

CUNYfirst Security Access Request: Manager Guide

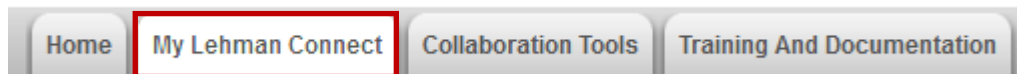
Action

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.

- Click on "My Lehman Connect" tab

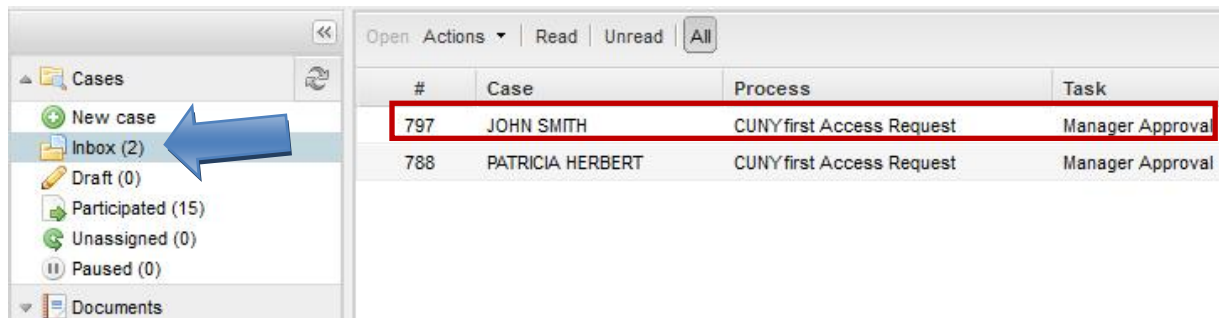


2 Under "**My Applications**" (top right section of the page), click on "**CUNYfirst Security Access Request**" link.



3

- Click on "**Inbox**" (left-hand side panel).
- On the right-hand side panel, you will see all the cases (i.e., CUNYfirst Security Access Requests) that have been assigned to you and need your approval.
- Select a case by double clicking on it to start the approval process.



#	Case	Process	Task
797	JOHN SMITH	CUNYfirst Access Request	Manager Approval
788	PATRICIA HERBERT	CUNYfirst Access Request	Manager Approval




Step 1 of 3:


4

- Roles already assigned to the employee will be highlighted in green. If employee selected a **Campus Solutions Security** template, suggested roles will be preselected and highlighted in yellow
- You may revise these templates by selecting to add and/or delete security roles when necessary
- After reviewing this form, click the **"Next"** button at the bottom of the screen to move on to step 2

Note: 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.

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)



Employee Information

First Name	JOHN
Last Name	SMITH
CUNYfirst (Empl ID)	15276389
Business Unit / Campus	LEHMAN COLLEGE
Dept / Office	Information Tech Resources
Job Title	HEO

Common Roles	
Add	Delete
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>


SR -Class Schedule / Course Catalog Roles	
Add	Delete
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Step 2 of 3:

5

- Default SCAR roles will appear base on already existing roles and/or selected **Campus Solutions Security** template.
- You may revise these SACR security by selecting to add and/or delete security roles when necessary

Data Permissions (SACR) Security

* Is Lehman employee's primary college? 

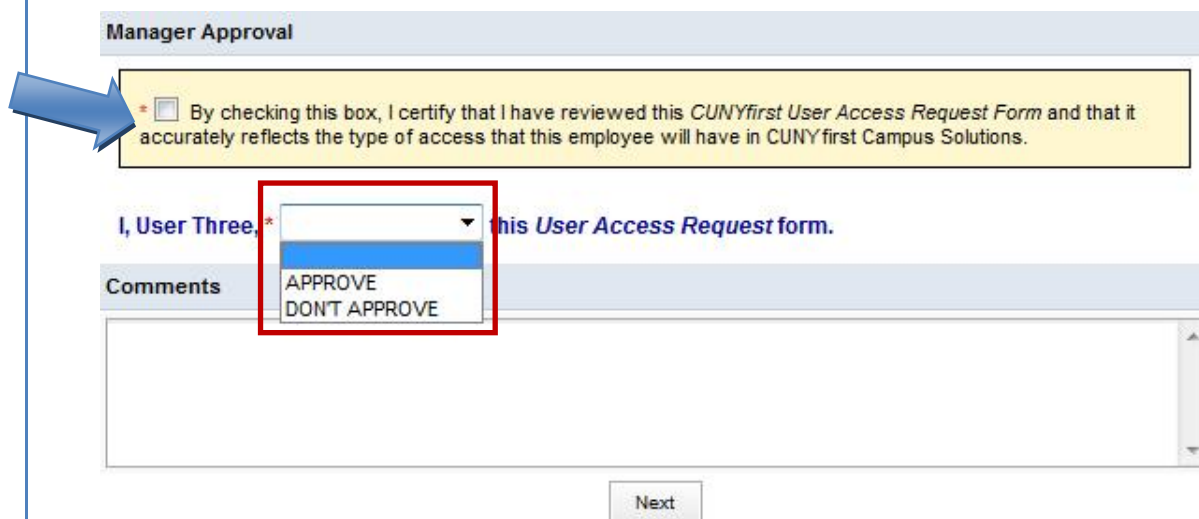
Secure Student Administration

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

- When ready to approve scroll down to the **"Manager Approval"** section at the bottom of the page
- Read the disclaimer and click on the disclaimer checkbox
- From the drop down menu you can *"Approve"* or *"Don't Approve"* this request

Note: If necessary you may type any comment or special considerations you would like to send to the business owner(s) (e.g., Registrar, Admissions, Bursar, or Financial Aid)

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



Manager Approval

* ☐ By checking this box, I certify that I have reviewed this *CUNYfirst User Access Request Form* and that it accurately reflects the type of access that this employee will have in CUNYfirst Campus Solutions.

I, User Three, * this User Access Request form.

Comments

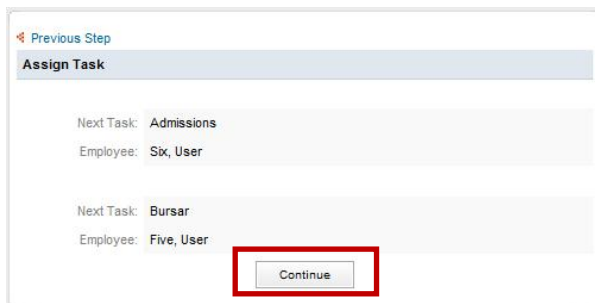
APPROVE
DONT APPROVE

Next

Step 3 of 3:

- 6 In the third and final step, click on the **"Continue"** button to finalize and submit your CUNYfirst security request to the business owners for approval. The appropriate Business Owner(s) will be notified by email to login and review/approve or deny your security request.

Note: All CUNYfirst security requests are subject to review and approval by Business Owner(s).



Previous Step

Assign Task

Next Task: Admissions
Employee: Six, User

Next Task: Bursar
Employee: Five, User

Continue

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

CUNYfirst Security Request Approval Workflow Diagram

