

LEONet PeopleSoft Campus Solutions 9.2 Security Request Application Instructions

Location of the Security Request Application

https://www2.southeastern.edu/external/security_request/application

Information

This application replaces the paper form that was previously in use. Please refrain from submitting any paper forms to request access to LEONet PeopleSoft Campus Solutions 9.2 unless specifically asked to do so.

Once data are entered into all available fields, the request is routed to all appropriate individuals for approvals and information prior to being received by the PeopleSoft security team.

Instructions

1. When a user is identified as needing additional access into the LEONet system, visit https://www2.southeastern.edu/external/security_request/application
2. Login with your w# (include the w) and your email password
3. In the Identification section, enter Full Name, W Number (include the w), select an Employee Type, and select the Department the user belongs to
4. In the Contact Information section, enter the user's Email Address and Office Phone number
5. In the Request Type section, select the system type of access being requested and any other details that will be necessary to complete the request
 - a. If other is selected, please explain what other access is being requested
6. Click the *Continue to Review* button
7. Review the entered values. If changes are needed, click *Edit*. If the values look good, click *Submit*.

Post-Submission

- Multiple emails will be sent to gather information
 - The user will receive an email and must log in to the system to agree to abide by the Responsible Computing Policy
 - The department head will receive an email and must log in to the system to approve the request
 - Depending on the type of access requested, emails are sent to the appropriate individuals who must log in and enter the roles needed within the system
- When all information has been received, the security team will be notified that an account is ready to be created
- Any inquiries can be sent to ps-sec@selu.edu, but please wait a few days for processing

Appendix

Email Sent to User Needing Access

From: Peoplesoft Campus Solutions 9.2 (Leonet) Security Administration ps-sec@selu.edu

Subject: Security Request for User - Action Required



Hi User,

We have received a request for an account for you in PeopleSoft Campus Solutions 9.2 (Leonet). Before the account can be created, you must first review the Responsible Computing Policy and agree to use your account primarily for purposes directly related to your job requirements.

To complete your approval, please click on the link below:

[Responsible Computing Policy Agreement](#)

Thank you.

NOTE: This is an auto-generated email. Please do not reply to this email.

Peoplesoft Campus Solutions 9.2 (Leonet) Security
Administration

Southeastern Louisiana University

Hammond, LA 70402

Email Sent to Department Head or Individual Specifying Security

From: Peoplesoft Campus Solutions 9.2 (Leonet) Security Administration ps-sec@selu.edu

Subject: Security Request for User - Action Required



SOUTHEASTERN
LOUISIANA UNIVERSITY

Peoplesoft CS 9.2 Security Administration

Hi Recipient,

A request for security credentials submitted on behalf of **User** requires your approval.

In order to complete your approval, please click on the link below:

[Complete Approval](#)

Thank you.

NOTE: This is an auto-generated email. Please do not reply to this email.

Peoplesoft Campus Solutions 9.2 (Leonet) Security
Administration

Southeastern Louisiana University
Hammond, LA 70402

Email: ps-sec@selu.edu