

SOLAR Access Procedures

New Employee Access

1. Upon official acceptance of an offer by a new employee, Human Resources (HR) will create a new employee profile in the SOLAR HR System. This profile will be created within 48 hours of the official acceptance by the employee in most instances.
2. After completing the new employee profile, HR will email the Employee ID number to the appropriate administrator in the hiring department. The Employee ID number is needed to complete the SOLAR Access Forms for the Finance, Human Resources, or Student Administration modules.
3. Upon receipt of the Employee ID number from HR, the hiring department must complete the appropriate SOLAR Access Request Forms. Links to the SOLAR Financials, Human Resources and Student Administration Access Forms and form instructions can be found on the SOLAR Support website at www.csun.edu/solarsupport.
4. Once the form is complete and signed by the supervisor and appropriate administrator, the form should be sent electronically or through inter-office mail to the appropriate SOLAR Gatekeeper. The SOLAR Gatekeepers will review the requested access and obtain the appropriate approvals.

SOLAR roles that provide access to confidential information (i.e. employee or student Social Security numbers and/or Date of Birth) require the signature of the Vice President for Finance & Administration. SOLAR Gatekeepers will obtain the signature of the Vice President for Finance & Administration when required.

5. Once the SOLAR Gatekeeper has approved the form they will submit the form to the SOLAR Security Administrator in Information Technology. Access will be granted for most requests within 24 hours. An email confirmation will be sent to the appropriate administrator once the access is granted.
6. New employees will receive their User ID and Password when they complete the New Hire Sign-in process in HR. New employees must also sign the CSUN Security & Confidentiality Statement during this time as well. The User ID and Password will provide the new employee with access to the myNorthridge Portal, email, and all approved applications. SOLAR access

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will also be available if the departments have submitted the appropriate SOLAR Access Request Forms and they have been approved and processed.

7. Supervisors must arrange the appropriate training for their employees based upon the requested roles.

Existing Employees Access/Changes

1. The hiring department must complete the appropriate [SOLAR Access Request Form](#). Once the form is complete and signed by the supervisor and appropriate administrator, the form should be sent electronically or through inter-office mail to the appropriate SOLAR Gatekeeper. The SOLAR Gatekeepers will review the requested access and obtain the appropriate approvals.

SOLAR roles that provide access to confidential information (i.e. employee or student Social Security numbers and/or Date of Birth) require the signature of the Vice President for Finance & Administration. SOLAR Gatekeepers will obtain the signature of the Vice President for Finance & Administration when required.

2. Once the SOLAR Gatekeeper has approved the form they will submit the form to the SOLAR Security Administrator in Information Technology. Access will be granted for most requests within 24 hours. An email confirmation will be sent to the appropriate administrator once the access is granted.
3. Supervisors must arrange the appropriate training for their employees based upon the requested roles.