

## Obtaining Security to Access PeopleSoft SA/HR Records

You need a UserID and password to log in to PeopleSoft. To apply for your UserID and password, go to the Applications Security web page at

<http://www.uakron.edu/computer-operations/security/index.dot>

and follow the instructions in this lesson. Any new employee, current employee that needs additional access, or any employee that has transferred to a new department must complete one or more online security forms.

This web page also contains information about the approval process, password guidelines and instructions for changing your password.

For questions about the granting or changing of security, you may contact the Support Desk at x6888 or send e-mail to [pssecurity@uakron.edu](mailto:pssecurity@uakron.edu). If you cannot remember your PeopleSoft ID or password or have problems with your password, please contact the Support Desk at x6888 for assistance.

## Applying for Security

### Steps

1. To apply for your UserID and password, go to the security web site at: <http://www.uakron.edu/computer-operations/security/index.dot>

**Steps**

2. Print out the three (3) or four (4) forms that require your signature and may require the signature of your supervisor, as well.

**You must sign The Code of Responsibility and the FERPA forms and request access to records on either or both of the other two forms.**

- The Code of Responsibility

**THE UNIVERSITY OF AKRON - OFFICE OF THE REGISTRAR**  
**CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS AND/OR DATA FILES**

Security and confidentiality are matters of concern to all Registrar's Office employees and to all other persons who have access to office facilities. The Registrar's Office is a repository of information in either computer accessible or hard copy files for The University of Akron. Each person working in the Registrar's Office holds a position of trust relative to this information and must recognize the responsibilities entrusted to him or her as well as to the Registrar's Office in preserving the security and confidentiality of this information. Since conduct either on or off the job could affect, even threaten the security and confidentiality of this information, each Registrar's Office employee or person authorized to access Registrar's Office files is expected to adhere to the following:

1. I may not make or permit unauthorized use of any information in files maintained, stored, or processed by the Registrar's Office.
2. I will not seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to me by virtue of work assignment.
3. I will not use my University office or computer access to process registration, grades, or any other functions for myself, my family, or other staff members. I understand that all such registration, grades, and functions must be submitted to and approved by only the University Registrar or designee.
4. I will not knowingly falsely identify myself.
5. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with Registrar's Office and University policies.
6. I may not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
7. No official record or report, or copy thereof, from the office where it is maintained may be removed except in performance of my duties.
8. I will not operate or request others to operate any University equipment for purely personal business.
9. I will not aid, abet, or act in conspiracy with another to violate any part of this code.
10. I will report any violation of this code immediately to my supervisor.
11. I agree to follow all University rules and office procedures related to the performance of my job.

For Registrar's Office employees, violation of this code may lead to a reprimand, suspension, or dismissal consistent with the general personnel, student disciplinary, or other pertinent policies of the University.

For others, violation of this code will result in (1) denial of access to The University of Akron Registrar's Office files, and (2) reporting of the violation to the eOfficer's office.

The Login ID(s) and password(s) issued to you are your means of access to these systems. They are to be used solely in connection with performance of your authorized job functions. You should take all necessary steps to prevent anyone from gaining knowledge of your Login ID(s) and password(s). The use of your Login ID(s) and password(s) by anyone other than yourself is prohibited and should be reported to the Registrar immediately.

I have received a copy of, have read, do understand, and will comply with The University of Akron Registrar's Office Code of Responsibility for Security and Confidentiality of Records and/or Data Files.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Your Name \_\_\_\_\_  
 Print Your Department \_\_\_\_\_  
 Department Zip/Phone \_\_\_\_\_ / \_\_\_\_\_

- FERPA Reminder for New Users
- Student Records Security Access Form
- Human Resource Records Security Access Form.

3. The completed forms should be sent by campus mail to the Security Administrator at +3501., From there, the access form will be forwarded to the appropriate PeopleSoft Module Lead in the business offices (Registrar, Admissions, Student Financials, etc.) The Module Lead in that business office MUST approve your access.

4. After your security has been approved, you will receive an e-mail to notify you that your ID and password are assigned and to contact the Support Desk at x6888 to receive your password.



**Note:** If you transfer to a new department and still need PeopleSoft access, you will need to obtain a new password and possibly a new ID; your security does not transfer to the new department with you.