

HISD Human Resources
PeopleSoft Access Request Form



Instructions

Requestor: complete Sections 1 and 2, digitally sign, and then email form to your manager.

Manager reviews and, if approved, signs and emails to **Business Process Owner** for review and signature.

How to Submit

When **Section 3 — Approvals** is complete, email form to HRIS@houstonisd.org.

Section 1 — About You

EMPLOYEE ID	NETWORK ID	FIRST NAME	LAST NAME
DEPARTMENT NUMBER	DEPARTMENT NAME	JOB TITLE	PHONE NUMBER

Section 2 — Access Requested

DEPARTMENTS REQUESTED	REQUESTOR'S REMARKS	PEOPLESOFT ROLES REQUESTED

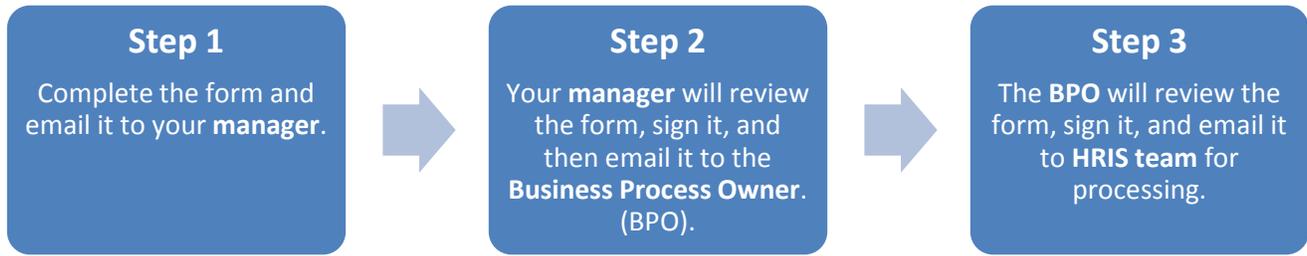
Section 3 — Approvals

STEP 1: REQUESTOR	DATE SIGNED
STEP 2: PRINCIPAL, MANAGER, OR SUPERVISOR	DATE SIGNED
STEP 3: BUSINESS PROCESS OWNER	DATE SIGNED

Section 4 — HRIS Review

FINAL REVIEW: HRIS REPRESENTATIVE	DATE REVIEWED	STATUS
HRIS REMARKS		

How to Request PeopleSoft Access



Step 1

Employee completes PeopleSoft Access Request form and sends to manager.

The form (sample below) is to be completed and signed electronically by employees (Requestor) requesting access to PeopleSoft. The employee will complete **Section 1: User Profile; Section 2: Access Requested; and Section 3: Departmental Access Required.**

Finally, the employee (Requestor) will digitally sign the form (see screenshots below for instructions), save a copy, and then email the form to his/her direct manager.

Step 2

Manager reviews, signs form and emails it to appropriate BPO.

The employee’s direct manager will review the form. If she/he approves the request, the manager (Principal/ Supervisor/Manager) will digitally sign the form and then email it to the appropriate BPO (business process owner) according to the employee’s business area – see chart:

If the employee’s business process is...	The manager should send the form to...	at the following email address:
Payroll	Mary Perosa Bridget Moore	MPEROSA@houstonisd.org BMOORE1@houstonisd.org
T&L	Mary Perosa	MPEROSA@houstonisd.org
Benefits	Brad Bailey	BBAILEY@houstonisd.org
Compensation	Audrey Gomez	AGOMEZ@houstonisd.org
Budget	Glenn Reed Tony D’Angelo	BREED@houstonisd.org ADANGELO@houstonisd.org
Security Admin	Lisa Wright	LWRIGHT9@houstonisd.org
Human Resources	Karen Twymon	KTWYMON@houstonisd.org

Step 3

BPO reviews and signs form and emails it to HRIS@houstonisd.org.

Finally, the BPO will review the form. If the BPO approves the request, the BPO will also digitally sign the form and then email it to HRIS@houstonisd.org for processing. They should sign at the bottom, in the Business Process Owner field.



Click the field you want to sign.

Section 3 — Approvals	
STEP 1: REQUESTOR 	DATE SIGNED
STEP 2: PRINCIPAL, MANAGER, OR SUPERVISOR	DATE SIGNED
STEP 3: BUSINESS PROCESS OWNER	DATE SIGNED

Already have a Digital ID?
Your Digital ID should appear automatically.

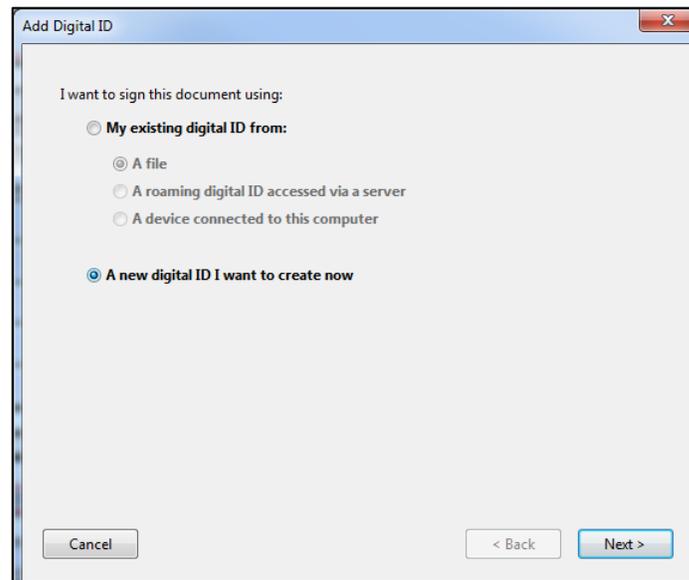
Click **Sign** to sign the document.



Need a Digital ID?
If this is your first time using a Digital ID, the **Add Digital ID** box will appear.

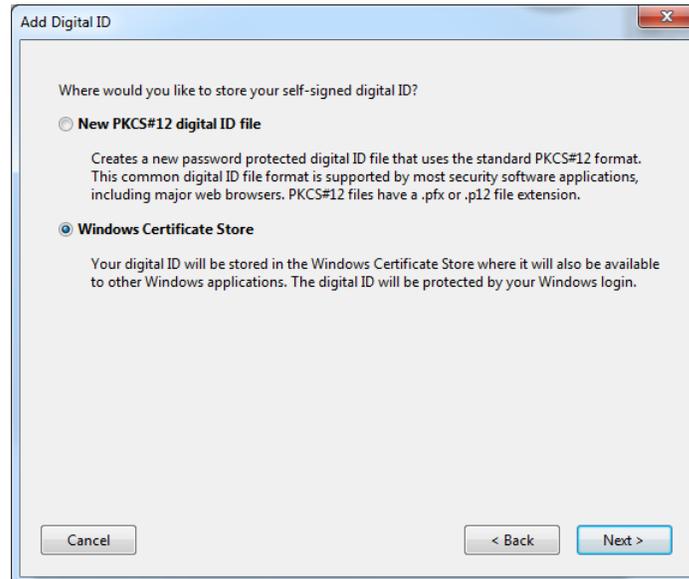
Select
A new digital ID I want to create now.

Click **Next**.



Select **Windows Certificate Store**.

Click **Next** again.



Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

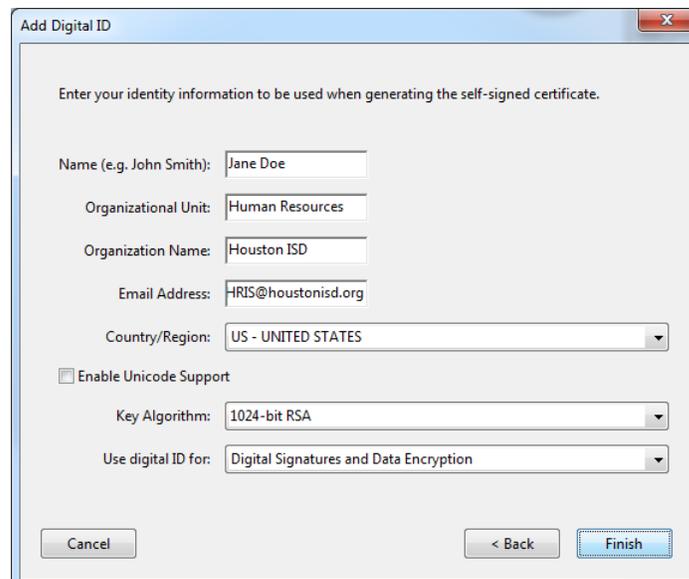
Enter the following information:

- **Name**
- **Organizational Unit**
(your campus/department)
- **Organization Name**
(Houston ISD)
- **Email Address**
(your @houstonisd.org email)

Leave the other fields alone.

Click **Finish**.

You've now created a Digital ID.



Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Jane Doe

Organizational Unit: Human Resources

Organization Name: Houston ISD

Email Address: HRIS@houstonisd.org

Country/Region: US - UNITED STATES

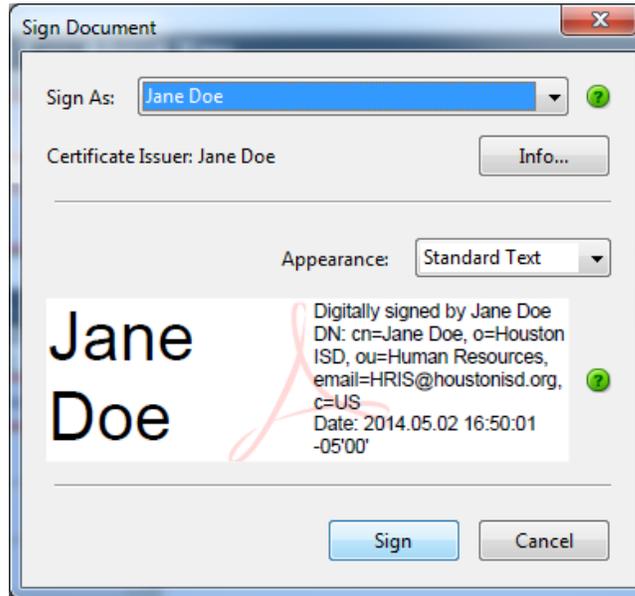
Enable Unicode Support

Key Algorithm: 1024-bit RSA

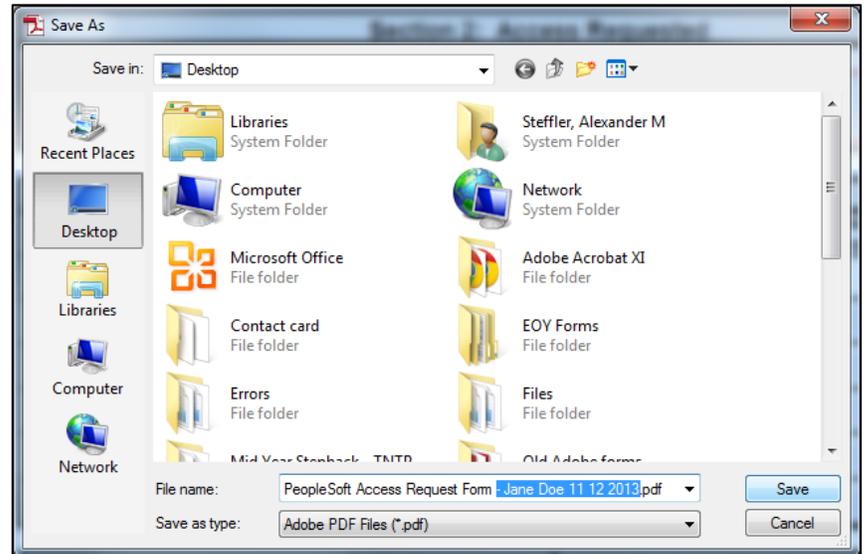
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Finish

Click **Sign** to sign the document with your Digital ID.



You'll be asked to save a copy of the form you've just signed.



After saving, your signature will appear on the document.

Section 3 — Approvals	
STEP 1: REQUESTOR Jane Doe <small>Digitally signed by Jane Doe DN: cn=Jane Doe, o=Houston ISD, ou=Human Resources, email=HRIS@houstonisd.org, c=US Date: 2014.05.02 16:51:07 -05'00'</small>	DATE SIGNED May 2, 2014
STEP 2: PRINCIPAL, M Valid signature SUPERVISOR	DATE SIGNED
STEP 3: BUSINESS PROCESS OWNER	DATE SIGNED