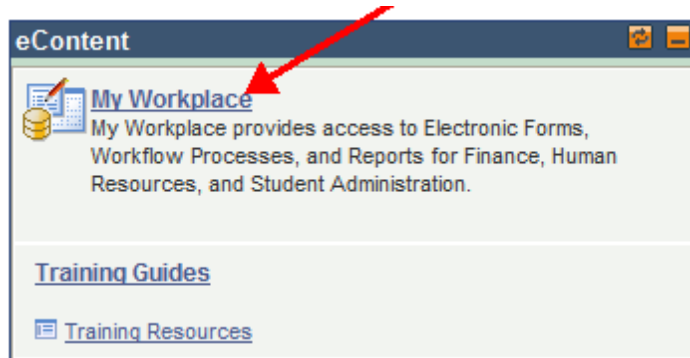


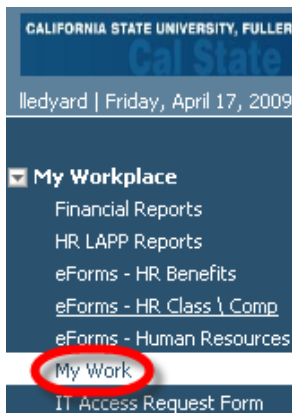
## Manager Approval Process

To Review the Access Request Form electronically go to [www.fullerton.edu](http://www.fullerton.edu) log into the campus portal, and select the Titan Online tab.

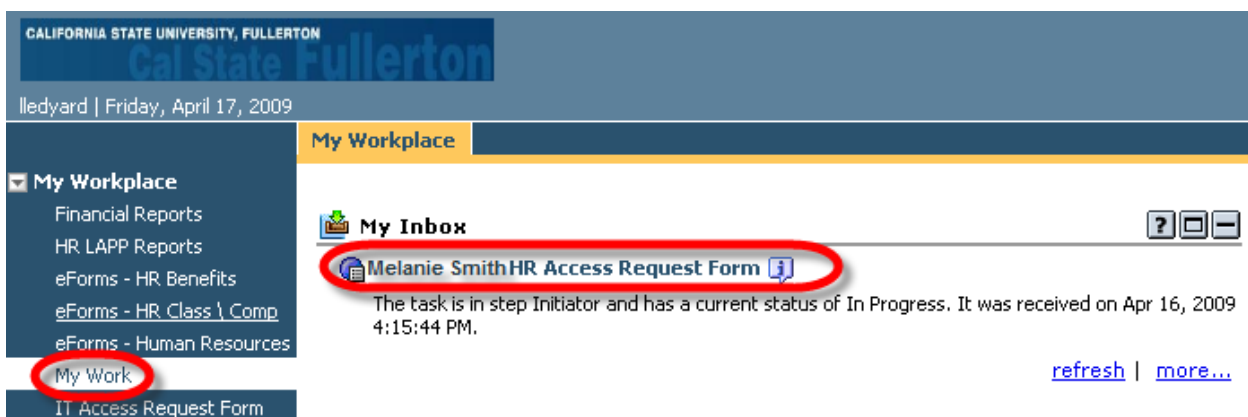
1. In Titan Online Select “My Workplace”



2. Go to “My Work”



3. Choose the appropriate pending Access Request Form



4. Next, go to the Signatures Page

4a. For HR and Finance

The screenshot shows a web interface with a navigation bar at the top containing 'Employee Information' and 'Signatures'. The 'Signatures' tab is highlighted with a red circle. Below the navigation bar is the header for 'California State University, Fullerton Finance System Access Request Form'. The main content area is titled 'Access and Compliance Form'. It contains two certification statements, each with a checkbox and a signature line. The first statement is 'I certify that I have read, understood and agree to follow the Access and Compliance.' with a signature line for 'Employee Name' and a date field. The second statement is 'certify that this access is appropriate for this individual's duties and responsibilities.' with a signature line for 'Administrator Name' and a date field. The second checkbox is highlighted with a red square.

4b. For Campus solutions

The screenshot shows a web interface with a navigation bar at the top containing 'Employee Info', 'Departments', 'Admissions Office', 'Records Office', 'Scheduling Office', 'Financial Aid', and 'Student Financials'. The 'Employee Info' tab is selected. Below the navigation bar is the header for 'California State University, Fullerton Campus Solutions Access Request Form'. The main content area is titled 'Employee Information (Please enter CWID to retrieve employee information)'. It contains a form with the following fields: Employee ID (800000000), Campus E-mail (ittraining@fullerton.edu), First Name (Tuffy), Last Name (Titan), Department Name (International Education & Exch), Department ID (10144), Title (Admin Support Coord 12 Mo), Campus Extension (7777), Division (IT - Information Technology), and Appropriate Administrator (Lori Arthur). There are also checkboxes for 'Permanent', 'Temporary', 'Faculty', 'Staff', 'Management', 'Student', and 'Other'. The 'Temporary' checkbox is checked. Below the form is a section titled 'Account Action Request (choose one)' with radio buttons for 'New User', 'Existing User', and 'Change Department'. The 'Existing User' radio button is selected. At the bottom of the form are two buttons: 'Go to Security Page' and 'Go to Signatures Page'. The 'Go to Signatures Page' button is highlighted with a red circle.

5. Next, either Approve or Reject the form



6. Finally click Complete

