

# COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 204-02</b>
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Changes &amp; Deletions to PeopleSoft Financial User ID's</b>	Effective date: 01/01/2000
	Revision date: 1/8/2015

## PURPOSE

To discuss the procedure for:

1. updating information associated with an existing PeopleSoft Financial User ID, and
2. revoking PeopleSoft Financial User ID

## SOURCE

University Policy

## CMP 204-02: Additions/Changes/Deletions in Advantage User ID's

### Electronic PeopleSoft Administrative Security System (ePASS)

The ePASS (Electronic PeopleSoft Administrative Security System) is an electronic form within Northern Arizona University's PeopleSoft LOUIE system that allows for paperless administrative security requests and security revocation.

An ePASS form is usually initiated by an NAU employee or affiliate requiring administrative access to one of NAU's PeopleSoft systems (LOUIE, HCM, or PS Financials). An ePASS form can also be initiated by a supervisor (listed as employee's reports to) or data steward on behalf of another user. After the ePASS is initiated it will be routed for the appropriate approvals, notifications will be sent at various points in the process and, when complete, security will be automatically updated within PeopleSoft.

### Types of forms:

- Security Request—Use to add administrative access to a PeopleSoft system (LOUIE, HCM or PS Financials)
- Security Revocation—Use to revoke access to a PeopleSoft system due to transfer, change in job duties or termination

ePASS information can be found at [ServiceNow KB0010641](#).