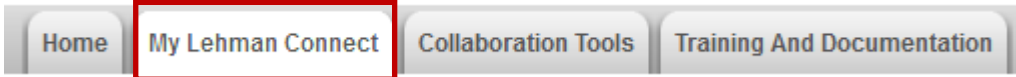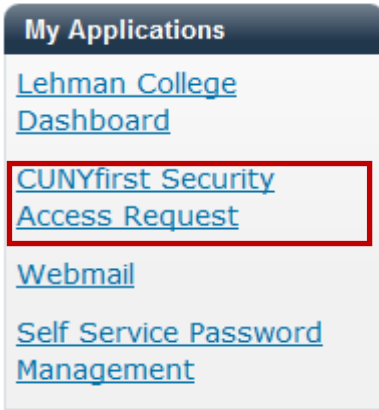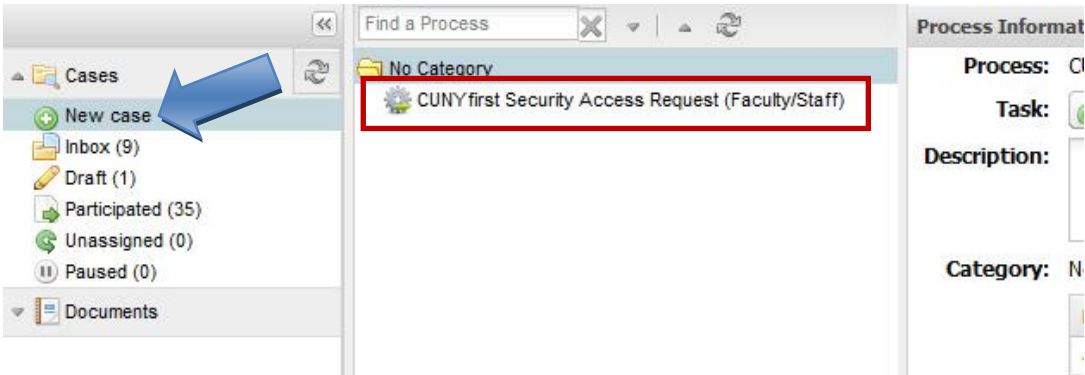# CUNYfirst Security Access Request: Faculty/Staff Guide

Action

1 Enter https://connect.lehman.edu in browser's address bar:

- Enter your Username and Password and click on "**Log In**" button.

Note: *Access to the CAST (CUNYfirst Access Security Tool) is through single sign-on from Lehman Connect; use your Lehman ID and password (same as your Lehman email). If you don't know your Lehman login information please contact the Help Desk at 718-960-1111.*

- After you have logged in Click on "**My Lehman Connect**" tab

Home	My Lehman Connect	Collaboration Tools	Training And Documentation

2 Under "**My Applications**" section located on top right of the page, click on "**CUNYfirst Security Access Request**" link.

My Applications

Lehman College Dashboard

CUNYfirst Security Access Request

Webmail

Self Service Password Management

3
- Double click on "**New case**" link
- Next double click on the "**CUNYfirst Security Access Request (Faculty/Staff)**" link

Find a Process

▲ 🗀 Cases
- ⊕ New case
- 📋 Inbox (9)
- ✏ Draft (1)
- ➡ Participated (35)
- ♲ Unassigned (0)
- �II Paused (0)
▽ 📄 Documents

🗀 No Category
- ⚙ CUNYfirst Security Access Request (Faculty/Staff)

Process Informat...

Process: C...

Task:

Description:

Category: N...

4	**Step 1 of 5**: **Note:** Upon starting step 1 some of your employee information will be pre-populated e.g., first name, last name and EMPLID • Select your department/office from the drop down menu • Enter your work/office phone number • Next select your Position Type: Full Time or Part Time. • If you are a student, please specify College by using the drop down menu. • Employees must review and select a **Campus Solutions Security** template from the drop down menu that best reflects the roles necessary for their daily job. These templates provide the minimal roles necessary for various job functions. • Click the "**Next**" button to move on to Step 2.

5	**Step 2 of 5**:

- Roles already assigned to you will be highlighted in green.
- If you select a **Campus Solutions Security** template, suggested roles will be preselected and highlighted in yellow. Employees and their managers may revise these templates by selecting to add and/or delete security roles when necessary

Note: *All security requests and modification of these templates are subject to review and approval. If you are using Internet Explorer you may have to use the up/down arrow keys on your keyboard or your mouse wheel to scroll to the down the page.*

- Click the "**Next**" button at the bottom of the page to move on to Step 3.

6	**Step 3 of 5**:

- From the drop down menu specify if Lehman College is your default college
- Default SCAR roles will appear base on the selected **Campus Solutions Security** template. In most case these SCAR roles are sufficient enough to perform for various job functions however you may revise these templates by adding and/or removing SCAR security roles when necessary. (e.g., adding/removing student groups and service indicators, etc)

Note: *All CUNYfirst security requests are subject to review and approval by managers/supervisors and Business Owner(s) (e.g., Registrar, Admissions, Bursar, or Financial Aid)*

- Click "**Next**" button to move on to the next step

7	**Step 4 of 5**: • Read the "**Confidentiality Statement**" and click on the checkbox. *Note: If necessary you may type any comments or special considerations you would like to send to your manager and/or to business owner(s) (e.g., Registrar, Admissions, Bursar, and/or Financial Aid)* • Click "**Next**" button to move on to the final step Step 4 of 5 ◀ Previous Step ▶ Next Step Confidentiality Statement ☐ By checking this box, I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements. Comments [Next] * Required Field
8	**Step 5 of 5**: • Click the "**Continue**" button to finalize and submit your CUNYfirst security access request **Note:** *Your manager will be notified by email to login and review/approve or deny your security request.* ◀ Previous Step **Assign Task** Next Task: Manager Approval Employee: BECKER, KIM [Continue]

*** For inquires about CUNYfirst security please contact us at** cunyfirst.security@lehman.cuny.edu

CUNYfirst Security Request Approval Workflow Diagram

Employees (Faculty/Staff) Initiate and Submit Security Request Form → **Manager/Supervisor** (Dean, Chair, Director) Review/Approve or Deny Security Request → **Business Owner** (Registrar, Admissions, Bursar, or Financial Aid) Review/Approval or Denial Security Request