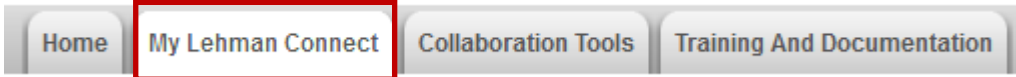
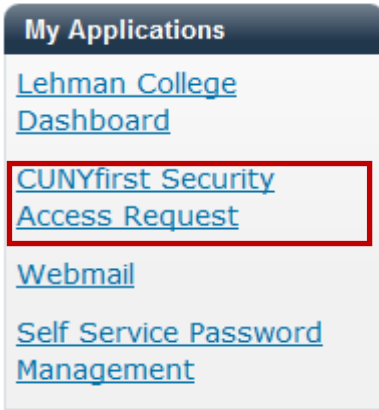
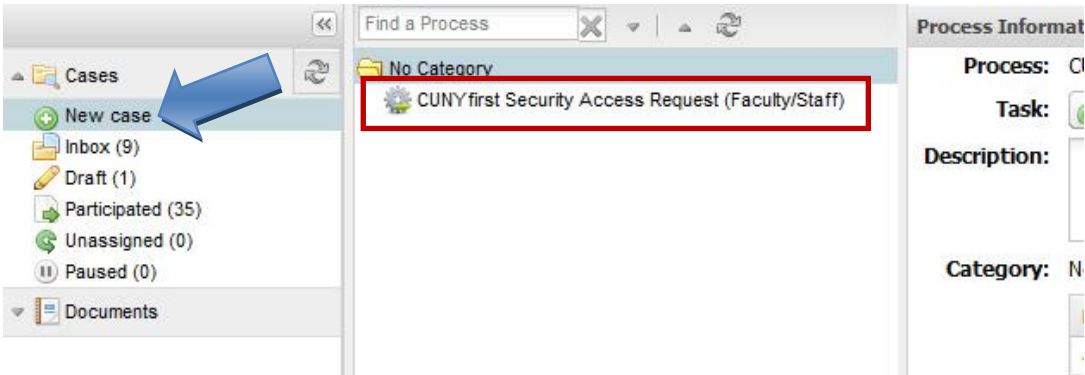


CUNYfirst Security Access Request: Faculty/Staff Guide

Action	
1	<p>Enter https://connect.lehman.edu in browser's address bar:</p> <ul style="list-style-type: none"> Enter your Username and Password and click on "Log In" button. <p>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.</p> <ul style="list-style-type: none"> After you have logged in Click on "My Lehman Connect" tab 
2	<p>Under "My Applications" section located on top right of the page, click on "CUNYfirst Security Access Request" link.</p> 
3	<ul style="list-style-type: none"> Double click on "New case" link Next double click on the "CUNYfirst Security Access Request (Faculty/Staff)" link 

Step 1 of 5:

4

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.

Step 1 of 5 [Next Step](#)

Employee Information

* First Name

* Last Name

* CUNYfirst (Empl ID)

* Business Unit / Campus

* Dept / Office

* Job Title

Work Phone

* CUNY email address

* Position Type ☒ Full Time ☐ Part Time

If you are a student, please specify college

Campus Solutions Security Templates

You may select a Campus Solutions Security template that best reflects the roles necessary for your daily job. These templates provide the minimal roles necessary for various job functions.

Blank

- [Student Affairs] Director (Full HEO)
- [Student Affairs] Professional (HEA - aHEO)
- [Student Affairs] Administrative Assistant (COA, CAA)
- [Academics Affairs] Dean/Chair
- [Academics Affairs] Assistant to Dean/Chair
- [Academics Affairs] Faculty Advisor (with registration duties)
- [Academics Affairs] Faculty (with no registration)
- [Academics Affairs] Department or Program Administrative Assistant
- [Advisement] Professional (HEO)
- [Advisement] Administrative Assistant(COA, CAA)

* Required Field



Step 2 of 5:

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.

Step 2 of 5

Previous Step

Notes:

- Gray-shaded values grant high level access and should only be assigned to select users
- Green-shaded values show roles already assigned to SMITH, JOHN
- Yellow-shaded values show suggested roles for [Advisement] Professional (HEO)

Common Roles

Add Delete

<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU_CSCS_Common	Assign to all CS users with the exception of Self-Service users.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU_CSSS_Student_Srvcs_Center	Assign to administrative staff who need to view information about a student via Student Services Center
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSS_StudCenter_FinPages	Adds Financial Pages to Student Services Center.

SR -Class Schedule / Course Catalog Roles

Add Delete

<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Administer_Crse_Catalog	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Admin_Crse_Catalog_CORR	
<input type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_Admin_Crse_Catlg_VIEW	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CU_CSSR_View_Course_Cls_Setup	

Step 3 of 5:

6

- 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

Step 3 of 5

Previous Step

Next Step

Notes:

- Gray-shaded values grant high level access and should only be assigned to select users
- Green-shaded values show roles already assigned to SMITH, JOHN

Data Permissions (SACR) Security

* Is Lehman your primary College?

Secure Student Administration

Academic Institution Determines the academic institutions that a user can access. (QNS01, QCC01 etc)	LEH01
Institution / Campus	MAIN
Institution / Career Determines the career that a user can access.	<input checked="" type="checkbox"/> UGRD <input checked="" type="checkbox"/> GRAD
Academic Program Determines the academic programs that a user can access.	ALL

Step 4 of 5:

- 7
- 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

Step 5 of 5:

- 8
- 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 inquiries about CUNYfirst security please contact us at cunyfirst.security@lehman.cuny.edu

CUNYfirst Security Request Approval Workflow Diagram

