

## Obtain Access to PeopleSoft SA Records

A PeopleSoft User ID and password are required to log in to PeopleSoft. To apply for security to use PeopleSoft or to change your PeopleSoft security, please complete the online form at <https://footprints.uakron.edu/secure/ps>.

This form must be completed by:

- A new employee who will be accessing PeopleSoft for the first time
- A current employee who needs additional access
- An employee who has transferred to a new department
- A supervisor to remove access for an employee who has transferred to another department or who has left the University

If you cannot remember your PeopleSoft ID or password or wish to speak with someone directly about the granting or changing of security, please contact the Support Desk at x6888 (330.972.6888) for assistance.



**Note:** Your security will determine what information will be available to you.

If you transfer to a new department and still need PeopleSoft access, you will need to obtain a new password and possibly a new User ID. Your security does not transfer to the new department with you.

1. To apply for your User ID and password, go to the security form at: <https://footprints.uakron.edu/secure/ps>.

The fields with an asterisk must be completed.

If training is required for the access you need, it is recommended that you complete the necessary training **before** requesting the access to that data.

<p>2. After you complete the form, click on the Submit Request button.</p> <p><b>Note:</b> If one of the required fields is not completed, you will be unable to Submit your request.</p>
<p>3. The security form is forwarded to your Department Chair/Director and to your Supervisor for approval of your request.</p>
<p>4. The security form is forwarded to Software Training to verify that any necessary training has been completed.</p>
<p>5. The security form is forwarded to the appropriate business offices (Registrar, Admissions, Student Financials). That business office must approve your request.</p>
<p>6. After your security has been approved, the security administrator will send you an email to notify you that your ID and password are assigned and to contact the Support Desk at 330.972.6888 to receive your password.</p>