Federated Authorization: Submit an Access Request
(for Security Contacts)

You can submit a request for access to the University of Pittsburgh’s PeopleSoft Student Information System and Data Warehouse using an online form. This makes the process for requesting access simpler and faster. It eliminates the need to print paper forms, obtain handwritten signatures, and fax forms to additional approvers.

As a Security Contact, you may submit a request for access on behalf of a user in your area. To do so, complete the following steps.

1. Log in to My Pitt (my.pitt.edu).
2. Click Learn More below the PeopleSoft Login link on the right-hand side of the page.

3. Click PeopleSoft Security on the left-hand side of the page.

4. On the right-hand side of the page, enter the University Computing Account username of the person for whom you are requesting access and click the Federated Authorization Access Request link.

5. Your contact information will automatically display in the Requestor Information section of the form.

<table>
<thead>
<tr>
<th>Requestor Information</th>
<th>My University Computing Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Doe Last John Middle</td>
</tr>
<tr>
<td>Department</td>
<td>Computing Services (CSSD)</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jdoe029@pitt.edu">jdoe029@pitt.edu</a></td>
</tr>
</tbody>
</table>
6. In the **Authorization Request** section of the form:
   a. The user’s information should appear in the **Univ Computing Acct** field, the **Name** field, and the **Email** field. Verify that it is accurate.
   b. Enter the users’ job title in the **Position** field.
   c. The name and email address of the user’s supervisor will be automatically populated.
   d. Select your department from the **Approving Department** field. The **Security Contact** fields will automatically populate with your name.
   e. In the **Purpose of Request** field, explain what access the user needs and why it is needed.

![Authorization Request Form]

7. Complete the following fields:
   a. Request type
   b. Type of access
   c. Requested career access
   d. Requested campus
   e. Start and stop access
   f. Requested Academic Center(s)
   g. Authorization Checklist Type
      i. **Academic Center** is used for Pittsburgh campus instructional departments/schools
      ii. **Departmental** is used for Pittsburgh campus non-instructional departments (for example, the Book Center, University Police, OIS, etc.)
      iii. **Regional Campus** is used for all regional campus departments
      iv. **Central Office** is used for OAFA, Student Financial Services, and the University Registrar
8. When you select an **Authorization Checklist** from the drop-down menu, new headings will be added to the form.
   a. Select the training options that are appropriate for the user (PS 101 is required for all new access requests)
   b. Click a section heading (e.g., Student Record Roles) to expand it.
   c. Click a sub-section heading (e.g., Registrar Office Roles) to expand it.
   d. Check a box to select a role.

### Notes:
- Hover your mouse over a role to view a description of the role.
- Click a heading to expand/collapse the roles listed below it.
- Roles preceded by diamonds must also be approved by a Data Steward. If you select a diamond role, the appropriate Data Steward will receive an email asking him or her to review and approve the request.

9. Review all the text under the **Authorization** section. When you have finished, click the **Submit Form** button to submit the request for access.

### Authorization

Access to the University’s PeopleSoft and Student Data Warehouse environments requires signed approval from two recognized authorities (the Security Contact and a supervisor with authorization privileges). The appropriate Enterprise Federated Authorization Checklist must be included. Please complete all appropriate forms and fax to CSSD Recruitment at 412-624-0572 (Questions? Contact the University’s Technology Help Desk at 412-624-HELP [4357] or helpdesk@pitt.edu).

With my submission, I affirm that I have read and understand University Computing, Information and Data Policies [10-02-04](10-02-05) and 10-02-06, and will abide by these policies, and use the requested data access only as required in the performance of my University duties, as restricted by policies [06-02-01] and [10-02-07] regarding access to student educational records.

I am acknowledging that the roles that I have approved for this user are the minimum needed for them to fulfill their job functions.

[Submit Form]

10. The user will receive an email notification that an access request has been submitted on his behalf. Both you and the user’s supervisor will be copied on the email. The email will explain to the user how to sign the online form.

11. After the user has signed the form, the appropriate Data Steward will receive an email asking them to review and sign the form (if any roles designated by diamonds have been selected). Otherwise, the form will be routed to CSSD for 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.