

Requesting Access for P2P User Role (Part 1) And Request for Delegation of Authority (Part 2)

Implementing P2P DOA Approval access requires both parts if user does not already have an assigned role:

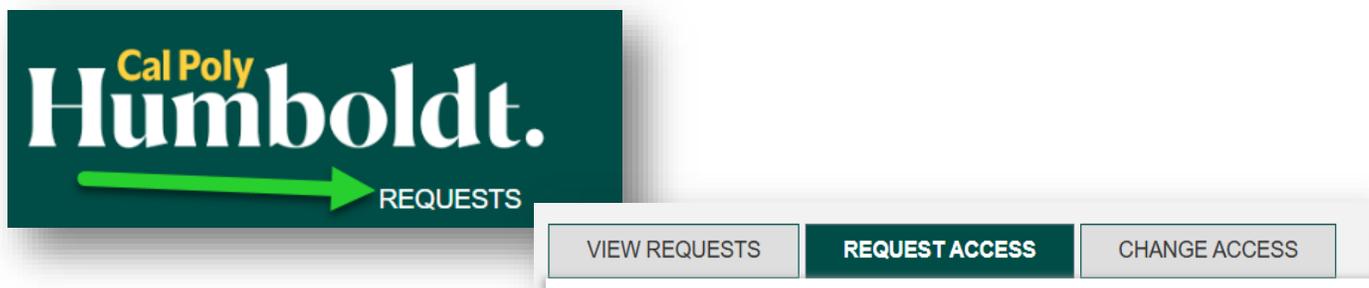
- **Part 1: Request Role**
- AND
- **Part 2: Sign Agreement sent to you via email**

Part One - Request Role:

From the MyHumboldt portal click on Account Settings under Tools:



Click on Requests (see green arrow) and then the REQUEST ACCESS tab:



On the next screen that appears enter user information:

1 Select a user

Select the users for whom you want to request access. Include Self

The selected users are shown below.

Search for user by typing last name, first name, HSUID, or emplid. Options will start showing as you type. Click on appropriate user..

Last Name	First Name	Humboldt User Name	Humboldt ID	Confidentiality Phone Flag	Employee Types	Student Types
Search: <input type="text"/>						

In the Filter Roles by drop down box select Search

2 Select resources and permissions

Find Roles By: Search ▾

Find Roles By: Select ▾

- Select
- Dept
- Job
- System
- Search

Enter **Delegation of Authority Approver** in Name box and click on search arrow.



2 Select resources and permissions

Find Roles By: Search ▾

Name ▲

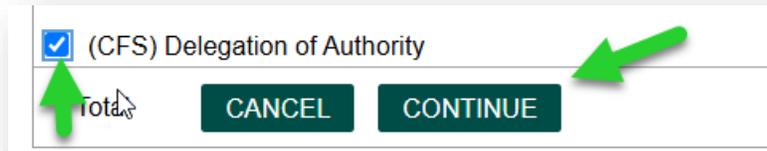
(CFS) Delegation of Authority

This is an advanced CFS role for Accounts Payable personnel.

Name	Description	Supervisor	Approval
Delegation of Authority	This is an advanced CFS role for Accounts Payable personnel.	Required	Required

1 Total

Select (CFS) **Delegation of Authority Approver** option by clicking check box. Then click the CONTINUE button.



Select supervisor by clicking on the person icon



3 Specify approving supervisor(s)

The list of users to specify resource sponsorship. Select self for all users

Last Name	First Name	Humboldt User Name	Humboldt ID	Confidentiality Flag	Phone	Employee Types	Student
				Y			



Click on spy glass, enter last name of supervisor, and click the search arrow.

Select Supervisor

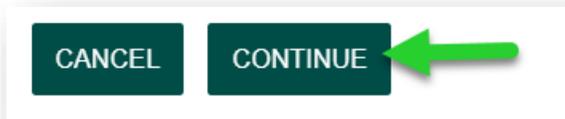
Last Name	First Name	Job Department	Job Title	Email Address	
<input type="text"/>					

1

2

3

Click the Continue button.



Select access period, enter comments, and Submit request.

4 Specify access period

5 Submit request

Part Two
sent to you via email:

—

Sign Agreement

When part one is complete an email will be sent requesting the DOA Approver's signature via Adobe Sign agreeing to terms of being a DOA Approver.