

Instructions for Requesting CSS Access as an EAB Advisor:

Instructions for requesting “Advisor” Access to the Navigate (SSC) Platform

Please follow the instructions in the document. Access to SSC is received through the regular PeopleSoft/CSS security process.

Family Educational Rights and Privacy Act (FERPA)

All information in SSC is part of students’ educational record and protected by FERPA. Disclosing information to anyone without an educational need to know, or disclosing information without the written consent of the individual student is a violation of FERPA.

For more information about *FERPA at BGSU* and the *Rights and Responsibilities for Administration and Staff*, please visit this resource link available from the Office of Student Affairs: <http://www.bgsu.edu/student-affairs/ferpa/staff-administration-and-ferpa.html>

Begin:

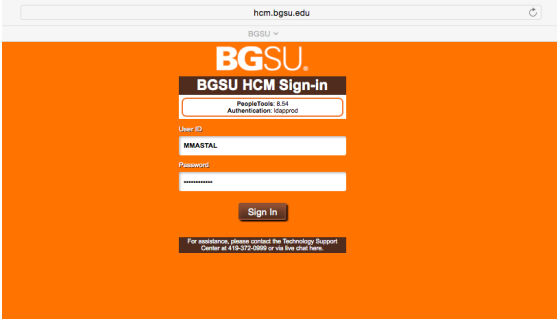
- Go to the ITS website for CSS Request access

<https://bgsu.teamdynamix.com/TDClient/2070/Portal/Requests/ServiceDet?ID=47820>

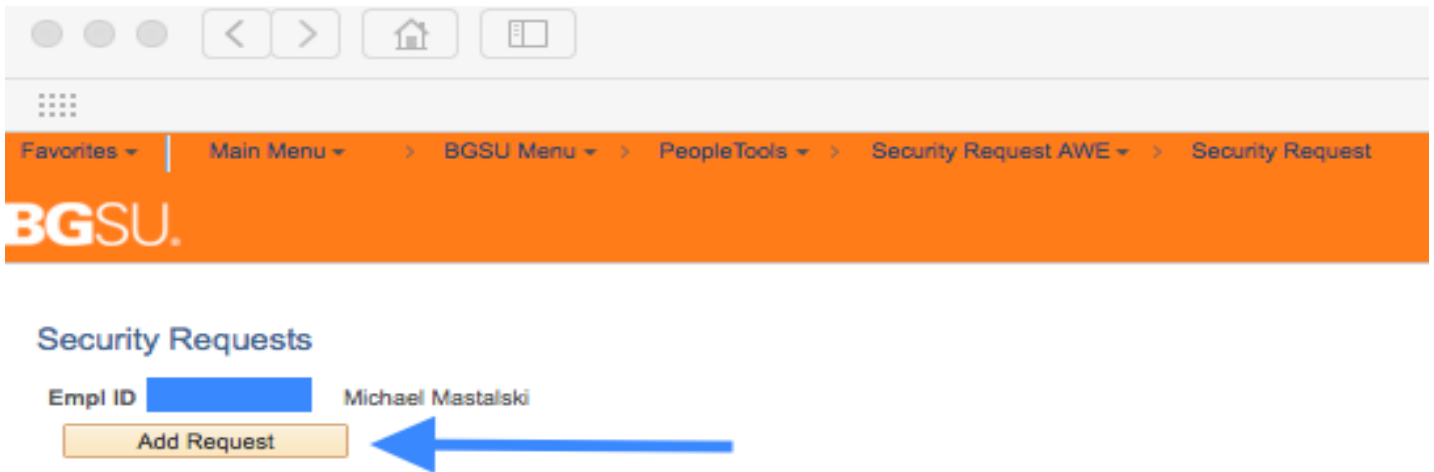
- Click Request CSS Access to initiate your request.

The screenshot shows the BGSU website interface. At the top, there is a navigation bar with the BGSU logo, a search bar, and a 'Sign In' button. Below the navigation bar, there is a breadcrumb trail: 'Service Catalog / Enterprise Applications / PeopleSoft (CSS/FMS/HCM) / Campus Solutions (CSS) / CSS: Request Access'. The main heading is 'CSS: Request Access'. Below the heading, there are several sections: 'Who can use it?' (BGSU Faculty, Staff, Students), 'What is it?' (CSS is the acronym for Campus Solutions, BGSU's enterprise application for storing and maintaining student data. This application contains multiple modules, with Admissions, Campus Community, Student Records, Financial Aid and Student Financials, being the largest modules used at BGSU.), 'Where to get it?' (Self-service access is granted through an association with BGSU. Most people who are eligible to receive a BGSU account have access to self-service pages through the MyBGSU portal. Back office access is granted with the appropriate training and access approval. Access is role-based, meaning it is granted according to the affiliation and job duties of the requestor. CSS is comprised of various modules and therefore users may have different levels of access for different modules. For example, a user may have maintenance-level access from the Schedule of Classes and view-only access to Admissions information.), 'How to use it?' (Below are the steps you must follow to be granted access to CSS: Step One: Review CSS Access Information; Step Two: Complete Any Required CSS Training; Step Three: Submit the "Request CSS Access" form on this page. For more information on requesting CSS Security Access, click here.), and 'How much does it cost?' (There are no costs associated with this service.). A blue arrow points to a dark brown button labeled 'Request CSS Access' located in the upper right area of the page content.

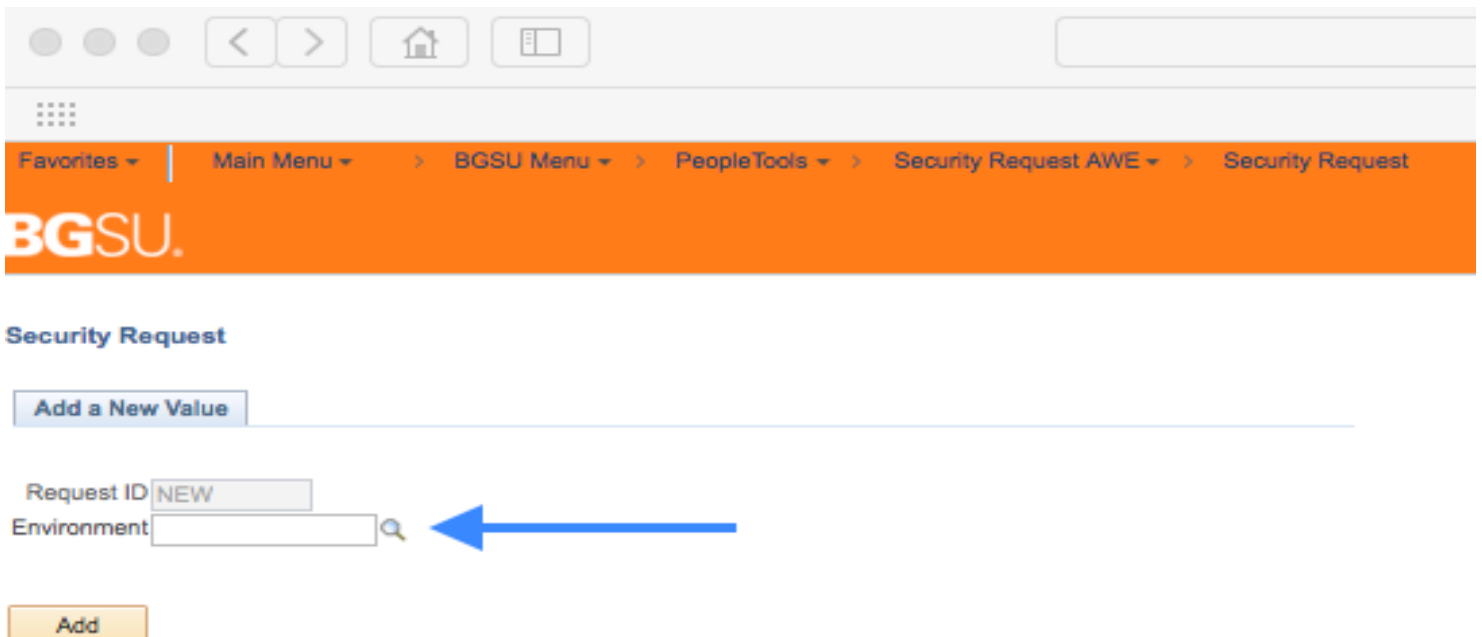
- Complete the BGSU HCM Sign-in using your MyBGSU credentials: **username and password.**



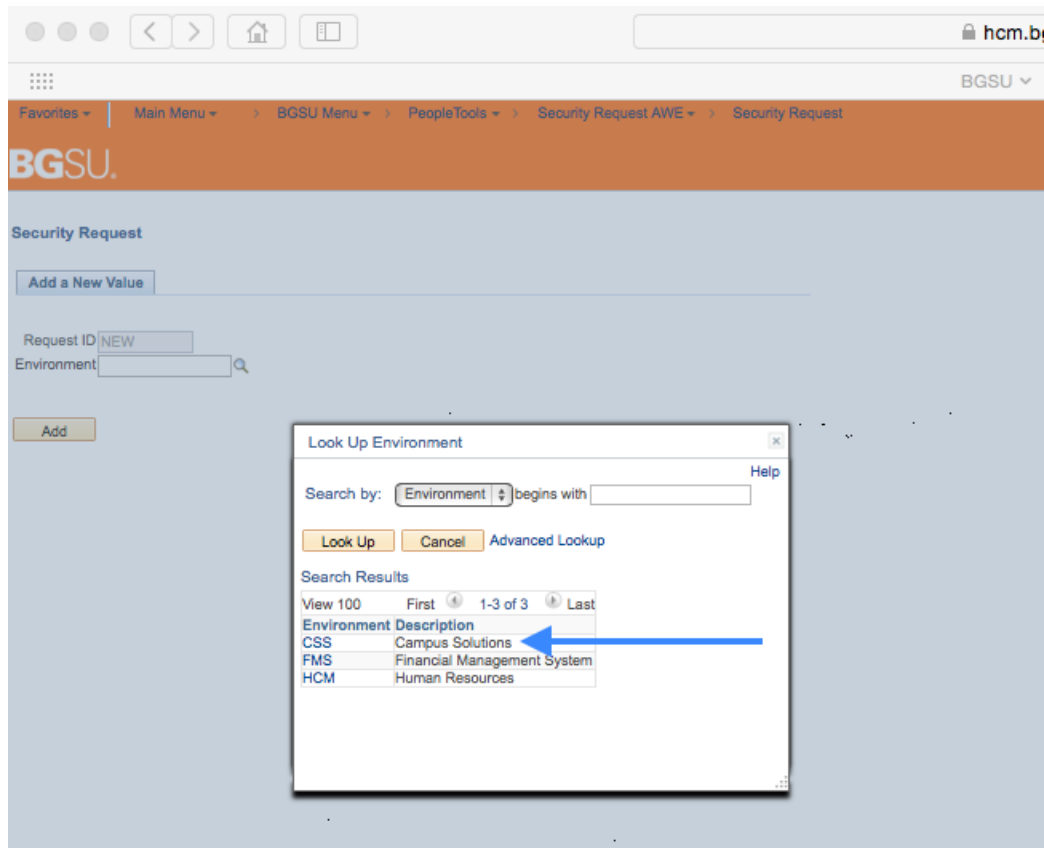
- Click “Add Request.”



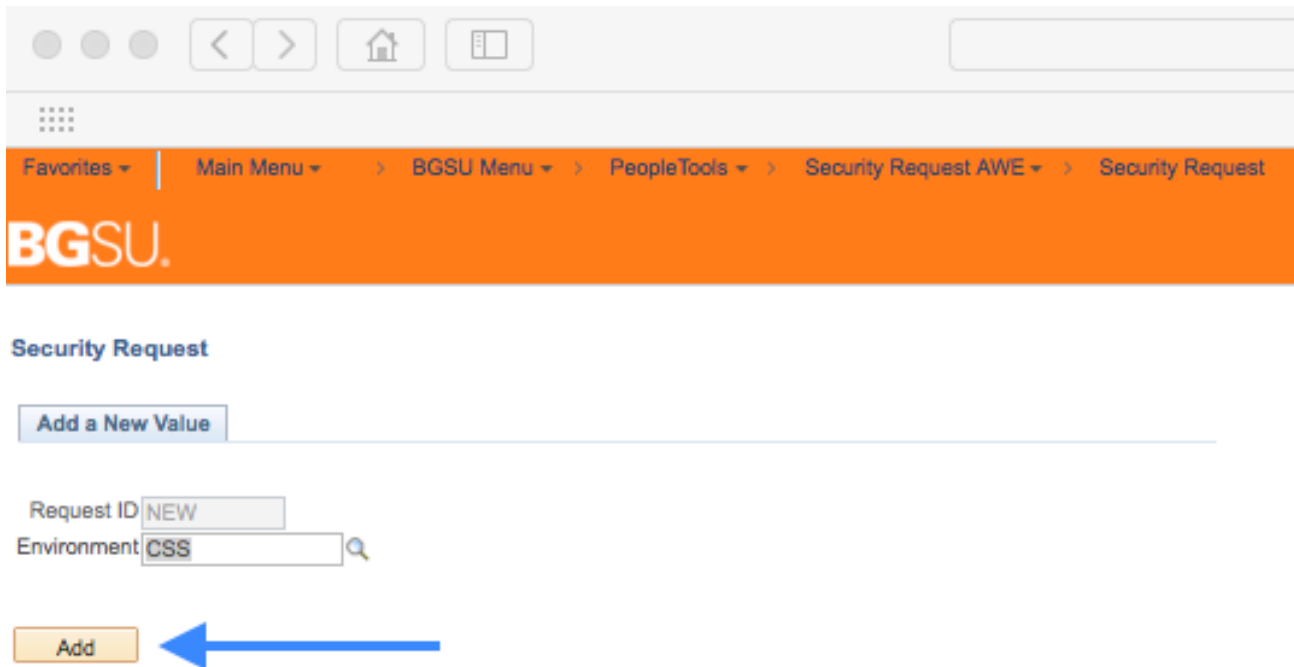
- Click on the magnifier glass for “Environment”



- Select CSS (Campus Solutions)



- Click the **Add** button to start a new request.



- Your user name and contact information will default into their respective fields. If you are requesting access for yourself, leave your user-name in the **BGSU User-Name** field. Click the ***Affiliation** drop down box and select your BGSU role/affiliation

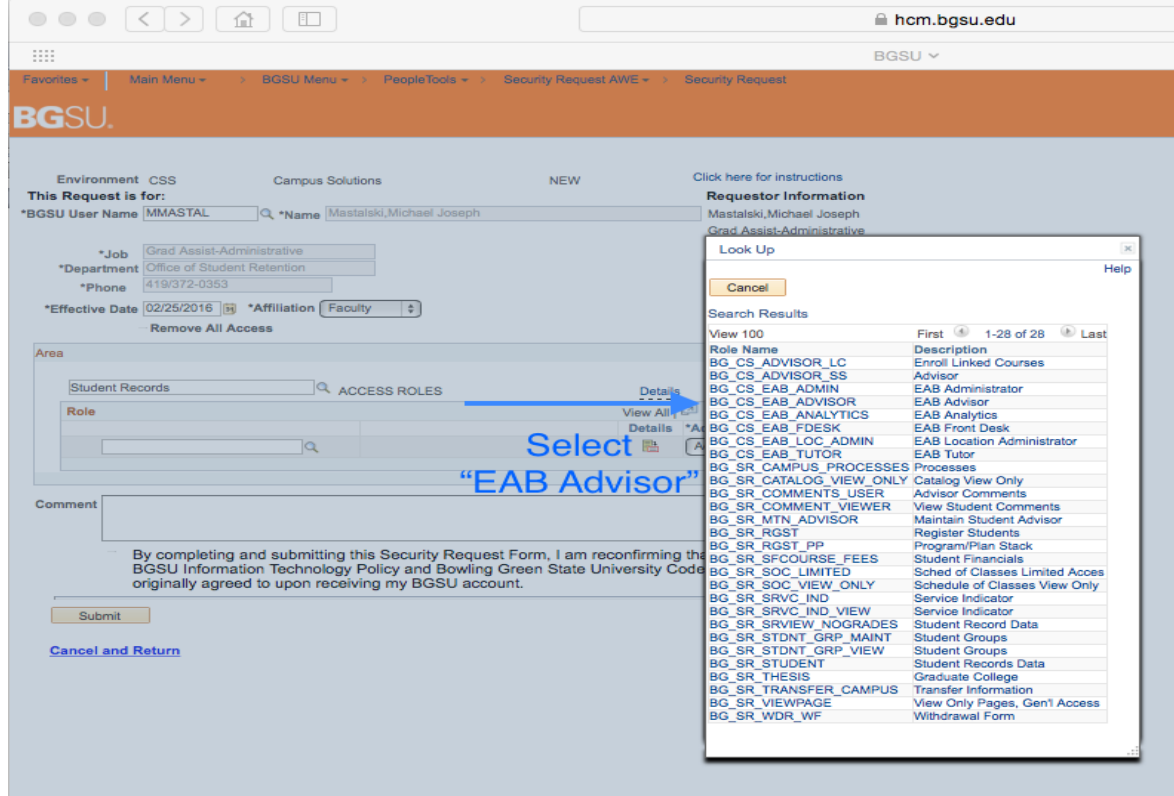
The screenshot shows the BGSU Security Request form. The browser address bar is hcm.bgsu.edu. The page title is "Security Request". The form includes fields for "BGSU User Name" (MMASTAL), "Name" (Mastalski, Michael Joseph), "Job" (Grad Assist-Administrative), "Department" (Office of Student Retention), "Phone" (419/372-0353), and "Effective Date" (02/25/2016). The "Affiliation" dropdown menu is open, and a blue arrow points to it with the text "Select your affiliation". Below the form is a "Comment" field and a "Submit" button.

- Click the "Area" field magnifier glass. Select "Student Records"

The screenshot shows the BGSU Security Request form with the "Area" field magnifier glass open. The "Look Up" dialog box is displayed, showing search results for "Student Records". A blue arrow points to the "Student Records" entry in the list. The "Area" field in the form is highlighted with a blue box.

Environment	Area	Description
CSS	3C Groups	ROW LEVEL SECURITY
CSS	Academic Organization	ROW LEVEL SECURITY
CSS	Academic Plan	ROW LEVEL SECURITY
CSS	Academic Program	ROW LEVEL SECURITY
CSS	Admissions	ACCESS ROLES
CSS	Admissions Actions	ROW LEVEL SECURITY
CSS	Application Center	ROW LEVEL SECURITY
CSS	Campus Community	ACCESS ROLES
CSS	Financial Aid	ACCESS ROLES
CSS	Milestones	ROW LEVEL SECURITY
CSS	Program Actions	ROW LEVEL SECURITY
CSS	Recruiting Center	ROW LEVEL SECURITY
CSS	Service Indicators	ROW LEVEL SECURITY
CSS	Student Financials	ACCESS ROLES
CSS	Student Group	ROW LEVEL SECURITY
CSS	Student Records	ACCESS ROLES
CSS	Test ID	ROW LEVEL SECURITY

- Click the “**Role**” field magnifier glass. Select “**BG_CS_EAB_ADVISOR/EAB Advisor.**”



- Click the “**Check Box**” to confirm that you agree and abide by the BGSU Information Technology Policy and BGSU Code of Ethics and conduct as originally agreed to upon receiving you BGSU account.
- To *finish*, click “**Submit.**” Once the security request has made its way through the approval process, you will receive an email indicating that the request was applied to the appropriate PeopleSoft environment. In the event that the request is denied at any point in the workflow, you or the requester will receive an email indicating that the request was denied.

