

Requesting Access to an On-Campus system?

You must

- Complete a [Computerized Information Access](#) request
- Have a [Confidentiality Compliance Form](#) on file
- Complete [CSUSB Information Security on-line or Instructor Led training](#)
- In addition, specialized system component training may be required.

Information Security Training

A CSUSB email account must be established in order to register for this course.

The campus Information Security on-line or Instructor led course is **REQUIRED** prior to granting access to any on-campus system.

1. REGISTER FOR CSUSB On-line Information SECURITY TRAINING.

At the CMS Home page
<http://cms.csusb.edu/cms/index.jsp>

Scroll down to Training and select Register for Training

2. Click on the SB99101 course hyperlink to register for on-Line training. The Blackboard Course Registration Form page appears.

4. Fill out the fields and click the SUBMIT button at the bottom to complete the registration.

- The CMS office will be notified immediately of your request. You will be notified within 2-3 business days to access the course. You will use your MyCoyote ID and Password to access the training environment. If you have not activated MyCoyote, you must first activate your MyCoyote ID and Password. Continue reading..... Attention Faculty.....

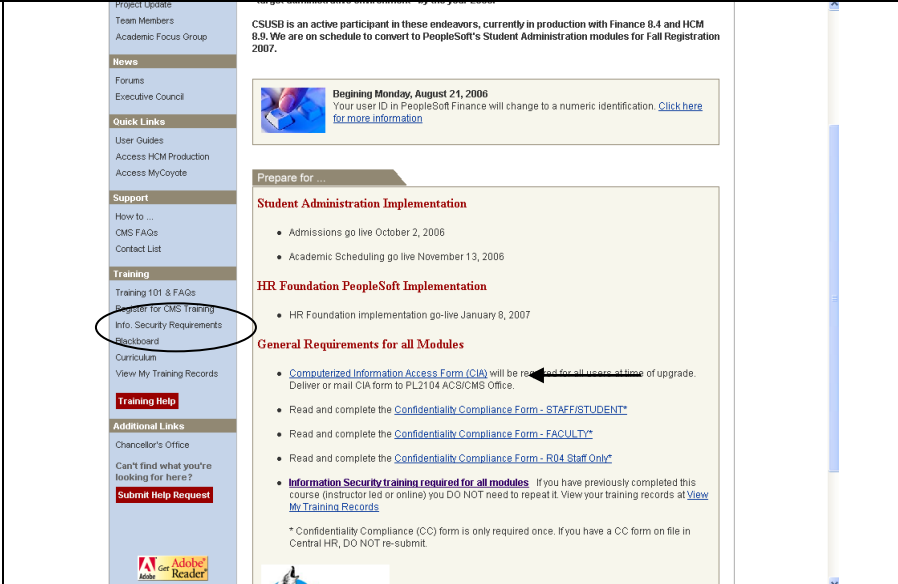
FACULTY – Unless you are accessing additional modules beyond Faculty Center you do NOT need to complete a CIA Request form. You will be granted access to Faculty Center once you activate your account. To activate your account go to the MyCoyote login and select **Activate Your Account just below the login field boxes.**

All Others - Upon completion of Training, please submit a Computerized Information Access request form (CIA) to request access to other modules.

The CIA form is located at the Home page under Prepare for and at the [Info Security Requirements page](#).

Click the hyperlink to view and fill out the CIA form. The form will display in window.

1. **COMPLETE** the CIA form and submit to PL2006, IRT/ISO Main Office. Contact Laura Carrizales in the Information Security Office for questions regarding access.



The screenshot shows the CMS website interface. On the left is a navigation menu with sections: Project Update, Team Members, Academic Focus Group, News, Forums, Executive Council, Quick Links, User Guides, Access HCM Production, Access MyCoyote, Support, How to..., CMS FAQs, Contact List, Training, Training 101 & FAQs, Request for CMS Training, Info. Security Requirements (circled in red), Blackboard, Curriculum, View My Training Records, Training Help, Additional Links, Chancellor's Office, and a search bar. The main content area has a header with a project update about CSUSB's transition to PeopleSoft. Below that is a 'Prepare for...' section with three sub-sections: 'Student Administration Implementation' (Admissions go live October 2, 2006; Academic Scheduling go live November 13, 2006), 'HR Foundation PeopleSoft Implementation' (HR Foundation implementation go-live January 8, 2007), and 'General Requirements for all Modules' (Computerized Information Access Form (CIA) will be required for all users at time of upgrade; Read and complete the Confidentiality Compliance Form - STAFF/STUDENT*; Read and complete the Confidentiality Compliance Form - FACULTY*; Read and complete the Confidentiality Compliance Form - R04 Staff Only*; Information Security training required for all modules). A red arrow points from the text in the left column to the 'Computerized Information Access Form (CIA)' link in the screenshot.

- If you have any questions regarding TRAINING, please call ext. 77270 (909) 537-7270 or mailto: cmstrain@csusb.edu
- If you have any questions regarding ACCESS, please call ext. 73592 (909) 537-3592 or mailto: lcarriza@csusb.edu