Requesting CHRS Recruiting Access

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Introduction

This guide will detail the process of requesting elevated access to CHRS Recruiting. This process is conducted using the HR Access Request Form (ARF). When a user fills out the HR ARF Form to request more access, the form is first routed to their immediate supervisor for approval, then to the requestor for approval, then to HRDI for verification and approval, and lastly to IT to make the necessary adjustments in PeopleSoft. Sometimes the user may first require training before access is granted (depending on the level of access they are requesting). The changes IT makes in PeopleSoft are moved to a nightly file, which is eventually migrated from PeopleSoft to CHRS Recruiting overnight. A users' access will be updated once this process is complete. Please note, it may take up to a week to change a user's access.

Navigating to the HR Access Request Form

The HR Access Request form can only be properly completed from a campus-connected computer using Safari or Internet Explorer. Please use the following steps to access this form.

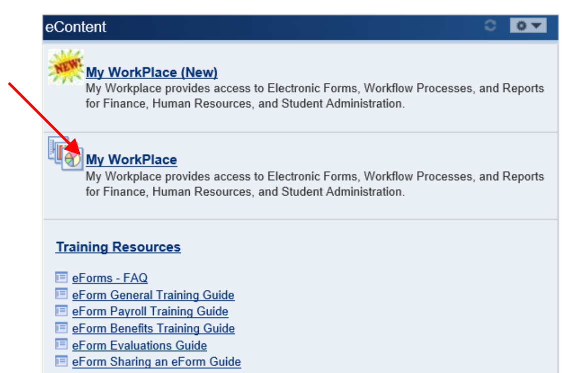
1. Titan Online

Open either Safari or Internet Explorer from a campus-connected computer and log into Titan Online.

2. eContent

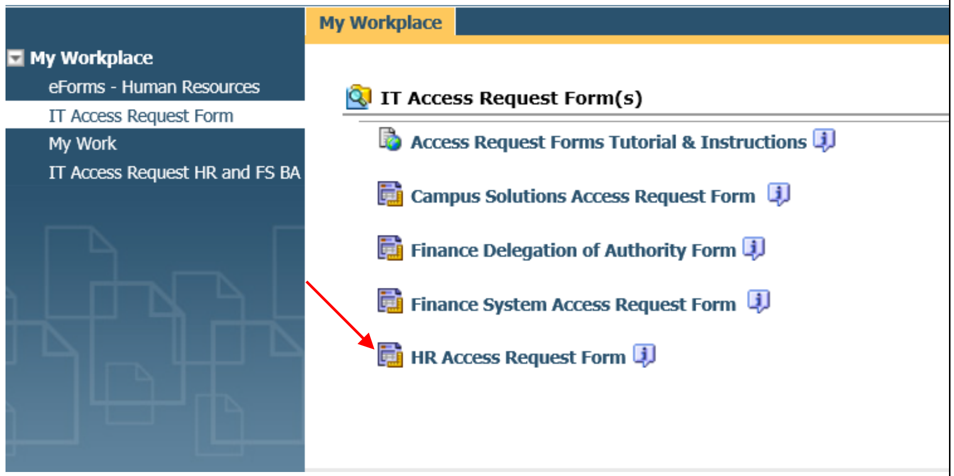
In the "eContent" section of Titan Online, select "My Workplace."

The "eContent" section can be found on the left-hand side of Titan Online when scrolling down.



3. Select the HR Access Request Form

Select “IT Access Request Forms” from the “My Workplace” Menu, and then select “HR Access Request Form.”

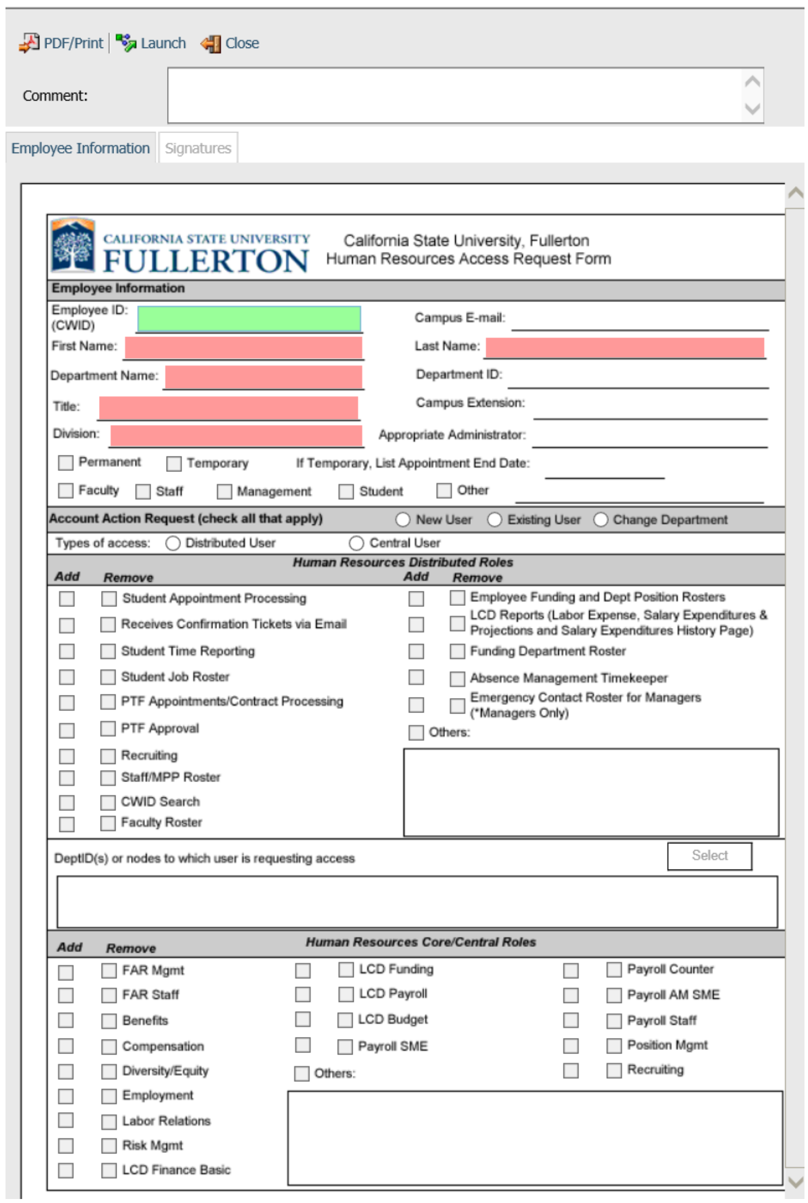


Complete the HR Access Request Form

1. The HR Access Request Form

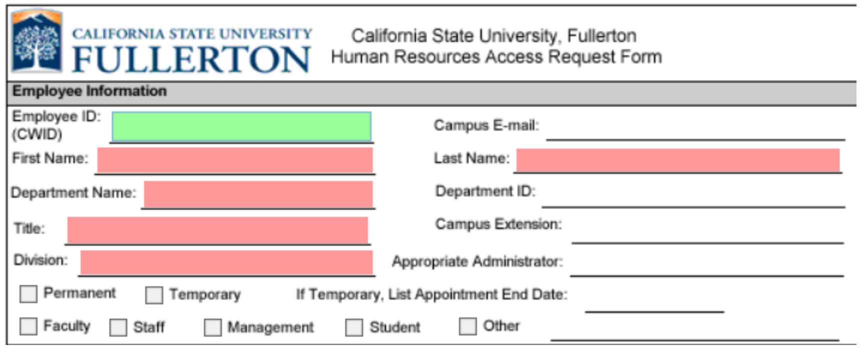
The HR Access Request Form will pop-up in a new window.

Please note that if an incompatible browser is used, or an off-campus computer is used to access this form, the “Launch” button will not populate above the form.



2. Employee Information

Enter your CWID in the Employee ID field to populate the top portion of this form.


CALIFORNIA STATE UNIVERSITY FULLERTON

California State University, Fullerton
Human Resources Access Request Form

Employee Information

Employee ID: (CWID)		Campus E-mail:	
First Name:		Last Name:	
Department Name:		Department ID:	
Title:		Campus Extension:	
Division:		Appropriate Administrator:	

☐ Permanent ☐ Temporary If Temporary, List Appointment End Date:

☐ Faculty ☐ Staff ☐ Management ☐ Student ☐ Other

3. Account Action Request and Type of Access

A. Select all appropriate Account Action Request options

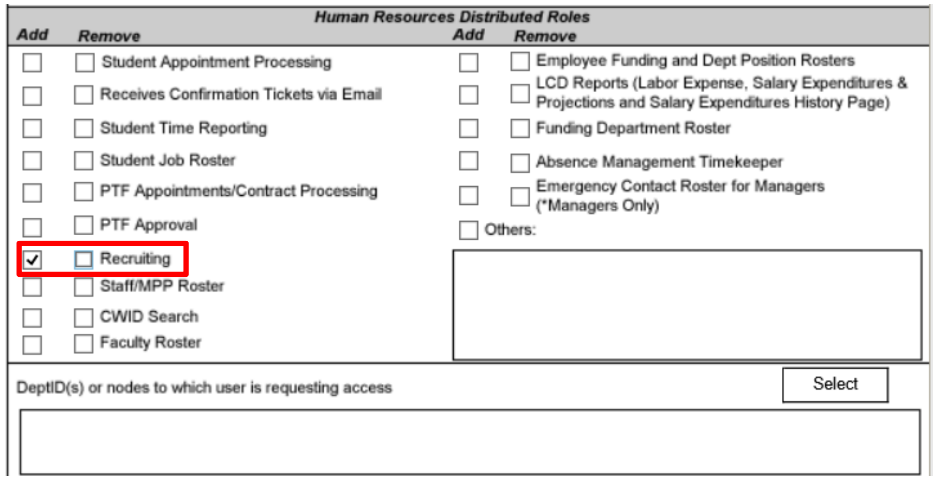
B. Select "Distributed User" for "Types of Access"


Account Action Request (check all that apply) ◯ New User ◯ Existing User ◯ Change Department

Types of access: ◯ Distributed User ◯ Central User

4. Human Resources Distributed Roles Section

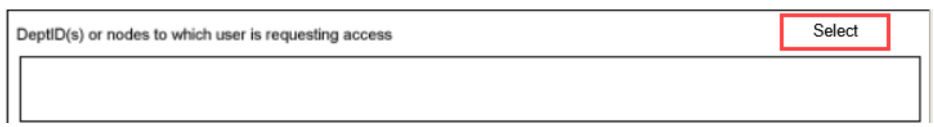
In the Human Resources Distributed Roles section select the “Add” checkbox in the “Recruiting” row

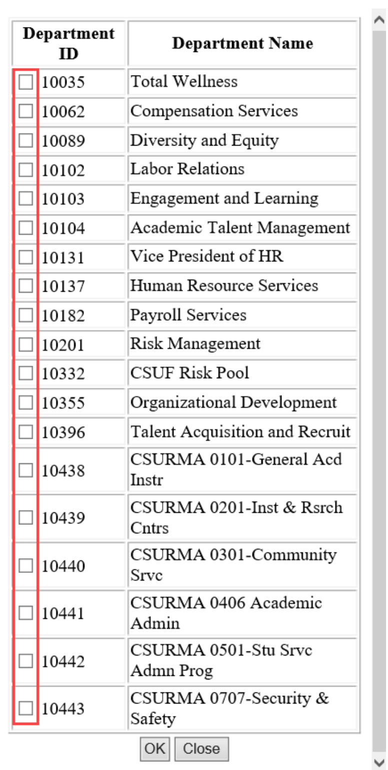


5. Department ID’s

CHRS Recruiting is driven by Dept. ID’s. To ensure that you have the access needed, please add all Dept. ID’s in which you would need to create/review jobs and candidates.

A. Click on “Select” and a pop-up will allow you to select all appropriate Dept. ID’s., then select “OK” to add them to your form.





Department ID	Department Name
10035	Total Wellness
10062	Compensation Services
10089	Diversity and Equity
10102	Labor Relations
10103	Engagement and Learning
10104	Academic Talent Management
10131	Vice President of HR
10137	Human Resource Services
10182	Payroll Services
10201	Risk Management
10332	CSUF Risk Pool
10355	Organizational Development
10396	Talent Acquisition and Recruit
10438	CSURMA 0101-General Acd Instr
10439	CSURMA 0201-Inst & Rsrch Cntrs
10440	CSURMA 0301-Community Srvc
10441	CSURMA 0406 Academic Admin
10442	CSURMA 0501-Stu Srvc Admn Prog
10443	CSURMA 0707-Security & Safety

OK Close

6. Submit the HR Access Request Form

When the form is complete, please select "Launch" at the top of the browser window. This will kick off the approval workflow for your HR Access Request Form.

HR Access Request Form Approval Process

The HR Access Request form will now be routed for approval. The workflow of approvals is as follows:

1. Immediate Supervisor
2. Employee requesting the access
3. HRDI
4. Information Technology (including training, if applicable)

The user may first require training before access is granted (depending on the level of access they are requesting). The changes IT makes in PeopleSoft are then moved to a nightly file, which is eventually migrated from PeopleSoft to CHRS Recruiting overnight. A users' access will be updated once this process is complete. <u>It may take up to a week to change a user's access.</u>