Initiating a Security Access Request
QUICK REFERENCE GUIDE

The purpose of this quick reference guide is to enable a user to quickly fill out a Security Access Request. For an in-depth guide on using this application, please view the Security Access Request User Guides on the Financial Systems Services training web page:

http://www.fas.lsu.edu/fss/training.html

1. Log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.

2. Click on “Security Access Request” under Financial Services in the myLSU Portal.

3. Click “I Agree” (which is agreeing to the LSU Security Use Policy).

4. Fill in all fields in the Recipient Information section of the Request tab.

5. Add security items by selecting a System, Function, and Scope (field will appear if scope is required) and then click “Add Selected Access”.

6. Remove security items by selecting an item and clicking “Remove Selected Access” or click “Remove All Access”.

7. Conduct a final review of all items to be added or removed in the Security Items to be Added/Removed section and remove any items from the list by selecting the item and clicking “Delete” or click “Delete All” to remove all.

8. Add a comment by clicking “Add Comment” at the bottom of the page, click “Cancel” to cancel the request, or click “Submit” to submit the request forward for approval.