

SAS Access Request

To request PeopleSoft, BankMobile and Crystal Reports access go to <https://web.losrios.edu/~sas/sas.php>.



IT Systems Access Forms

[Authorized Signers List](#)

Security Access Request System (SAS)

Please click a link below to get started (provide your W+ID and password when asked):

- [New Request](#) (to add new access or remove/modify existing access for an employee)
- [View My Requests](#) (see the status of requests you have already submitted)
- [User Guide](#)

If you are an approver, use the links below to manage your approvals:

- [View My Approvals](#) (requests you have not yet approved)
- [View My Prior Approvals](#) (requests you already approved)
- [View Requests for an Employee](#) (for use by approvers only)
- [User Guide](#) (for approvers)

Additional links:

Click **New Request** link above for TCL or STU Employee Email Requests

- [PeopleSoft Role Descriptions](#)
- [Business Process for PeopleSoft Access Requests](#)
- [Crystal Reports Account Descriptions](#)
- [Business Process for Crystal Reports Account Access](#)

1919 Spanos Court, Sacramento, California 95825

- If you need a request approved, you can click [Authorized Signers List](#) to find the approver and contact them. The first name on the list is the primary signer. In the example below, names with an asterisk by them will receive an email when they have a pending approval. If that person is out of the office, you can email any of the other signers. They can pull up pending approvals and approve.

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LOS RIOS COMMUNITY COLLEGE DISTRICT PEOPLESOFT SECURITY AUTHORIZED SIGNER LIST

Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Student Administration					
1. Admission and Records/ Student Services	Level 1 T. Driver* B. Holland Level 2 N. Porter * K. Vang BJ Snowden	Level 1 R. Andrews * J. Ramirez* Level 2 J. Ramirez * T. Tena T. Emiru *	Level 1 K. Goff * L. Berry * Level 2 D. Brown* M. Campbell* J. Dixon*	Level 1 C. Wurzer * K. Butler * C. Monroe* Level 2 D. McKechnie* M. Pactol* K. Butler *	Level 1 J. Ralphs* Level 2 J. Nye * S. Ortiz-Mercado C. Bray J. Ruggles * M. Rodriguez* P. Harris*
2. Student Financials, Including Cashiering	Level 1 A. Andrews* Level 2 F. Kobayashi * K. Vang*	Level 1 K. DeLeon * Level 2 T. Tena * R. Montanez * T. Emiru	Level 1 S. Smith * L. Zigler * Level 2 T. Tena * M. Campbell* D. Brown * J. Dixon	Level 1 T. Zabegalin* Level 2 D. McKechnie * M. Pactol *	Level 1 J. Ruggles * Level 2 J. Nye * M. Rodriguez J. Ruggles * P. Harris* C. Bray *

- Click View My Requests to check the status of your request. If it is pending first level approval, second level approval (if required) or if it is in the Help Desk SAS queue. You will see if it's Approved at Level 1, In Help Desk Queue, Completed, Rejected or Canceled. If the request shows NO JOB RECORD ON FILE the request cannot be completed, even if it is in the Help Desk Queue.

My requests:

(be sure to refresh this page to get the latest information) [Return to SAS main page](#)

Employee	Status	Status Date	View
0000819 - Paula Sarantis	Canceled	03-28-2024 17:12	View Request
0000819 - Paula Sarantis	Rejected	02-26-2024 14:54	View Request
0622417 - Kevin Wong	Completed	07-13-2023 08:32	View Request
0001331 - Pietra Rainey	Completed	06-14-2023 05:22	View Request
1171585 - Leah Teddington NO JOB RECORD ON FILE	Canceled	03-17-2023 06:48	View Request
1727477 - Olga Losinets	Completed	03-03-2023 06:00	View Request
1494311 - Soumas Chanhthavichith	Rejected	01-27-2023 09:01	View Request

- If you are not sure what roles you need to request go to the description documents for detailed listing of roles. You can search keywords in this document by hitting <ctrl> F and typing in keyword.

The screenshot shows a web browser window with a document titled 'Admissions a... Descriptions'. A search bar at the top right contains the text 'Transcript' and is highlighted with a red box. The document content includes a table with columns for role descriptions and codes. The table has three columns: Role Description, Role Code, and another column. The role code 'LR_SA_SR_ACCESS_3' is visible in the second row.

	<ul style="list-style-type: none"> - cumulative GPA; update academic standing) - Update and correct Student Program/Plan (shows declared major and whether active at a college) - Enrollment Verification and Print - Update Honors and Awards ➤ Curriculum Management Module <ul style="list-style-type: none"> - Print Class Roster - Print Grade Roster 	
SR Access III	<p>For AR staff who <u>maintain</u> student records. This access grants all access of the SR Access II and the following page access:</p> <ul style="list-style-type: none"> ➤ Records and Enrollment Module <ul style="list-style-type: none"> - Run Repeats Intervention Report - Run Unauthorized Repeat Report - Run Withdrawal Report - Update Transcript Text - Run Waitlist Process ➤ SC Community College Data Module <ul style="list-style-type: none"> - Run Term Data Copy ➤ Curriculum Management Module <ul style="list-style-type: none"> - Update Grade Roster - Run Grade Post - Enrollment Requirement Roster (PERC Roster) 	LR_SA_SR_ACCESS_3

Submitting an SAS Request

- Click New Request
- Fill in employees information
- Select form

NOTE: DO NOT select the supporting form unless the user already has the role associated with the form and you are updating this security. Supporting security will NOT work unless they have the associated role.

Security Access Requests

Request Access - User Information

* asterisks indicate required fields

*Employee ID#	0000819	*Last Name:	Sarantis	*First Name:	Paula
:				M.I.:	
*Work Phone:	9165683012	Other:		*Job title:	Help Desk
*Employee type:	Staff	*Department:	IT		
*College/Site:	District Office - Main				
*Effective Date:	03/28/2024				

Select a security access form: Or, select a supporting form:

Select a form Select a form

- Select a form
- BankMobile
- Crystal Reports - Financials
- Crystal Reports - Human Resources
- Crystal Reports - Information Technology
- Crystal Reports - Instruction
- Crystal Reports - Records and Admissions
- Crystal Reports - Student Financials
- PeopleSoft - Accounting Services
- PeopleSoft - Business Services
- PeopleSoft - Employment Management
- PeopleSoft - Financial Aid
- PeopleSoft - General Services
- PeopleSoft - Information Technology
- PeopleSoft - Instruction
- PeopleSoft - Query Access
- PeopleSoft - Records and Admissions/Student Services**
- PeopleSoft - Student Financials

- Roles are cascading. When selecting roles be sure to select the highest role required. The only exception is Financial Aid SAP 1 and SAP 2. When updating roles, check higher role(s) AND uncheck all lower role(s). Some lower roles can override the higher roles causing the user to have inadequate access.
- Enter the Justification/Reason and click Continue.
- If any requested roles require supporting security the next page will provide links to the supporting form.

Example

PeopleSoft - Records and Admissions/Student Services

Employee: 0000819 - Paula Sarantis Employee type/Title: Staff-Help Desk Location/Dept: DO, IT Request ID: 53152
Work Phone: 9165683012
Requested by: Paula Sarantis Effective date: 03/28/2024 [View Additional Security](#) (service indicators, enrollment security, transcript types and student groups)

Select the access levels below that you are requesting for this employee
(items with checkmark indicate employee's existing access - uncheck any existing access you wish to remove):

<input type="checkbox"/> Student Info View I	<input checked="" type="checkbox"/> Advisor View ✓	<input checked="" type="checkbox"/> Add on - Student Group Processing <input type="checkbox"/> View <input checked="" type="checkbox"/> Update <input type="checkbox"/> Correction
<input type="checkbox"/> Student Info View II	<input type="checkbox"/> Athletic Services Access	<input checked="" type="checkbox"/> Add on - Transcript Processing <input checked="" type="checkbox"/> Request ✓ <input checked="" type="checkbox"/> Batch Processing ✓
<input type="checkbox"/> SR Access I	<input type="checkbox"/> International Students Access	<input type="checkbox"/> Add on - Supplemental Processing <input type="checkbox"/> Current Terms <input type="checkbox"/> Prior Terms
<input type="checkbox"/> SR Access II	<input type="checkbox"/> UCD Enrollment Access	<input type="checkbox"/> Add on - Class Permission <input type="checkbox"/> View <input type="checkbox"/> Update
<input type="checkbox"/> SR Access III	<input type="checkbox"/> Matric View	<input type="checkbox"/> Add on - Grade Change/Multiple Enrollmnt
<input type="checkbox"/> SR Evaluator Access	<input type="checkbox"/> Matric Access	<input type="checkbox"/> Add on - Enrollment Page Access
<input type="checkbox"/> SR Supervisor Access	<input type="checkbox"/> CalWORKs View	<input checked="" type="checkbox"/> Add on - Update Service Indicators ✓
<input type="checkbox"/> CC View I	<input type="checkbox"/> CalWORKs Access	<input type="checkbox"/> Add on - Mass Place/Release Service Indicators
<input type="checkbox"/> CC View II	<input type="checkbox"/> EOPS View	<input checked="" type="checkbox"/> Add on - Update Student Enrollment Appointments ✓
<input type="checkbox"/> CC Access I	<input type="checkbox"/> EOPS Access	<input type="checkbox"/> Add on - Staff Application
<input type="checkbox"/> CC Access II	<input type="checkbox"/> DSPS View	<input type="checkbox"/> Add on - Positive Attendance <input type="checkbox"/> View <input type="checkbox"/> Update
<input type="checkbox"/> CC Access III	<input type="checkbox"/> DSPS Access	<input type="checkbox"/> Add on - Student ID Verification
<input type="checkbox"/> Admission View I	<input checked="" type="checkbox"/> Veterans Processing Access ✓	<input type="checkbox"/> Add on - Enrollment Security <input type="checkbox"/> Superuser (x001) <input type="checkbox"/> Clerk (x002)
<input checked="" type="checkbox"/> Admission Access I ✓	<input type="checkbox"/> Veterans View Only	<input type="checkbox"/> Counter (x003) <input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> Transfer Credit View	<input type="checkbox"/> Prospect Access	<input checked="" type="checkbox"/> Add on - SSN Unmasked ✓
<input type="checkbox"/> Transfer Credit Access I	<input type="checkbox"/> Prospect Access w/Comments	<input type="checkbox"/> Add on - Nursing Application Processing
<input type="checkbox"/> Transfer Credit Set Up View	<input type="checkbox"/> Degree Planner View Access	<input type="checkbox"/> Add on - Search Match
<input type="checkbox"/> Transfer Credit Set Up Access	<input type="checkbox"/> Degree Planner Staff Access	<input type="checkbox"/> Add on - Program/Plan Update
<input type="checkbox"/> Academic Advisement View	<input type="checkbox"/> Degree Planner Admin Access	<input checked="" type="checkbox"/> Add on - Student Milestones <input type="checkbox"/> View <input checked="" type="checkbox"/> Update
<input type="checkbox"/> Academic Advisement Access I		<input type="checkbox"/> Add on - Student Education Plan
<input type="checkbox"/> Academic Advisement Access II		<input type="checkbox"/> Add on - Foster Youth Processing
		<input checked="" type="checkbox"/> Add on - Special Programs Processing ✓
		<input type="checkbox"/> Add on - Student Ed Plan View Only
		<input type="checkbox"/> Add On - FA Course Audit Override
		<input type="checkbox"/> Add On - FA Course Audit Process
		<input type="checkbox"/> Add On - Student HS GPA/Grades <input type="checkbox"/> View <input type="checkbox"/> Update
		<input type="checkbox"/> Add On - Homeless Student Processing
		<input type="checkbox"/> Add On - Analytics Dashboard
		<input type="checkbox"/> Add On - MIS Additional Programs

*Justification/Reason: (up to 254 chars)

Change of position requires more access.

Continue

Cancel request

Security Access Requests

PeopleSoft - Records and Admissions

Employee: 0000819 - Paula Sarantis
 Employee type/Title: Staff-Help Desk
 Location/Dept: DO, IT
 Request ID: 53152
Work Phone: 9165683012
Requested by: Paula Sarantis
 Effective date: 03/28/2024

You have requested the following:

Add	Role	Add on - Student Group Processing - Update	LR_SA_SR_STDT_GRP_UPD_ADD_ON	CS Database
Add	Role	Add on - Student Milestones - Update	LR_SA_SR_STDT_MLSTN_UPD_ADD_ON	CS Database

This request requires additional access forms be completed. Click a link below to continue:

- [Request Student Groups Access for Paula Sarantis](#)
- [Request Student Milestones Access for Paula Sarantis](#)

Security Access Requests

Student Groups

Employees: 0000819 - Paula Sarantis
 Employee type/Title: Staff-Help Desk
 Location/Dept: DO, IT
 Request ID: 53152
 Work Phone: 9165683012
 Requested by: Paula Sarantis
 Effective date: 03/28/2024
 [View Additional Security \(service indicators, enrollment security, transcript types and student groups\)](#)

Select the access levels below that you are requesting for this employee:
 (To view the employee's existing access, click the "View Additional Security" link above.)

Student Group	Description	View	Update
1INT	ARC Active International Stdnt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1TRJ	ARC TRIO \$\$\$ Journey	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1TRS	ARC TRIO \$\$\$ STEM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1TRV	ARC TRIO \$\$\$ Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZTRR	CRC TRIO \$\$\$ SOAR	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZTRS	CRC TRIO \$\$\$ STEM	<input type="checkbox"/>	<input type="checkbox"/>
ATHL	Athletes	<input type="checkbox"/>	<input type="checkbox"/>
CWRK	CalWORKs Student	<input type="checkbox"/>	<input type="checkbox"/>
DEGA	ARC Internal Degree	<input type="checkbox"/>	<input type="checkbox"/>
DEGC	CRC Internal Degree	<input type="checkbox"/>	<input type="checkbox"/>
DEGF	FLC Internal Degree	<input type="checkbox"/>	<input type="checkbox"/>
DEGS	SCC Internal Degree	<input type="checkbox"/>	<input type="checkbox"/>
DSPS	DSPS Student	<input type="checkbox"/>	<input type="checkbox"/>
EOPS	EOPS Student	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Student Milestones

Employee: 0000819 - Paula Sarantis Employee type/Title: Staff-Help Desk Location/Dept: DO, IT Request ID: 53152
 Work Phone: 9165683012
 Requested by: Paula Sarantis Effective date: 03/28/2024 [View Additional Security](#) (service indicators, enrollment security, transcript types and student groups)

Select the access levels below that you are requesting for this employee:

(To view the employee's existing access, click the "View Additional Security" link above.)

Academic Advising	Assessment	Prerequisites
<p>25 WAM Certificate <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>40 WAM Certificate <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>AA Degree <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>AA/AS or Higher Education <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>BA/BS Degree <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>CAP Certificate <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>Counselor <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>CPR Certificate <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>CPR Professional Rescuer Cert <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>CPR And Standard First Aid Cert <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>CPS Cert <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>CPT1 Certificate <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>DD214 <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>ENGR Xfer 3.0 Unit CSU Course <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>Standard First Aid Certificate <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>High School Foreign Language <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>LVN License <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>Mathematics Competency Exam <input type="checkbox"/> View <input type="checkbox"/> Update</p> <p>Reading Competency Exam <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p>	<p>English Reading Assessment Placement <input type="checkbox"/> View</p> <p>English Writing Assessment Placement <input type="checkbox"/> View</p> <p>MATH Assessment Placement <input type="checkbox"/> View</p> <p>MATH BSTEM Assessment Placement <input type="checkbox"/> View</p> <p>MATH SLAM Assessment Placement <input type="checkbox"/> View</p> <p>Math Competency <input type="checkbox"/> View</p> <p>Reading Competency <input type="checkbox"/> View</p>	<p>ENG CW Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>ENG ED Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>ENGR D Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>ENG WR Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>GEOM Dept Milestone <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>MATH Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>MATH S Combo Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p>STAT Dept Challenge <input type="checkbox"/> View <input checked="" type="checkbox"/> Update</p> <p><small>* If a prerequisite milestone is selected, all milestones in the subject area will be granted. If only specific ones are needed, please indicate in the Justification section below.</small></p>

*Justification/Reason: (up to 254 chars)

Change of position requires more access.

Security Access Requests

Student Milestones

Employee: 0000819 - Paula Sarantis Employee type/Title: Staff-Help Desk Location/Dept: DO, IT Request ID: 53152
 Work Phone: 9165683012
 Requested by: Paula Sarantis Effective date: 03/28/2024

Your request is complete. Below is a summary of your request. Please review the request and click the button below to submit this request for approval.



Add	Role	Add on - Student Group Processing - Update	LR_SA_SR_STDT_GRP_UPD_ADD_ON	CS Database
Add	Role	Add on - Student Milestones - Update	LR_SA_SR_STDT_MLSTN_UPD_ADD_ON	CS Database
Add	Student Group UPDATE	1IINT Update	1IINT	CS Database
Add	Student Group UPDATE	1TRJ Update	1TRJ	CS Database
Add	Student Group UPDATE	1TRS Update	1TRS	CS Database
Add	Student Group UPDATE	1TRV Update	1TRV	CS Database
Add	Student Group UPDATE	2TRR Update	2TRR	CS Database
Add	Milestone Security Update	Reading Competency Exam - Update	PASS RDNG	CS Database
Add	Milestone Security Update	MATH Dept Challenge - Update	MATH	CS Database
Add	Milestone Security Update	GEOM Dept Milestone - Update	GEOM	CS Database
Add	Milestone Security Update	ENG CW Dept Challenge - Update	ENG CW	CS Database
Add	Milestone Security Update	ENG ED Dept Challenge - Update	ENG ED	CS Database
Add	Milestone Security Update	ENG RD Dept Challenge - Update	ENG RD	CS Database
Add	Milestone Security Update	STAT Dept Challenge - Update	STAT	CS Database
Add	Milestone Security Update	ENG WR Dept Challenge - Update	ENG WR	CS Database
Add	Milestone Security Update	MATHS Combo Dept Challenge - Update	MATH	CS Database

Justification/Reason: Change of position requires more access.

- Once the request is approved, it will automatically be placed in the Help Desk queue.
- The Help Desk processes requests on Tuesdays and Thursdays. If you require a request to be processed on any other day, please email the Help Desk, help@losrios.edu.
- We cannot process requests if the user does not have a job record. If we do the access is removed, automatically, when our overnight processes run. If the user does not have a job record and you have submitted their paperwork to HR, you will need to contact HR for the status of the paperwork.

Security Access Requests

PeopleSoft Access Requests awaiting processing:

Employee	Campus	System	Status Date-Time	Effective Date	View
 NO JOB RECORD	ARCC	Instruction	03-06-2024 15:57	02-22-2024	View/Process Request
 NO JOB RECORD	SCCC	Admissions and Records/Student Services	03-19-2024 11:51	03-19-2024	View/Process Request

SAS Cheat Sheet

CSPRD

- SR Access roles require supporting form (Enrollment Security)
- Student Group roles require supporting form
- Transcript roles require supporting form
- Milestone roles require supporting form
- Facility Maintenance and Event View roles require Basic Curriculum View role
- Attendance Accounting role requires CC View II and Basic Curriculum View roles
- Grade Change/Multiple Enrollment via the Enrollment page (aka GOD Panel) IS VERY LIMITED 2-4 people campus wide. Requires Enrollment Security – Dean's/Supervisor
- You only need to request FA roles one time. What gives the user access across the district is 3C Security and Institution/Career Security.
- FA View roles and FA Access role requires 3C Security
- FA Budget Access role requires 3C Security
- FA SAP I and SAP II roles are NOT cascading
- FA File Reviewer Access and Packaging Access should not be granted to the same person (separation of duties).

FSPRD

- FS Approver access is limited to the list of users on the Authorized Signer List. Deans DO NOT receive approver access. Deans are given update access.
- When requesting FS security any role with a (C) next to it will be created in a separate C account (W1234567C). A user can have a regular (W1234567) and a C account (W1234567)

HRPRD

- HR – payroll worksheets requires supporting form
- HR – Admin Absence Entry – use the Admin Absence Department list to view the list departments. Enter needed departments in the Justification/Reason box. If all departments are required, enter All Departments in the Justification/Reason box.