Quick Reference Guide

LSU Security Access Request Form

In This Guide

✓ Initiating a Security Access Request Form for LSU GeauxShop

This guide illustrates how to submit new access requests, change existing access or delete existing access for LSU GeauxShop roles. For more detailed information reference the Security Access Request Procedure Guide at http://www.fos.lsu.edu/fss/forms/SAF.pdf

Procedure


2. Click the I Agree button to begin processing the request.
3. Complete the User Information section by indicating the following:
   - Are you requesting access on behalf of another individual? (If yes, enter the PAWS ID of
     the individual to continue the process.)
   - Is this request to add or remove access?
   - Select a Mainframe ID
   - Select the Supervisor/Signature Authority (If none appears or the choice is incorrect, select the checkbox.)
4. Click the Continue button.

5. Select GSP—Geaux Shop from the System drop-down list in the Security Functions to be Added section. All existing
   roles for this system will appear in the Current Security Access section.
6. Select the desirable role from the Function drop-down list and click the Add Row button.

If selecting an Approver role, enter the Account Scope (3, 5 or 9 digit) for the level of account access you will be authorized to approve.

<table>
<thead>
<tr>
<th>Role</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shopper</strong></td>
<td>✓ Able to shop&lt;br/&gt;✓ Able to create and assign shopping carts&lt;br/&gt;✓ Able to enter receiving reports&lt;br/&gt;✓ <strong>CANNOT SUBMIT REQUISITIONS</strong>&lt;br/&gt;<strong>Note:</strong> The Shopper role was automatically assigned to all full-time LSU faculty &amp; staff. All other employees with a PAWS ID (part-time employees/student workers/graduate assistants) will have to have the Shopper role requested on their behalf by their business office.</td>
</tr>
<tr>
<td><strong>Requester</strong></td>
<td>✓ Able to shop (DOES NOT NEED SHOPPER ROLE)&lt;br/&gt;✓ Able to create and assign shopping carts&lt;br/&gt;✓ Able to submit requisitions into workflow&lt;br/&gt;✓ Able to enter receiving reports&lt;br/&gt;✓ Able to process orders &gt;$5,000 without approval</td>
</tr>
<tr>
<td><strong>Department Financial Approver</strong></td>
<td>✓ Able to enter receiving reports&lt;br/&gt;✓ Able to review and approve/reject requisitions &lt;$5,000&lt;br/&gt;<strong>Note:</strong> An Adhoc approver can be added in any shopping cart regardless of the amount of the purchase.</td>
</tr>
<tr>
<td><strong>Invoice Approver</strong></td>
<td>✓ Able to enter receiving reports&lt;br/&gt;✓ Able to review and approve invoices for payment&lt;br/&gt;<strong>Note:</strong> Shared approval folders; may have multiple approvers - only requires approval from 1</td>
</tr>
<tr>
<td><strong>PI Approver</strong></td>
<td>✓ Able to enter receiving reports&lt;br/&gt;✓ Able to review and approve invoices for payment on purchase made using 5705 and 5706 object code&lt;br/&gt;<strong>Note:</strong> The PI Approver role should ONLY be requested for those who are NOT the specified PI on the account. All current PIs on the account have been migrated to LSU GeauxShop from mainframe.</td>
</tr>
</tbody>
</table>
7. After adding the desired roles, click the **Continue** button to proceed with the request.

8. Review the information that appears on the Security Access Final Review page. If everything appears correctly, click the **Submit for Approval** button.

9. In the FSS Security Access pop-up window, click the **Continue** button to submit your request.

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**You have successfully submitted a Security Access Request Form.**

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For training inquiries, send an email to: geauxshophelp@lsu.edu