California State University
Northridge

SOLAR ACCESS REQUEST FORM
Student Administration Module
A & R, Campus Community, SEF/Other, Financial Aid, Student Financials

1. USER INFORMATION:

Last Name:_____ First:_____M.I.:____Employee ID #:_____

Job Title:_____ Effective Date:_____

Email:_____ Extension:_____ Dept. ID #:_____

Dept. Name:_____ *For Gatekeeper's use only:* Operator ID#:_____

2. EMPLOYEE STATUS:

Permanent	Temporary	Non-CSUN	Auxiliary

Student Worker: New Profile? Y/N _____   SW Operator ID #:_____

3. SELECT A MODULE: *One form per module*. Route the completed and signed form to the appropriate Gatekeeper below:

Admissions & Records	Campus Community	Student Evaluation of Faculty (SEF) / Other	Financial Aid	Student Financials
BH-170, MD-8207	UN-360, MD-8337	UN-270, MD-8224	BH-130, MD-8307	UN-360, MD-8337

4. DESCRIPTION OF ACCESS REQUESTED TO BE ADDED OR REMOVED:

5. SIGNATURE/APPROVALS:

Applicant's Supervisor, Division/College Administrator: My signature certifies that the named employee requires access to data within SOLAR to perform their job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with State and Federal laws and University policies governing access to information contained in employee, applicant and student records.

Applicant's Supervisor: Print:_____   Signature:_____Date:_____

                              Extension:_____   Email:_____@csun.edu

Div./College Administrator: Print:_____   Signature:_____Date:_____

Security Gatekeeper: Print:_____   Signature:_____Date:_____

                              Extension:_____   Email:_____@csun.edu

Security Administrator: Print:_____   Signature:_____Date:_____

6. APPROVAL OF ROLES ACCESSING CONFIDENTIAL INFORMATION:

VP, Finance & Administration: Print:_____   Signature:_____Date:_____

Revised 6/5/12

SOLAR ACCESS REQUEST FORM - STUDENT ADMINISTRATION MODULE INSTRUCTIONS

Use this form to request access for SOLAR Student Administration modules. Complete ONE form for each employee/module. If an employee is leaving and a new employee is hired, two forms must be completed. One form to remove all access for the employee leaving and another form for the new employee requesting new access to the specified module.

1. USER INFORMATION:

All fields are mandatory in this section. The *Operator ID* will be filled out by the Security Gatekeeper.

2. EMPLOYEE STATUS:

Select the employee status. If the employee is a student worker, the Security Gatekeeper will complete the *SW Operator ID#* field.

3. MODULES:

Select **ONE** of the following SOLAR SA modules for each employee: 1. ***Admissions & Records (A&R)***; 2. ***Campus Community***; 3. ***Student Evaluation of Faculty (SEF) / Other***; 4. ***Financial Aid*** ; 5. ***Student Financials***.

4. DESCRIPTION OF ACCESS REQUESTED TO BE ADDED OR REMOVED:

Specify *ADD* or *REMOVE*, along with a brief description of the requested access within the selected module. If applicable, provide the full name and ID number of another employee in the department that has the same access.

5. SIGNATURE/APPROVALS:

This form must be signed by the *Applicant's Supervisor* and *College or Division Administrator* after completion. Send the form to the appropriate Gatekeeper/Module listed in Section 3 on the form.

6. APPROVAL OF ROLES ACCESSING CONFIDENTIAL INFORMATION:

Due to the confidential nature of data, all roles in the *Financial Aid, Student Financials* and *Campus Community* modules require approval by the *Vice President for Administration and Finance. A [Confidentiality Statement](#)* must be on file. The Security Gatekeeper will obtain the Vice President's signature when required.

7. TRAINING

The *Applicant's Supervisor* and *College or Division Administrator* is responsible for ensuring the completion of appropriate training for the requested roles.

8. QUESTIONS

If you have questions about the form or need clarification on the roles, please contact the appropriate gatekeeper for the requested module located on the [SOLAR Gatekeepers list](#).