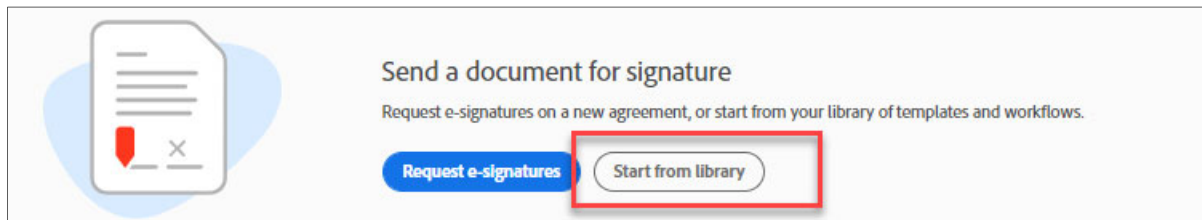


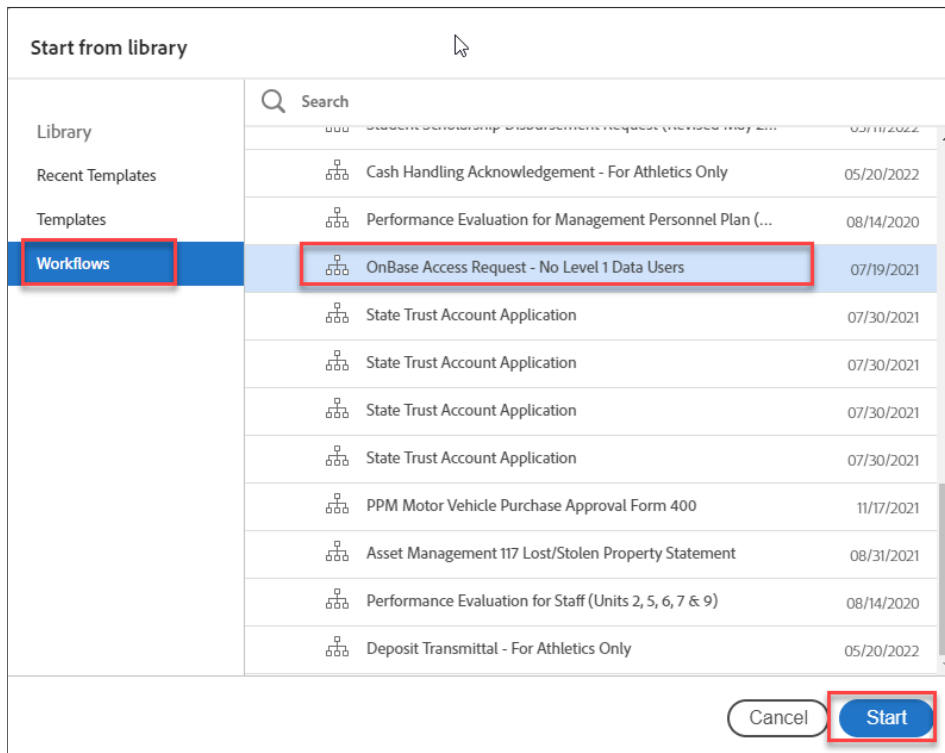
OnBase Access Request Form for Individual Reimbursed Time

Use these instructions to submit an OnBase Access Request form for users that need access to the AR Individual Reimbursed Time solution. Please **DO NOT** submit access request forms for the Level 1-4 approvers since their access is automated based on the funds/projects they are assigned in LAD and for DFOs. This access request is for Submitters and Reviewer of the Form.

1. Login to Adobe Sign using this URL: <https://secure.echosign.com/public/login>
2. In the middle of the screen, select Start from Library.



3. To the left, select Workflows, then select OnBase Access Request - No Level 1 Data Users. Then select the Start button to the bottom right.



4. At the next screen, enter the following information.
 - a. User's Supervisor: Enter the email address of the employee's supervisor.

- b. Div/College Admin: If the Supervisor is not an MPP, enter the email address of MPP for the area/department. If the Supervisor and MPP are the same person, just put them as Supervisor and leave this field blank.
- c. Department's OnBase Gatekeeper: Enter Tamar Haddadian email (tamar.haddadian@csun.edu). She is the OnBase gatekeeper for Accounts Receivable.

OnBase Access Request - No Level 1 Data Users

How this workflow works?
This form is to request application level access for the OnBase Content Management System.

Recipients more ▾

Users Supervisor*

Enter recipient email ✉ Email

Div/College Admin (SKIP if name is same as supervisor)

Enter recipient email ✉ Email

Departments OnBase Gatekeeper*

Enter recipient email ✉ Email

IT Security Administrator*

karen.primm@csun.edu ✉ Email

CC | Hide

- 5. In the Agreement Name field, replace “(User’s Name)” with the name of the person you are requesting access for. Then select the Send button at the bottom of the screen.

Agreement Name (Replace Users Name) *

OnBase Access Request - (User's Name)

Message *

Please review and sign.

- 6. Once the form opens, enter the following information. Then select the Click to Send button at the bottom of the screen.
 - a. User Information: Enter the required information for the user that you are requesting access for.
 - b. Select Campus Area: Select Other.
 - c. Campus Area Selected Above Contains Level 1 Confidential Data: Select No.
 - d. Select Access Based on Functional Role: Select the Other checkbox and then the Add radio button.
 - e. Description of Access: List the role names: **NRONB-ARIRT Submitters & NRONB-ARIRT View User**

1. USER INFORMATION:

Last Name: * [] First: * [] M.I. [] Empl ID: * []

Email: * [] Extension: * [] Request Date: * []

Dept. Name: * [] Dept. ID #: * []

Portal ID: * [] Machine ID: []

2. SELECT CAMPUS AREA DOCUMENTS:

CRED HR – BEN HR – PAY HR – PERS A&R DRES

TSENG EOP – CTR EOP – ADV FA A/P UGS Academic Affairs

IR IT Grad Studies ORSP Univ Adv Other

3. CAMPUS AREA SELECTED ABOVE CONTAINS LEVEL 1/CONFIDENTIAL DATA: Yes No

(If Yes, VP, Admin & Finance signature required below) **VP Signature on File** Yes No

4. SELECT ACCESS BASED ON FUNCTIONAL ROLE:

<input type="checkbox"/> Power User – Scan, Index, Retrieve, View	<input type="radio"/> Add	<input type="radio"/> Remove
<input type="checkbox"/> User – Retrieve, View	<input type="radio"/> Add	<input type="radio"/> Remove
<input type="checkbox"/> Index Only – Scan, Index (Modify Keywords)	<input type="radio"/> Add	<input type="radio"/> Remove
<input type="checkbox"/> Scan Only – Scan (View Keywords)	<input type="radio"/> Add	<input type="radio"/> Remove
<input checked="" type="checkbox"/> Other	<input checked="" type="radio"/> Add	<input type="radio"/> Remove

5. DESCRIPTION OF ACCESS REQUESTED TO BE ADDED OR REMOVED:
 role name here

If needed, you may attach description of access here:
[Click to Attach Op...](#)

6. SIGNATURE/APPROVALS:

Security Administrator: Name: _____ Signature: _____ Date: _____

7. APPROVAL FOR ACCESS TO CONFIDENTIAL INFORMATION:

Thank you for prefilling this document

[Click to Send](#)

7. The agreement will be sent out for signature and then to the OnBase security administrator. You will receive an email when the agreement has been completed which means the access has been granted.