSN and DOB (Student & Employee)
- Identity Information View Only
- Identity Information Setup

SSN and DOB Masking

myCSUB is defaulted to mask all SSN and DOB information on search result and display only pages. The following options provide various levels of masking SSN and DOB. This setting affects all existing security settings assigned to a user profile, including security roles from other modules.

- Mask all SSN and DOB Information (Default) 3
- Display Last 4 Digits of SSN and Birth Month and Day 2
- Display Last 4 Digits of SSN and Birth Month, Day and Year 1a
- Display Full SSN and Birth Month, Day and Year 1

Business Justification (REQUIRED FOR APPROVAL CONSIDERATION)

Employee Signature: _____

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

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 a **new original** confidentiality agreement at http://www.csub.edu/cms/student_conf_agreement.pdf

Employee & Student Workers – A copy of these documents are on file with my Dept. Mgr. (MPP)

Both signatures are required. Please use Student Records Access Request Form to request access to Student only Bio Demo information.

Employee Confidentiality Agreement on file in HR? _____ Verified by: _____

Human Resources Approver Signature: _____ Date: _____
Approval of Associate Vice President, Human Resources & Administrative Services - Lori Blodorn

Student Records Approver Signature: _____ Date: _____
Approval of Director of Enrollment Services - Jennifer McCune -or- Director Enrollment Systems - Tommy Holiwell

After ALL Required Signatures - Return Original to: Enterprise Applications -41Lib - FOR INTERNAL USE ONLY