PeopleSoft Security Access Request

This is a complimentary computer account and for use in administrative support. Any other uses of this account are strictly prohibited and improper or illegal use may result in the termination of your account and you may be subject to disciplinary action up to and including termination of employment. Security and confidentiality are matters of concern to all Peralta Community College District employees, which includes employees of the District and each of its campuses, and all other persons who have access to student, financial and employee records. PCCD is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law regarding the privacy of student records. Therefore, each employee of PCCD is responsible for maintaining the security and confidentiality of these records. An individual's conduct, either on or off the job, may threaten the security and confidentiality of records. Remember to maintain the privacy of all PeopleSoft/Oracle data in accordance with policies and procedures of the Peralta Community College District

Each employee and/or student employee/representative is expected to adhere to the following Security & Confidentiality Rules & Regulations below:

1. Employees may not perform or permit unauthorized use of or access to any information or records maintained, stored or processed by the district, colleges, and employee.
2. Employees are not permitted to seek personal benefit or allow others to seek personal benefit using knowledge or confidential information acquired by virtue of an employees work assignment and access to confidential records.
3. Employees may not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the District and College policies and procedures.
4. Employees are responsible to know and understand the security and confidentiality policies and procedures particular to their work assignment.
5. Employees may not knowingly include or cause to be included in any report or record a false, inaccurate or misleading entry. Employees may not knowingly expunge or cause to be expunged any record, transaction or report of data entry.
6. Employees may not remove any official record or report, or copy thereof, from the office where it is maintained except in performance of a person's duties as directed and authorized.
7. Employees may not aid, abet or act in conspiracy with another to violate any part of this code.
8. Any knowledge of a violation of this Confidentiality Agreement must be reported to the supervisor immediately.
9. Employees are responsible for the security and confidentiality of their individual user ID and password and their use access gained through use of the system.

Employees must understand and accept responsibility for their actions in the performance of their responsibilities which includes access to records, and must maintain the privacy of all PeopleSoft/Oracle data in accordance with policies and procedures of the Peralta Community College District.

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Instructions:
1. Complete each field below **electronically** with the appropriate information
2. Save this form onto your computer for your records.
3. The completed form MUST be emailed as an attachment from the First Level Manager's Peralta Email account to helpdesk@peralta.edu or it will not be approved.
4. Security access will be made pending review and approval by Peralta Security Administration.

Employee's Information

Employee Name: _____ _____ _____
 Last Name _First Name_ _M.I._

*Employee ID#: _____ **User ID:** _____ **Date of Birth:** _____
 _i.e. 12345678_ _i.e. 1/1/2001_

Campus/Location: _____ **Department:** _____

Job Title: _____ **Phone #:** _____

Peralta Email Address: _____ **Other Email Address:** _____

Classification: _____ **Status:** _____

If you are temporary, what is your projected end date? _____

*The user must have a valid EMPLID/Student ID# to obtain a user account.

First Level Manager Approval

Requested Screens: _____

Modules Needed:

Campus Solutions
- ☐ Student Records
- ☐ Student Admissions
- ☐ Records & Enrollment
- ☐ Curriculum Management
- ☐ Financial Aid
- ☐ Student Financials
- ☐ Academic Advising

Finance
- ☐ Accounts Payable
- ☐ Budgets
- ☐ Purchasing

Human Resources
- ☐ Payroll
- ☐ Benefits

☐ **BI Tool**

Duplicate Same Profile As: _____ _____ _____
 Last Name _First Name_ _Employee ID#_

Manager Name: _____ **Title:** _____

Peralta Email Address: _____ **Manager Empl ID#:** _____
 _i.e. 12345678_

First Level Manager Approval: ☐Yes ☐No **Today's Date:** _____

The above-named employee has been informed of, and accepts the responsibilities for, a complimentary computer account as a Passport user at the Peralta Community College District. He/she understands that this account is for use in administrative support. Any other uses of this account are strictly prohibited. He/she understands that improper or illegal use may result in the termination of his/her account and that he/she may be subjected to disciplinary action up to and including termination of employment. (Family Educational Rights to Privacy Act - FERPA).

Peralta Security Administration Office Use Only

Date Received: _____ **Security Administration Approval:** ☐Approved ☐Denied

Date Created: _____ **HR Job Title:** _____

Role Assigned in PS: _____

User Notified By: _____ **Account Created By:** _____

Comments: _____