

Student Evaluation of Faculty (SEF) Getting Access for Department Leads and Coordinators

Access to SOLAR – Adding Classes to SEF

Please contact Sabrina Rife (sabrina.rife@csun.edu) at X3227 for detailed instructions.

Access to SEF Onbase ([detailed information regarding the system](#)):

Review the [OnBase Access Request Form Procedures \(.pdf\)](#)
Complete the [OnBase Access Request Form](#)

1. Fill out the user information and mark Academic Affairs for “Select Campus Area Documents.”

Select Campus Area Documents:				
<input type="checkbox"/> CRED	<input type="checkbox"/> HR - BEN	<input type="checkbox"/> HR - PAY	<input type="checkbox"/> HR - PERS	<input type="checkbox"/> A&R
<input type="checkbox"/> TSENG	<input type="checkbox"/> EOP - CTR	<input type="checkbox"/> EOP - ADV	<input type="checkbox"/> FA	<input type="checkbox"/> A/P
<input type="checkbox"/> IR	<input type="checkbox"/> IT	<input type="checkbox"/> Grad Studies	<input type="checkbox"/> ORSP	<input type="checkbox"/> UNIV ADV
<input checked="" type="checkbox"/> Academic Affairs				

2. A list will populate with all the colleges once you have selected Academic Affairs, select your college.

Academic Affairs Documents:		
<input type="checkbox"/> Mike Curb College of Arts, Media and Communication	<input type="checkbox"/> Engineering and Computer Science	<input type="checkbox"/> Science & Mathematics
<input type="checkbox"/> David Nazarian College of Business and Economics	<input type="checkbox"/> Health and Human Development	<input type="checkbox"/> Social & Behavioral Science
<input type="checkbox"/> Michael D. Eisner College of Education	<input type="checkbox"/> Humanities	<input type="checkbox"/> Tseng College

3. Select No for “Campus Area Selected Above Contains Level 1 (Confidential) Data.”

Campus Area Selected Above Contains Level 1 (Confidential) Data:
http://www.csun.edu/it/protected-data
Do the documents for the campus area selected above contain Level 1 Confidential Data?
No <input type="checkbox"/>

4. Mark Other for “Select Access Based” and indicate you want to add or remove access.

Select Access Based on Functional Role:		
<input type="checkbox"/> Power User - Scan, Index, Retrieve, View	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
<input type="checkbox"/> User - Retrieve, View	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
<input type="checkbox"/> Index Only - Scan, Index (Modify Keywords)	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
<input type="checkbox"/> Scan Only - Scan (View Keywords)	<input type="checkbox"/> Add	<input type="checkbox"/> Remove
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Add	<input type="checkbox"/> Remove

5. In the “Description of Access” box include the following:

Type of Access: Retrieve, View, and Print

Access to: [Your Department Name]

Group: Academic Reports

Document Type: SEF-Reports and SEF-Department Summaries

Description of Access Requested to be Added or Removed:

6. Obtain the proper signature and send signed form to Anu Nagarajan in IT SQ 250 (MD: 8280)