

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:

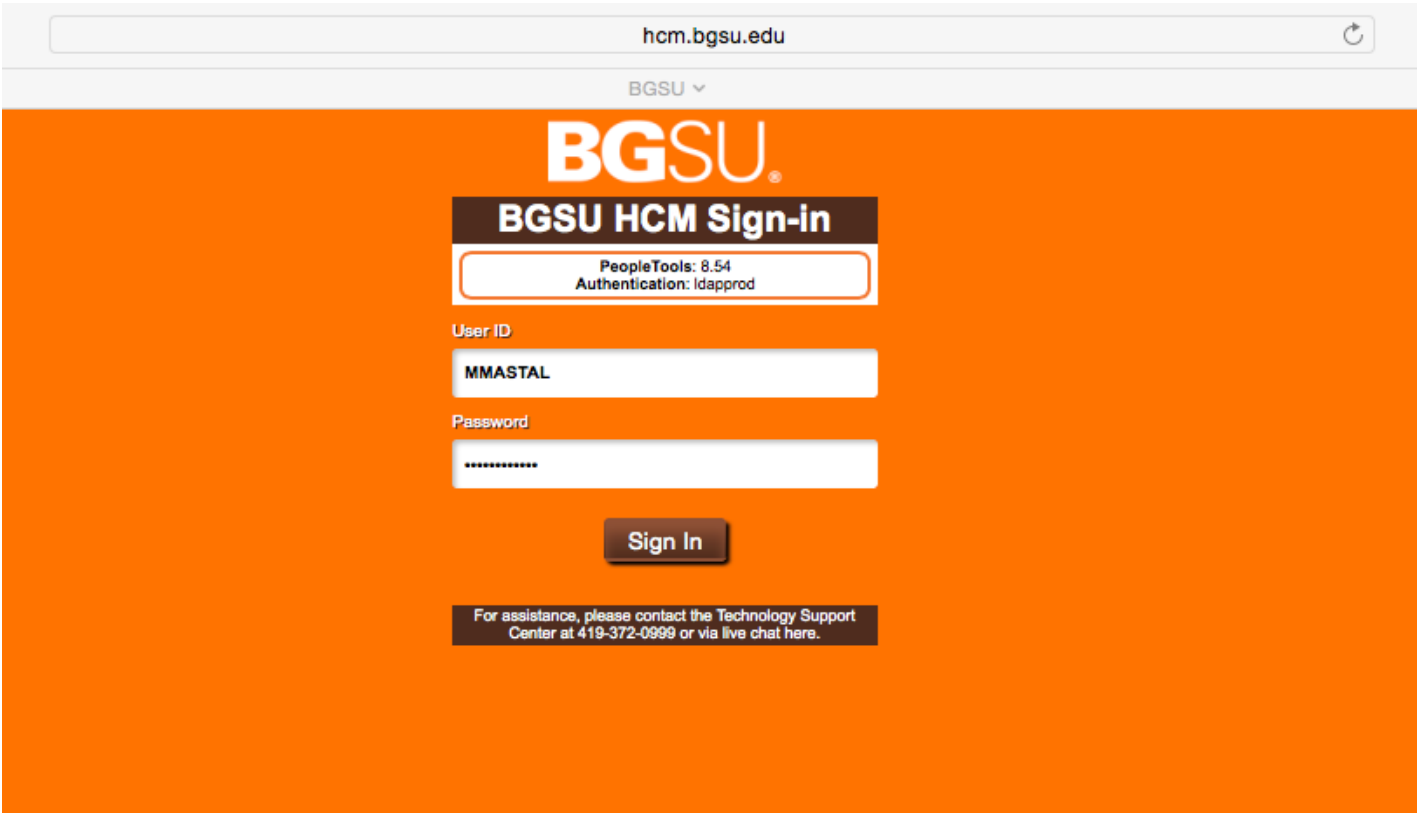
- Copy and paste the following address into a web browser

<https://bgsu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9741>

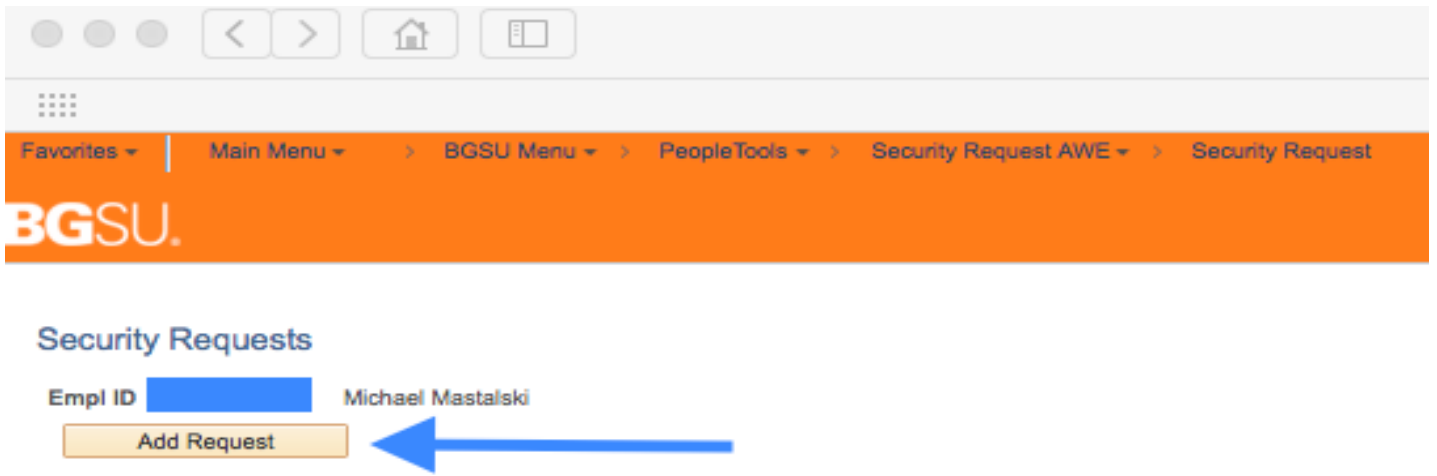
- Click Request CSS Access to initiate your request.

The screenshot shows a web browser window displaying the BGSU website. The address bar shows the URL: <https://bgsu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9741>. The page title is "CSS: Request Access". The breadcrumb trail is: 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 sections for "Who can use it?", "What is it?", "Where to get it?", and "How to use it?". A blue arrow points to a button labeled "Request CSS Access" in the top right corner of the page content area.

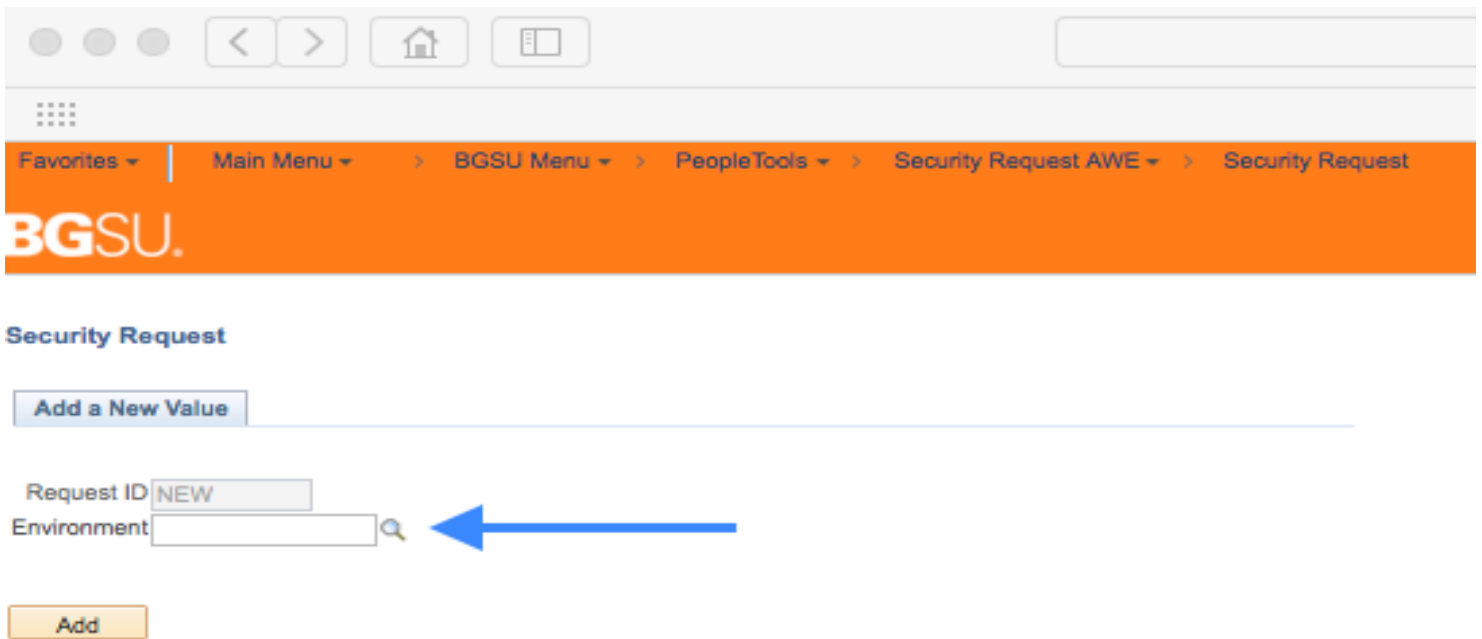
- Complete the BGSU HCM Sign-in using your MyBGSU credentials: **username and password.**



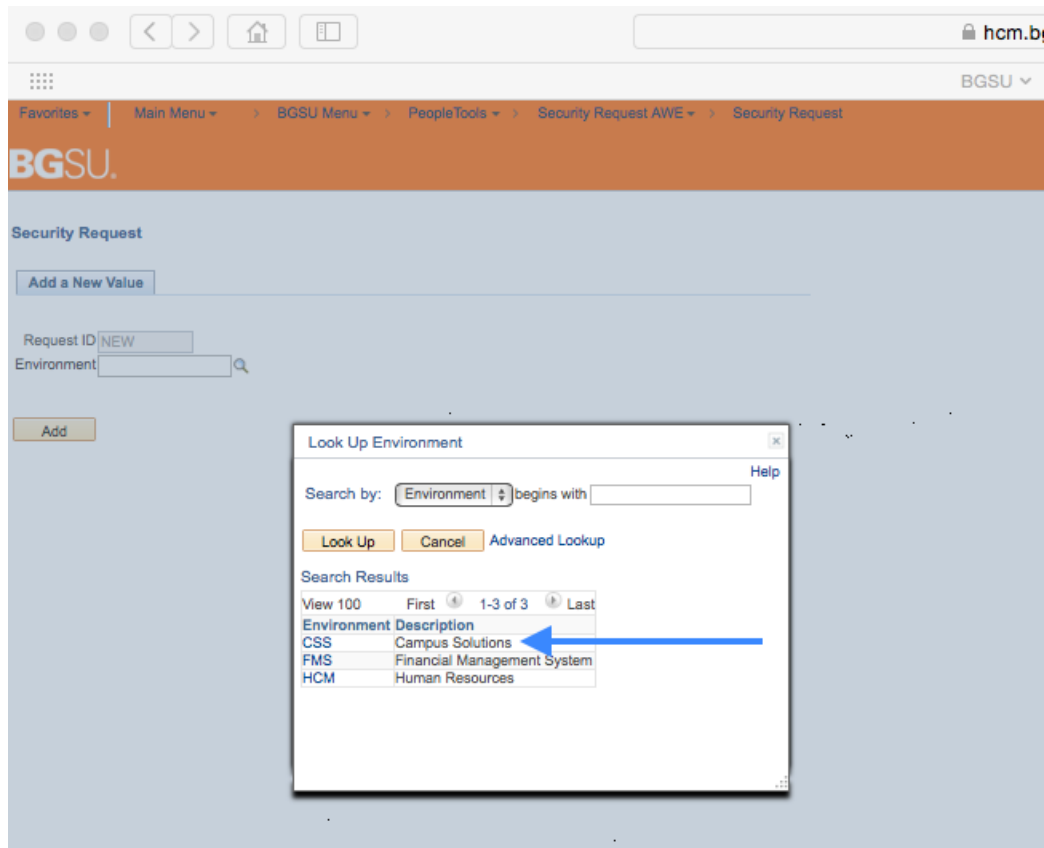
- Click “Add Request.”



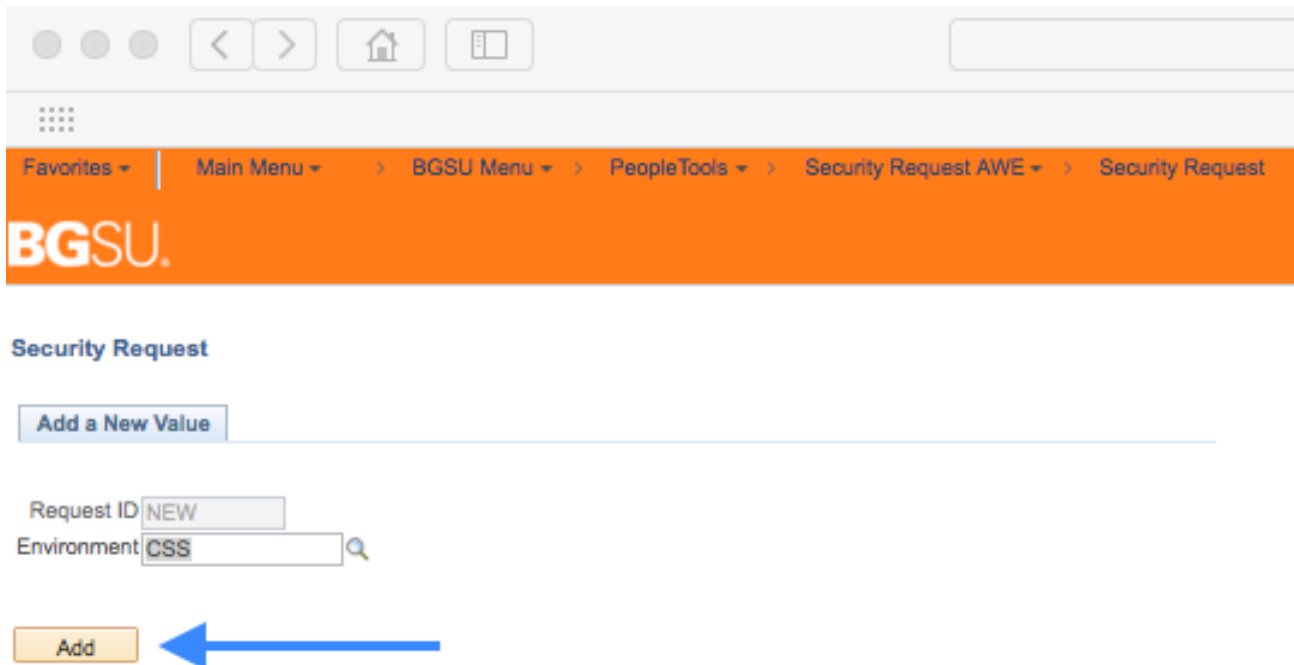
- Click on the magnifier glass for “Environment”



- 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 'Requestor Information' section is pre-filled with:

- *BGSU User Name: MMASTAL
- *Name: Mastalski, Michael Joseph
- *Job: Grad Assist-Administrative
- *Department: Office of Student Retention
- *Phone: 419/372-0353
- *Effective Date: 02/25/2016

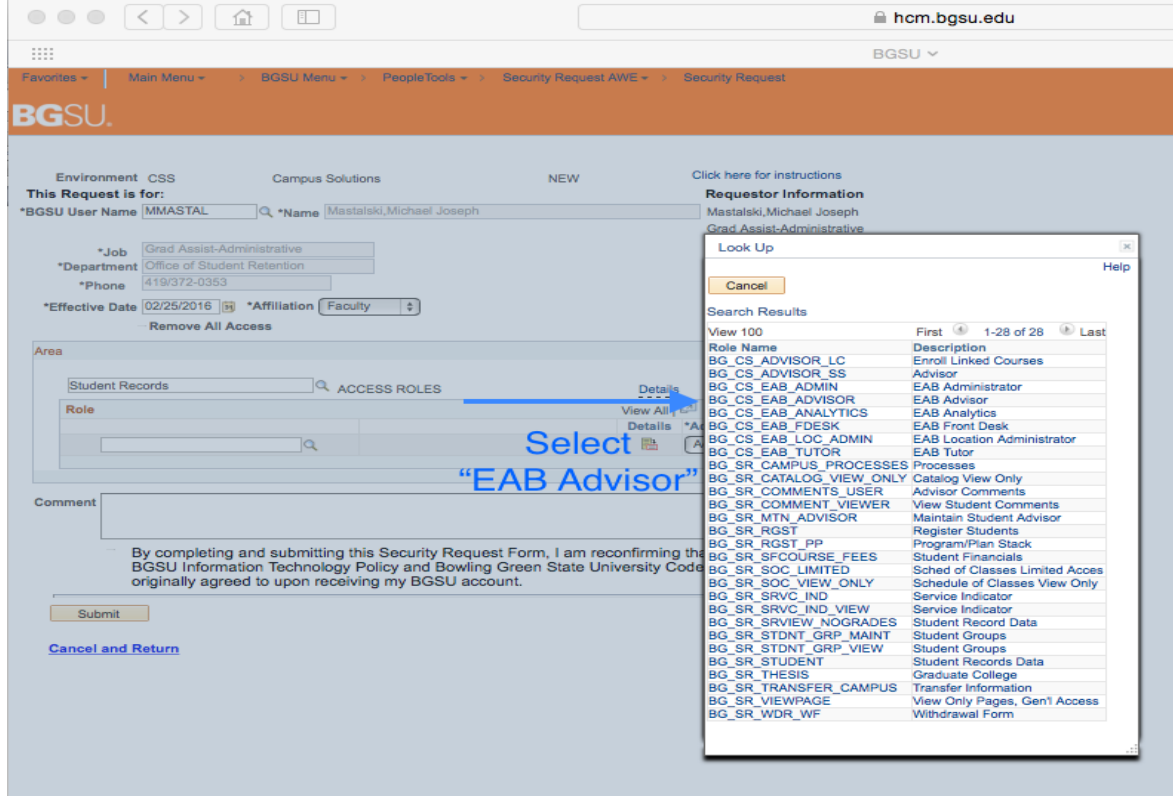
 The '*Affiliation' dropdown menu is open, and a blue arrow points to it with the text "Select your affiliation". Below the form, there is a 'Submit' button and a 'Cancel and Return' link.

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

The screenshot shows the BGSU Security Request form with the '*Affiliation' dropdown set to 'Faculty'. The 'Area' field has a magnifying glass icon. A blue arrow points to this icon with the text "Select 'Student Records'". A 'Look Up' dialog box is open, displaying a table of search results. The 'Student Records' entry is highlighted with a blue arrow.

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.

