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:
• Copy and paste the following address into a web browser


• Click Request CSS Access to initiate your request.
• 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.

• Click the “Area” field magnifier glass. Select “Student Records”
• 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 your 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.