

PeopleSoft Access Request Form**Instructions**

Requestor completes 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 HRISForms@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	PEOPLESFT ROLES REQUESTED	
Add in addition to current PeopleSoft access?			

Section 3 — Approvals

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

Section 4 — HRIS Review

FINAL REVIEW: HRIS REPRESENTATIVE	DATE REVIEWED	STATUS
HRIS REMARKS		