



**Student Administration PeopleSoft Operator Id Request**

Fill out this form completely. Read and sign the security agreement, and return the form to your supervisor. Before you can access PeopleSoft, you must have Windows 2000 and PeopleSoft installed on your PC. (Contact campus designee) The Institution Security Officer should email this completed form to ATTN: email [Vonita.Scott@lctcs.edu](mailto:Vonita.Scott@lctcs.edu) or fax to: 225-922-0789. Email [lctcs@sparkhound.com](mailto:lctcs@sparkhound.com) for security related issues.

**Completed By Applicant:**

**Operator Id Action:**  Add Operator ID  Modify Access  Delete Operator ID **(select one)**

**Databases:**  SA7PRD (Student Production)  HRTST (Student Test)  SADEV (Student Test) **(select all that applies)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

PS EMPLID: \_\_\_\_\_ Job Title: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Campus Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Ext: \_\_\_\_\_ Email Address: \_\_\_\_\_

Functional Training Scheduled Date: \_\_\_\_\_ Query / Crystal Training Completed Date: \_\_\_\_\_

**Access Types**

**PLEASE SELECT ALL THAT APPLY:**

**Run Queries Only**  **Create/Run Queries**

- |  |  |
|--|--|
| <p><b>AD:</b> <input type="checkbox"/> @AA - AA</p> <p><input type="checkbox"/> @AD – Admissions Query Access</p> <p><input type="checkbox"/> @ADAPPL1 – Process Applications with no correction</p> <p><input type="checkbox"/> @SRSECUR – Security Student Administration</p> <p><input type="checkbox"/> @ADEXLD – Process ACT Tape Load</p>  | <p><input type="checkbox"/> @ADSETUP – Admissions and Academic Structure Setup</p> <p><input type="checkbox"/> @ADVIEW – Admissions Inquiry/View</p> <p><input type="checkbox"/> @ADAPPL2 – Process Applications correction only</p> <p><input type="checkbox"/> @ADIDDEL – EMPLID AND ORG ID Delete/Change</p>  |
| <p><b>FA:</b> <input type="checkbox"/> @FA – Financial Aid Query Access</p> <p><input type="checkbox"/> @FASETUP – Financial Aid Setup</p> <p><input type="checkbox"/> @FASTHDS – Financial Aid Authorize &amp; Disburse – Batch</p> <p><input type="checkbox"/> @FAATHDM – Financial Aid Authorize &amp; Disburse – Manual</p> <p><input type="checkbox"/> @FAAWARD – Financial Aid Award</p> | <p><input type="checkbox"/> @FAATHDI – Financial Aid Authorize &amp; Disburse – Batch Inquiry</p> <p><input type="checkbox"/> @FATERM – Financial Aid Term Build</p> <p><input type="checkbox"/> @FATERMM – Financial Aid Term Build – Manual</p> <p><input type="checkbox"/> @FAWARDI – Financial Aid Award Inquiry</p> <p><input type="checkbox"/> @FATERMY – Activate Term Year</p> |
| <p><b>SA Admin:</b> <input type="checkbox"/> @SAALL - Student Admin Operator Def.</p> <p><input type="checkbox"/> @SASETUP – Student Administration System Setup</p>   | <p><input type="checkbox"/> @SAINSET – Student Administration Institution Level Setup</p>  |

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**CASH:**  @CSHSET – Cashiering Setup and GL processing access  
 @CSHTXN – Cashier Transactions

@CSHATG – Cashier Accounting  
 @CSHINQ – Cashier Inquiry

**SF:**  @SF – Student Financials Query Access  
 @SFBILL – Billing  
 @SFDPTRC – Departmental Receipt Processor  
 @SFGLPRC – General Ledger Processor  
 @SFGRPEN – Group Data Entry  
 @SFGRPST – Group Poster  
 @SFITEM – Item Type Maintainer  
 @SFPYPLN – Payment Plan User  
 @SFREFDS – Refund Supervisor  
 @SFREVCH – Charge Reverser  
 @SFREVWO – Write Off Reverser  
 @SFTPADM – Third Party Plan Administrator  
 @SFTPUSR – Third Party User  
 @SFTUCLI – Tuition Calculation – Individual  
 @SFWRTOF – Write Off Processor

@SFCASH – Student Financial Cash Query Access  
 @SFCOLL – Collector  
 @SFFEEAD – Fee Administrator  
 @SFGRPAP – Group Approver  
 @SFINQ – Student Financials Inquiry  
 @SFITMLN – Change Item Line  
 @SFPLNAD – Payment Plan Administrator  
 @SFREFDA – Refund Approver  
 @SFREFDE – Refunder  
 @SFREVPY – Payment Reverser  
 @SFSETUP – Student Financials Setup  
 @SFTPCON – Third Party Contract Maintenance  
 @SFTUCLA – Tuition Calc Administrator  
 @SFTUCLM – Tuition Calculation – Multiple Students  
 @SFVIEW – Student Financial View

**SR:**  @SR – Student Records Query Access  
 @SRBIO1 – Bio/Demo Data – Correction mode  
 @SREORG – Organization Data corrections  
 @SRFACIL – Update Facilities  
 @SRCTLG1 – Course Catalog corrections  
 @SRCLSCH – Update the Class Schedule  
 @SRLTRGN – 3 C’s Update and Letter Generation  
 @SRPRGCR – Corrections to a Student’s Program/Plan  
 @SRENRLR – Enrollment Request Access  
 @SRENRRQ – Setup Enrollment Requirements  
 @SRENRLV – Enrollment Verification Report  
 @SRTRNSC – Creating/Print Transcripts  
 @SRGRADE – All access to Grading Panels  
 @SRTRNCR – Updating and Correction Transfer Credit  
 @SRPROC – Run Batch Processes  
 @SRVIEW – View and Inquire Student Records  
 @SRTRFCR – Process Transfer Credit

@SRCCOM – Create Comments  
 @SRBIO2 – Bio/Demo Data - Update/display only  
 @SRCHKLS – Update Checklists  
 @SRINSTR – Update Instructors and Advisors  
 @SRCTPCS – Updating Course Topics  
 @SRPRGUD – Update Access to Student’s Program/Plan  
 @SRDEGR – Update and Award Degrees  
 @SRENRL – Enrollment “all-powerful” Panel Access  
 @SRMANAR – Update Academic Records  
 @SRPSOP – Update Operator Preferences  
 @SRGRDRS – Grading Entry in Grade Roster Only  
 @SRGRPT – Print Class/Grade Roster Report  
 @SRGRDS – Inquire and print a Student’s Grades  
 @SRSETUP – Update Setup Tables  
 @SRRPRT – Run Batch Reports  
 @SRSECUR – Application Student Administration Security  
 @SRSECUR – Application Student Administration Security

**MISC:**  #RMSRCH – Room Search Panels

#FSSGRDE – Faculty Self Service – Grades

@COUNSEL – Academic Counselor

#SADEAN – Dean

#COUNSEL – Academic Counselor

#SRPRGIN – Student Program/Plan Inquiry

#SRARPRC – Manage Academic Records – All

@NVALL - NVision User (All Users)

#SSPANEL – Self Service Panels

@ALLSTDNT - Restricted to All Student Apps

#SERVICE – Service Indicator

#ANALYST - - Programmer – **IT ONLY**

@AUDITOR – Auditors Class – Inquiry Only

db\_datareader – read only – SQL- Auditor Only

@TREEMNT – Tree Manager Entry and Mnt.

@TREEUSR – Tree Manager User (All Users)

**FOR DB\_DATAREADER ACCESS TO SQL, QUERIES CAN ONLY BE RUN BEFORE OR AFTER NORMAL BUSINESS HOURS.  
(8AM- 5PM – NORMAL BUSINESS HOURS)**

### Authorization to Assign PSOPERID

#### Departmental Approvals:

#### Confidentiality Statement

I understand that data obtained from any LCTCS system is to be considered confidential and to **NOT** be shared with anyone not previously authorized to receive such data. I understand that my PSOPERID is my personal identification and provides permissions to valuable data and automated resources. My PSOPERID is not to be shared with any other employee. As the owner of a PSOPERID it is my responsibility to protect the resources and the confidentiality of my password. I understand that any use of my unique PSOPERID is monitored and that I am accountable for how it is used.

Should you need to call for assistance with your PSOPERID you may be requested to provide additional information to confirm that you are the PSOPERID's true owner. Please fill in the following information, which will be used for that confirmation:

Mother's Maiden Name (Please Print Clearly): \_\_\_\_\_

Father's First Name (Please Print Clearly): \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### (To be completed by Institutional Security Officer)

I verify that the individual whose name appears on this form is currently employed at the institution named above. I also authorize this employee to have the access indicated on this form. I understand that should this person leave the institution or be assigned to another position that I am to contact the LCTCS Security Administrator within one working day of the employee's change in status. I verify that all information on this form is accurate and complete.

#### Institution Security Officer

Name(Please Print): \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

#### Student Administration Functional System Owner(s):

Name: Charles Teamer Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

#### LCTCS Security Administration Use Only:

Actions Taken: \_\_\_\_\_ Operator Id Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

PeopleSoft Primary Security Class: \_\_\_\_\_ PeopleSoft Row Level Security Class: \_\_\_\_\_

**Signature:** \_\_\_\_\_