CUNYfirst Access Request Guidelines - in Absence of Written Signatures

FOR EMPLOYEE SIGNATURE:

- Employee should accept the CUNYfirst confidentiality statement via Self Service in HCM (Human Capital Management).
- Employees will need to go to the following url:

  o *http://home.cunyfirst.cuny.edu, log in and navigate to:*
  Human Capital Management > Self Service > CF Confidentiality Statement

- After checking the box and clicking '*Submit*', a unique *'Agreement Code'* will be generated.

- The 10 character agreement code should be added to the CUNYfirst Access Request form and will be accepted in lieu of a signature. The agreement code can also be used for any future CUNYfirst access requests.

FIND AN EMPLOYEE'S CONFIDENTIALITY AGREEMENT CODE:

- A page to find an employee's agreement code is also available via Self Service in HCM.
- Managers, Approvers and Application Security Liaisons (ASLs) may use this page to verify the Employee's agreement code.
- The page is available to all active employees, go to:

  o *http://home.cunyfirst.cuny.edu, log in and navigate to:*
  Human Capital Management > Self Service > Find Empl Confidentiality Code

- Enter the Employee's Empl ID and click '*View Results'.*
- The results will display the agreement code and date along with other current active job(s) information.
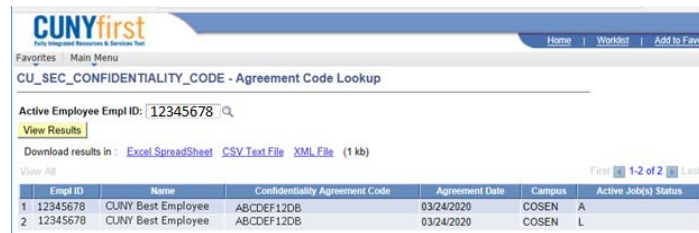
- If an employee has not accepted the confidentiality statement, the agreement code will not be found.

- If an employee does not have an active job, the message *'no matching values were found'* will be displayed.

FOR MANAGER SIGNATURE:

- Employee's respective Manager will need to attach and authorize the Access Request Form via email.
- The email authorization should indicate, **'I (Manager Name) as Manager authorize the attached access request for (employee's full name)'.**
- The email authorization should be sent to the appropriate campus party, as per the campus' access process for documenting and tracking in a CRM case.

FOR ACCESS APPROVER SIGNATURE:

Approvals can be obtained via email or added directly into the CRM by the approver.

- **Email:**
  - The access form must be emailed/attached to the Access Approver.
  - The email approval should state **'I approve the attached access request for (***employee's full name***)'.**
  - The email approval should be sent to the appropriate campus party, as per the campus' access process for documenting and tracking in a CRM case.

- **If a CRM case has been logged**:
  - An approver with access to CRM may also add their approval directly into the CRM by adding a CRM note. The CRM case no. will need to be provided to the Access Approver.
  - The approval note from the Access Approver should state in the note **'I approve the attached access request for (***employee's full name***)'.**