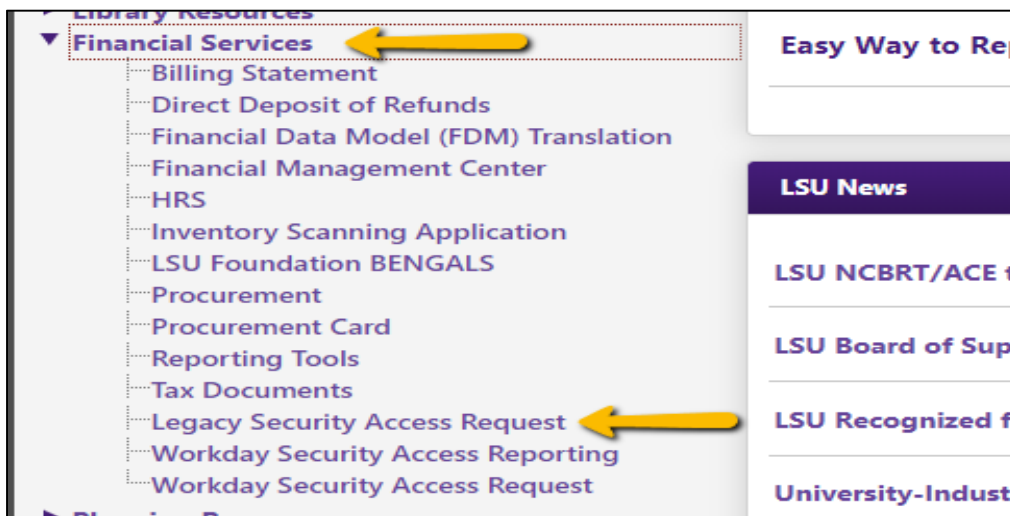


GeauxGrants Sponsored Projects Security Access Request – Quick Reference Guide

The purpose of this how-to-guide is to enable a user to quickly fill out or approve a Legacy Security Access Request for GeauxGrants access.

Initiating a GeauxGrants Legacy Security Access Request

1. Log in to the myLSU Portal by clicking on “myLSU” in the top, left-hand corner of the lsu.edu website.
2. Click on “Legacy Security Access Request” under Financial Services in the myLSU portal.



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

The screenshot shows the myLSU Security Access Request form. It includes a 'Description of Process' section, a 'Data Stewards/Contacts' table, and a 'Security Use Policy' section with 'I Agree' and 'I Disagree' buttons. A yellow arrow points to the 'I Agree' button.

System	Name	Phone Number	Email Address
ABS	Nettles, Beth R	578-3357	studbr@lsu.edu
APS	Gremillion, Patrice H	578-3366	pgremill@lsu.edu
BGT	Reaux, Helen Bassil	578-1253	hreaux@lsu.edu
BSM	Smith, Thomas Michael	578-4843	tmsmith@lsu.edu
COA	Tweed, Keri Michelle	578-2032	ktweed@lsu.edu
DIR	Russell, Elahe Namin	578-1639	erussell@lsu.edu
ERI	Bozeman, Toliver L	578-6923	tbozeman@lsu.edu
ERI	Noel, Gregory William	578-0606	gnoel1@lsu.edu
ETA	Baker, Sheantel Ione	578-2161	sbaker6@lsu.edu
FMS	Torres, Donna Kruger	578-1623	dtorres@lsu.edu

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

The screenshot shows the 'Security Access Request' form with the 'Request' tab selected. The 'Recipient Information' section is highlighted. It contains the following fields and options:

- Header: **myLSU Security Access Request** (Requestor: Billiot, Gina Larpenter)
- Section Header: **Recipient Information**
- Question: "Are you requesting access on behalf of another individual?" with radio buttons for "Yes" (selected) and "No".
- PAWS ID: Text input field containing "mikethetiaed".
- Mainframe ID: Text input field (empty).
- Supervisor: Text input field (empty).

Yellow arrows point to the "No" radio button, the PAWS ID field, and the Mainframe ID field.

5. Under Add Security Items, select GeauxGrants A&M under System dropdown box.

The screenshot shows the 'Add Security Items' section. It includes a header "Add Security Items" and a sub-header "+ Add Selected Access". Below this is a "System" dropdown menu with the placeholder text "Select an item". A yellow arrow points to the dropdown arrow icon on the right side of the menu.

The screenshot shows the dropdown menu for the "System" field. The menu is open, displaying a list of system names:

- APS-ACCOUNTS PAYABLE SYSTEM
- APS-MISCELLANEOUS PAYMENT SYSTEM
- BSM-BUDGETARY SALARY MANAGEMENT
- FMS-IMAGING SYSTEM
- GeauxGrants A&M (highlighted with a yellow arrow)
- GLS-GENERAL LEDGER SYSTEM
- HRS-HUMAN RESOURCES SYSTEM
- PRO-PROCUREMENT/ PCARD SYSTEM
- PRP-ASSET MANAGEMENT
- SAE-STUDENT AWARD ENTRY
- SPS-SPONSORED PROGRAM SYSTEM
- SWC-WORKMENS COMPENSATION
- TIS-TREASURER INFORMATION SYSTEM

At the bottom of the menu is the placeholder text "Select an item".

6. Under Module, select either Proposal or Award Tracking depending on the type of access you are requesting.

Add Security Items

+ Add Selected Access

System
GeauxGrants A&M

Module
Select an item

AWARD TRACKING

CONFLICT OF INTEREST

ENTERPRISE

GENIUS

PROPOSAL

Select an item

7. Under Function, click on the ... to select the appropriate function/role.

Add Security Items

+ Add Selected Access

System
GeauxGrants A&M

Module
PROPOSAL

Function
Select an item

Double click on the Function Name to add. The most common Functions are:

- Department Administrator – provides user(s) edit access to records in the specific module. Recommended for unit grant coordinators and/or business managers.
- Department Administrator II – provides user(s) view access to records in the specific module.
- Department Head – provides users access to approve proposal submissions for assigned organization(s) and view access to records in the specific module. A unit

can only have one individual with the department head role, but delegates can be set up to approve on his/her behalf.

Function Name	Description
Access Reports	Provides system administrator user(s) access to the simple reporting tool for the specified module.
Administrative/Business Official	User(s) within the Office of Sponsored Programs with this role will be listed as the "Person to contact regarding this application" for 525 proposal submissions. Does not provide access to records.
Advanced Reporting	Provides system administrator user(s) access to the advanced reporting tool for the specified module.
Department Administrator	Provides user(s) edit access to records in the specified module for assigned organization(s). Intended for departmental grant administrators.
Department Administrator II	Provides user(s) edit access to records in the specified module for assigned organization(s). Intended for compliance approvals and Sponsored Program Accounting.
Department Administrator III	Provides user(s) view only access to records in the specified module for assigned organization(s).
Department Head	Provides user(s) access to approve proposal submissions for assigned organization(s) as well as view access and limited edit access to records in the specified module for assigned organization(s).
Export Control Administrator	User(s) responsible for approving proposals for Export Controls.
IACUC Administrator	User(s) responsible for approving proposals for IACUC.
IBRDS Administrator	User(s) responsible for approving proposals for IBRDS.
IRB Administrator	User(s) responsible for approving proposals for IRB.
Module Administrator	Provides system administrator user(s) access to system configuration for the specified module.
OSP Operations	User(s) within Office of Sponsored Programs
OSP Team Lead	User(s) within Office of Sponsored Programs
Radiation Administrator	User(s) responsible for approving proposals for radiation and CAHD.
Research Administrator	Provides user(s) access to manage records for the specified module. Intended for Office of Sponsored Programs

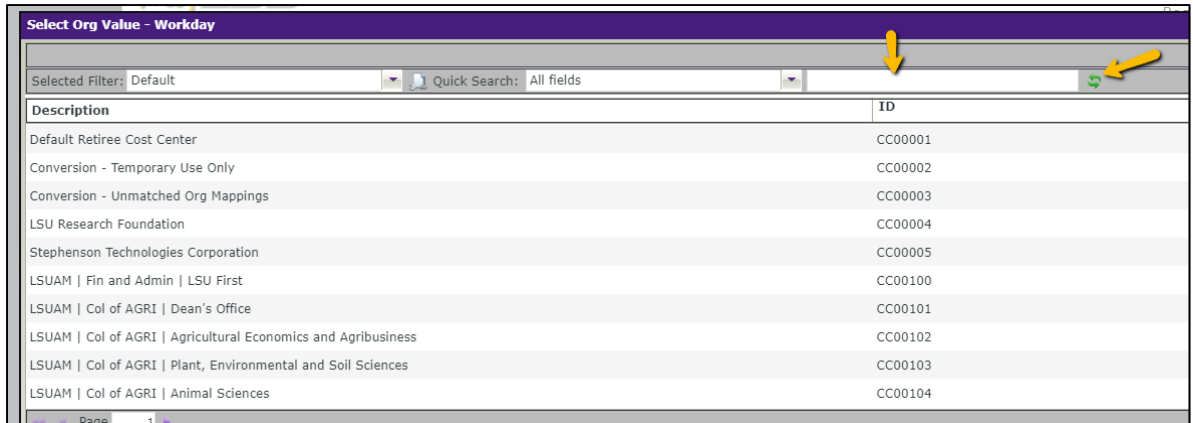
8. Under Scope, click on ... to select the appropriate cost center.

The screenshot shows the 'Add Security Items' dialog box with the following fields:

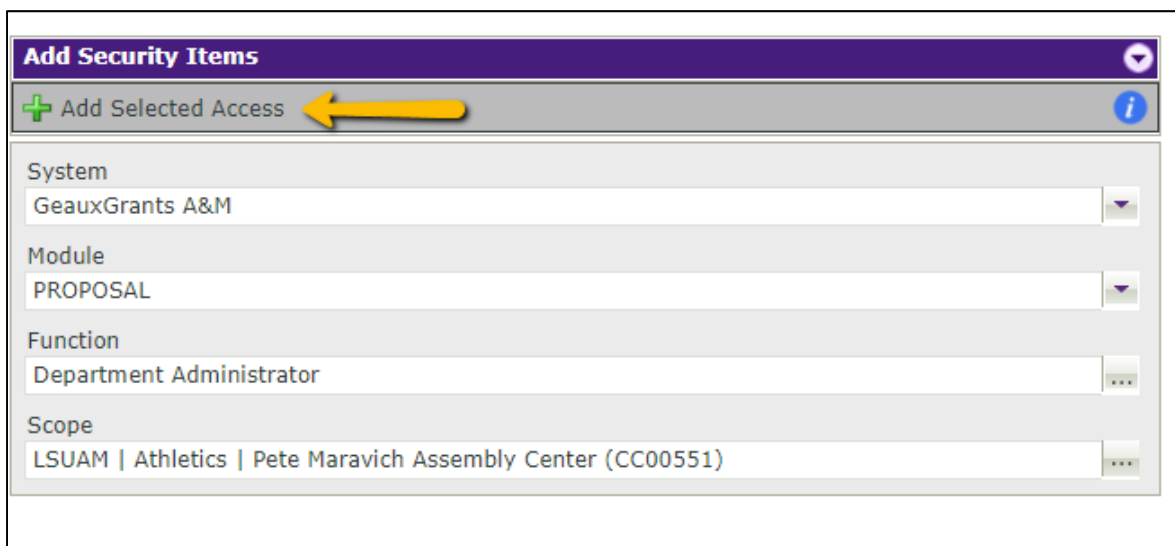
- System: GeauxGrants A&M
- Module: PROPOSAL
- Function: Department Administrator
- Scope: Select an item

Yellow arrows point to the green arrow icons in the 'Function' and 'Scope' fields.

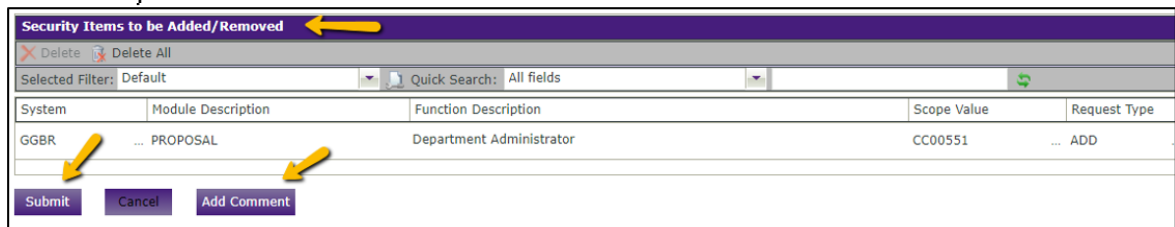
Enter either name of unit or Cost Center number (CCXXXX) and click the green arrows. Once correct cost center appears, double click on name to select.



9. Click + Add Selected Access to add the Security Item.



10. Make sure information is added under Security Items to be Added/Removed. Click Add Comment to include a comment in email for security request or click Submit to submit the request.



11. All Department Administrator and Department Head roles will need security access for both the Proposal module & Award Tracking module. You will need to complete Steps 5-9 if you need to add another security module.

12. The requestor will receive an initial email that the request was successfully submitted, and a final email when the request has completed the approval process.