



# Access Request Form

## Student Financials 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.

Security roles marked with † symbol provide access to Level I confidential data. Please refer to [www.csub.edu/its/about/security/infosecurityplan/](http://www.csub.edu/its/about/security/infosecurityplan/) for classification of confidential data.

- |   |  |
|---|--|
| <input type="checkbox"/> Refund Tech        | <input type="checkbox"/> Extended University   |
| <input type="checkbox"/> Account Receivable | <input type="checkbox"/> Corporate Billing   |
| <input type="checkbox"/> Account Tech       | <input type="checkbox"/> SF Super User †   |
| <input type="checkbox"/> Cashier            | <input type="checkbox"/> Library Role  |
| <input type="checkbox"/> Collector          | <input type="checkbox"/> Inquiry Role  |
| <input type="checkbox"/> Course Fee Add     | <input type="checkbox"/> SF Tech Support   |
| <input type="checkbox"/> Class Fee          | <input type="checkbox"/> Add On - Service Indicators Update (Submit Service Indicator Security Form)<br>Please list requested service indicator codes in the Comment Section |
| <input type="checkbox"/> Credentials Role   | <input type="checkbox"/> Tuition Recalculation   |
| <input type="checkbox"/> NRA Query Access † | <input type="checkbox"/> Budget Office Inquiry   |
| <input type="checkbox"/> SF Student Worker  | <input type="checkbox"/> Campus Budget Coordinator View  |

Comment

Employee  
Signature: \_\_\_\_\_

**Employee** – I have read and agreed to the confidentiality agreement at [http://www.csub.edu/bas/hr/\\_files/\\_PeopleSoft/staffconfidentialityagree.pdf](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](http://www.csub.edu/cms/student_conf_agreement.pdf)

Department  
Manager (MPP)  
Signature: \_\_\_\_\_

Print  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approver  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Student Financial Services Director - Elizabeth Walker or Chief Accounting Officer/AVP - Queen King

**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: 11/30/2022