

## **PeopleSoft Security Procedures**

### **Finance**

To obtain security in Finance, please send an email to [financesecurity@fscj.edu](mailto:financesecurity@fscj.edu) explaining what you need access to do in the system and copy your supervisor. This email box is monitored by staff in the Finance Department. They will direct the employee as to what training is needed and grant access after training is completed.

*Questions contact: Finance Security at 632-3242 or Lindsey Thomas, [lthomas@fscj.edu](mailto:lthomas@fscj.edu)*

### **Human Resources**

To obtain security to the Smart Hire templates that are used to hire student workers or if there is a need to view specific HR queries in Query Viewer, those requests should be sent to [HRInfomgt@fscj.edu](mailto:HRInfomgt@fscj.edu).

NOTE: Employees are automatically granted the security that they need in the system when they are hired. When an employee becomes a manager, the access to Manager Self-Service is also automatically granted once the reporting change is processed in the system.

*Questions contact: [HRInfomgt@fscj.edu](mailto:HRInfomgt@fscj.edu)*

### **Campus Solutions**

To obtain security in Campus Solutions related to Admissions, Student Records, Advising, Queries, or Class Scheduling please refer to the [Trainings for Security in Campus Solutions](#) document to identify and register for the necessary trainings. After the trainings are complete, please submit the [Campus Solutions Security Request](#) Form via a Service Request at [help.fscj.edu](http://help.fscj.edu).

*Questions about security access contact: Amanda Priester, [a.priester@fscj.edu](mailto:a.priester@fscj.edu)*

*Questions about training contact: Martina Perry, [martina.perry@fscj.edu](mailto:martina.perry@fscj.edu)*

### **Financial Aid**

To obtain security in Financial Aid, please refer to the [Trainings for Security in Campus Solutions](#) document to identify and register for the necessary trainings. Please note that attending the training does not guarantee access. Only staff that are authorized to review or share Financial Aid information will receive access to Financial Aid pages and records. When the training is complete, you will be contacted via email that will provide next steps for assigning the corresponding Role to your User Profile. If you have any questions about this access, please send an email to Kristine Hibbard at [kristine.hibbard@fscj.edu](mailto:kristine.hibbard@fscj.edu).

*Questions about training contact: Martina Perry, [martina.perry@fscj.edu](mailto:martina.perry@fscj.edu)*

### **Student Financials**

To obtain security in Student Financials, staff must complete the AFD 7534 Red Flags Rule training. After the training is complete, please send an email to Emily Powell at [emily.powell@fscj.edu](mailto:emily.powell@fscj.edu) to request view access to Student Financials.

*Questions about training contact: Tia Smith, [tiasmith@fscj.edu](mailto:tiasmith@fscj.edu)*

### **Facilities**

To obtain security in 25 Live, please send an email to Joe Wiltsie, [joe.wiltsie@fscj.edu](mailto:joe.wiltsie@fscj.edu).

To obtain any other Facilities security, please send an email to Jamey Huser, [jamey.huser@fscj.edu](mailto:jamey.huser@fscj.edu).