Access Request Form: Roles by Position

If a system/role is missing from the position packages, please contact ITS Administrative Support at 707.826.3815 or arf@help.humboldt.edu

Department Coordinator

Enterprise System	Roles
Campus Solutions	306. Department Coordinator
Human Resources	01. Fiscal Report
Human Resources	03. Faculty Dept Admin
Human Resources	29. Absence Management Timekeeper
OBI	APS Basic
OBI	HR Basic
OBI	HR Labor Cost Basic
OBI	DARS Dashboard
OBI	Finance
Finance	Department Analyst
Finance	Department Requisitioner
Finance	Pro Card Reconcilliation

Department Chair

Enterprise System	Roles
Human Resources	03. Faculty Dept Admin
Campus Solutions	324. College Administrator

* Faculty and Advisor Self Service is automatically assigned based on class schedule and role listed in PeopleSoft.

Departmental Budget Coordinator

Enterprise System	Roles
Human Resources	01. Fiscal Report
OBI	HR Labor Cost Basic
OBI	Finance
Finance	Department Analyst
Finance	Department Requisitioner

Office of the Registrar - Student Assistant

Enterprise System	Roles
Campus Solutions	203. Admissions Student Worker
Campus Solutions	335. DARS Audit Evaluator
Campus Solutions	337. Student Records Student Assistant
Campus Solutions	718. Account View

Principle Investigator - Sponsored Programs Foundation Trust & Grants Access

Enterprise System	Roles
OBI	Finance - PI
Finance	Department Requisitioner

Finance	Department Analyst

Transfer & Graduation Counselor

Enterprise System	Roles
Campus Solutions	202. Admissions Staff
Campus Solutions	213. Admissions HOP Registration
Campus Solutions	303. Transfer & Graduation Counselor
Campus Solutions	323. Self Service Staff
Campus Solutions	335. DARS Audit Evaluator
Campus Solutions	702. Student Financials Acccount View
OBI	DARS Dashboard
Nolij	A&R REC Dept Staff
Hobsons	HUM Admissions Staff

EOP

Enterprise System	Roles
Campus Solutions	323. Self Service Staff
Campus Solutions	328. EOP Staff 2
Campus Solutions	329. Student Records data - other update
Campus Solutions	335. DARS Audit Evaluator
Campus Solutions	340. Support Services User
OBI	DARS Dashboard

Staff Council Treasurer

Enterprise System	Roles
OBI	Finance

Director INRSEP

Enterprise System	Roles
Human Resources	02. HSU Staff
Campus Solutions	326. Advising Staff
Campus Solutions	329. Student Records data - other update
Campus Solutions	340. Support Services User
Campus Solutions	702. Student Financials Account View

APS Assistant

Enterprise System	Roles
Human Resources	06. APS Admin1
OBI	APS Basic
OBI	HR Basic
OBI	HR Labor Cost Basic
OBI	Finance
Finance	ProCard Reconciliation
Finance	Department Requisitioner

OBI	Finance
Finance	ProCard Reconciliation
Finance	Department Requisitioner

Learning Center Lab Student Assistants

Enterprise System	Roles
Campus Solutions	324. Self Service Staff
Campus Solutions	333. Learning Skills Lab Student
Campus Solutions	340. Support Services User
Mapworks	Student Leader

College Dean

Enterprise System	Roles
OBI	DARS Dashboard
OBI	Finance
Finance	Department Analyst

Academic Career and Advising Center Advisor

Enterprise System	Roles
Campus Solutions	204. Admissions Cross Module Summary
Campus Solutions	314. Staff Student Group User
Campus Solutions	326. Advising Staff
Campus Solutions	329. Student Records Data - Other Update
Campus Solutions	335. DARS Audit Evaluator
Campus Solutions	339. Support Services Display Only
Campus Solutions	340. Support Services User
OBI	DARS Dashboard

*Support Services Indicator of ACAC. ACAC_Advisor Template