

Initiate a Campus Solutions (CS) Access eForm Request

1. Log into Campus Solutions through <https://www.uhcl.edu/eservices/> or [Go.UHCL.Edu](https://go.uhcl.edu).
Click on the 'Campus Solutions' tile.
In Campus Solutions, click on the 'UHCL Security Access Request' tile.
2. Select 'Initiate an Access Request' from the left-hand menu. The form is built to auto fill job related data based on the current user's employment information. You can request access for another employee or POI, as long as he/she is setup as a valid employee or POI in the system.

To request access for another person, please toggle the switch to 'No' under the 'Request Access For' – 'Self' field. Enter the ID of the person you are requesting access for.

3. Click Next to select the requested access.
Enter the ID of the person whose access you are requesting.
Provide further description of your access needs in the 'Additional Details' box.
4. Review and acknowledge the confidentiality statement & student administration application privacy warning if prompted.
5. Click on Submit.

Approve/Deny a CS Access Request

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2. Select 'Evaluate a Request' from the left-hand menu.
Click on Search and select the Form ID obtained from the routed email.
3. Click on Next to review the access requested. Enter text in Comments box if applicable.
4. Click on Approve/Deny.

View the Status of a CS Access Request

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In Campus Solutions, click on the 'UHCL Security Access Request' tile.
2. Select 'View a Request' from the left-hand menu. Click on Search.
3. Form Status field will be shown on the search result.
 - Pending: The form is waiting for approval.
 - Saved: The form has not been submitted yet. It is still with the initiator.
 - Executed: The form has been completed.
4. Click on specific form to review any comment posted during the workflow.

Frequently Asked Questions

1. What is the basic workflow for a self-access request?
The required approvals for access requests are routed through workflow. Depending on the level of security access requested, requests will be routed for the manager's approval, then business owners' approvals in specific areas.
Once the requestor submits a request, it will go through the following workflow: Requestor > Manager > Additional Approver (based on access requested) > Campus Security Administrator (Last stop)
2. What is the workflow when a form is submitted on behalf of another user?
Request submitted on behalf of employee > Employee's Manager > Employee (Confidentiality agreement and other agreements) > Additional Approver (based on access requested) > Campus Security Administrator (Last stop)
3. Who can the access be requested for?
The access can be requested for an active employee or active POI. POI stands for "person of interest". Non-UHCL employees who need access can be set up as POIs. Some examples of POI are temporary staff through staffing agencies, state auditors and consultants.
4. If I made a request, how will I know it has been fully processed?
Requesters will receive an email notification once their request has been processed.
5. As a business owner, how will I know if a request is pending for my approval?
Approvers will receive an email notification with instructions when they receive a form for approval.
6. What if I need to request access and the person is not an active employee or POI?
For employees who are showing up as "inactive", please contact HR.

If you have further questions, please contact Student Administration Systems Office at samsecurity@uhcl.edu.