Federated Authorization: Approve an Access Request
(for Data Stewards)

Requests for access to the University of Pittsburgh’s PeopleSoft Student Information System and Data Warehouse can be submitted using an online form. As a Data Steward, you will receive an email notification when a Security Contact submits an online access request that requires your approval. Complete the following steps to review and approve the request.

1. Click the **View and Approve Request** link in the email you received.

2. Log in to WebNow with your University Computing Account username and password.

3. The form will display. Click the **Check Out** icon located near the bottom of the window.

4. Click **OK** to close the **Check Out** comments box.
5. Review the form, particularly the **Purpose of Request** field near the top, and the training options and access roles that have been selected in the **Authorization Checklist** section. Make modifications as necessary.

6. Click the **Click to Sign** button at the bottom of the form under the **Data Steward** column.

7. Click the **Check In** icon located near the bottom of the window.

8. The form will be routed to CSSD for review and processing.

**Get Help**

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at `technology.pitt.edu`. 