

Access to Cardinal Administrative Systems

This procedure applies to the following systems:

- Cardinal Financials (FIN)
- Cardinal Faculty and Staff (HCM) [Human Resources]
- Cardinal Students (CS) [Campus Solutions]

Procedure –

User Requests – New Access

- User fills out the system access request forms
(Located on the Technology Services home page- <http://computing.cua.edu/cardinalstation>)

[Cardinal Financials Access Request Form](#)

[Cardinal Faculty and Staff Access Request Form](#)- Administrative Access Only

[Cardinal Students Access Request Form](#)- Faculty and Staff



*Cardinal
Students*

Students

- Add/drop classes
- View class schedule
- Check grades
- View/accept financial aid
- Use CardinalPay
- Update bio/address

Faculty

- View class roster
- View grade rosters
- Post grades
- Manage advisees
- Update bio/address data

Staff

- Enter applications
- Process financial aid
- Manage student careers
- Bill students
- Graduate students

Quick Links

- Course Catalog
- Schedule of Classes
- Academic Calendar
- Admissions Application
- BlackBoard Learn
- Cardinal Card
- Cardinal Pay
- Events

Common Links

- FERPA rights
- Safety Data sheets
- CUA Libraries

Security Access Request

- Access Procedures
- Cardinal Students Access Request Form
- Cardinal Faculty and Staff Access Request Form
- Cardinal Financials Access Request Form



*Cardinal
Faculty and Staff*

Employees

- Review and Update: Home Address, Phone Numbers, Email Addresses, Emergency Contacts, Legal Name
- Voluntary Self-Identification Forms: Race and Ethnicity, Veteran Status, Disability
- Review Paycheck and Compensation History
- Submit W-4 Changes and View / Request W-2 Forms
- Review Training Summary

Managers - View Your Direct Reports

- Job Information
- Personal Information
- Compensation History
- Leave Accrual Balances
- Training Summary



*Cardinal
Financials*

Manager and Employees

- Review Budgets
- Run Financial Reports and Queries
- Submit and Approve Requisitions
- Receive Goods and Services
- Review Purchase Orders

- The form should be completed and signed/authorized by the applicable Chair, Dean or Dept. Director.
- The completed, signed form should be scanned and emailed to techsupport@cua.edu

User Requests – Enhanced or Changes to Existing Access

- User sends a request to techsupport@cua.edu

Technology Services -

- PeopleSoft Security administrator reviews the requests received for completeness.
- Requests may be routed to appropriate data stewards for additional approvals –

Area	Approver
Cardinal Financials	Assoc. VP Finance and Assistant Treasurer
Cardinal Faculty and Staff	Assoc. VP and CHRO
Cardinal Students - Enrollment Services and registration	Assoc. VP Enrollment Service and Registrar
o Student Records and Enrollment	
o Student Financials	
o Curriculum Management	
o Academic Advisement	
Cardinal Students - Enrollment Management	Assoc. VP Enrollment Management, Operations &
o Student Admissions	Student Financial Assistance
o Student Financial Assistance	

- Once approved, appropriate access is granted to the user.
- User notification is sent out via email.
- This email will give basic log-in guidance, and information on acquiring available training.

Governing Policies:

The following rules apply in regards to systems access:

- Chair, Dean or Director are responsible for authorizing access to the business systems for their employees.
- Chair, Dean or Director are responsible for the prompt notification to Technology Services (TS) when employees change duties/departments (thus changing or eliminating system access) or when they leave the employ of CUA (are terminated).
- Where applicable, access to and use of sensitive data is governed by federal regulations (FERPA, HIPAA, etc.). Proof of FERPA training is required before access will be granted to the Cardinal Students and Cardinal Faculty and Staff systems.
- Information on obtaining applicable training is available at <http://training.cua.edu> .
- Other training may be required for access to certain components.
- Once an employee is terminated from CUA, their access to these systems will be removed (it is strongly recommended that managers notify Technology Services immediately when this occurs). Any exceptions to this rule (e.g. extension of access for internal training and knowledge transfer) must be requested with justification via email to the techsupport@cua.edu . Terminated/transferred employees will be identified regularly by Technology Services and their access will be terminated/adjusted accordingly.
- Faculty and Student Self-Service access will remain active indefinitely, although student role will change to alumni role upon graduation or inactivation.
- Employee self-service will remain active for a to-be-determined period of time (viewing/printing of paychecks and W-2's; no update abilities).