
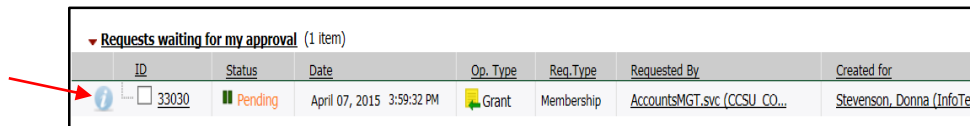






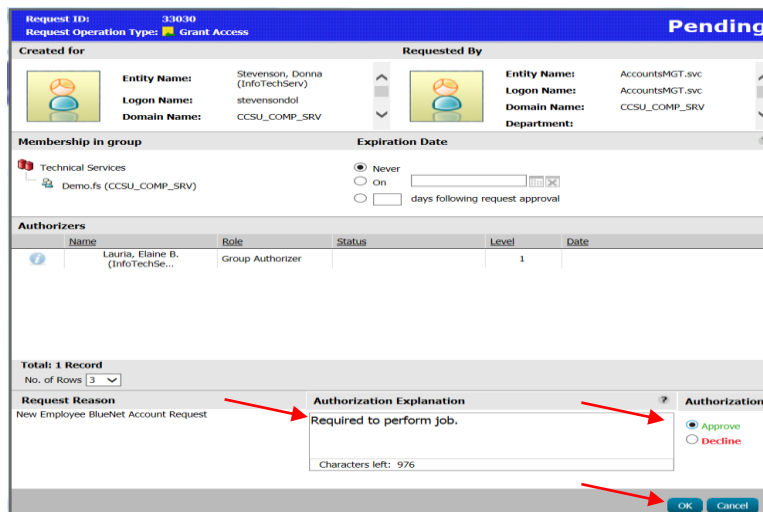
A BlueNet account has been requested online for an employee, most likely a new hire. As the Data Owner or Authorizer, you have received an email requesting you grant the employee membership into a group you are responsible for. **Granting membership must be made from on campus.**


1. Log in to Data Privilege with your BlueNet username and password via link from email, which will open you to the **Summary** screen.
(If unable to access email, go to <https://datapriv.ccsu.edu/>, log in, and click on Summary from the left-side options list)
2. At the bottom of the **Summary** screen under the heading Requests waiting for my approval, click on the  for the employee you are granting membership.





▼ Requests waiting for my approval (1 item)							
ID	Status	Date	Op. Type	Req. Type	Requested By	Created for	
  33030	 Pending	April 07, 2015 3:59:32 PM	 Grant	Membership	AccountsMGT.svc (CCSU_CO...	Stevenson, Donna (InfoTe...	


3. The **Grant Access/Pending** screen will open.
 - a. Review the accuracy of the information provided.
 - b. In the Authorization Explanation box, type reason for granting membership.
 - c. Click on the **Approve** button under Authorization
 - d. Click OK.



Request ID: 33030
Request Operation Type:  Grant Access **Pending**


Created for:  Entity Name: Stevenson, Donna (InfoTechServ)
Logon Name: stevensondol
Domain Name: CCSU_COMP_SRV

Requested By:  Entity Name: AccountsMGT.svc
Logon Name: AccountsMGT.svc
Domain Name: CCSU_COMP_SRV
Department:

Membership in group:  Technical Services
Demo.fs (CCSU_COMP_SRV)

Expiration Date: Never
 On
 days following request approval

Authorizers

Name	Role	Status	Level	Date
 Laura, Elaine B. (InfoTechSe...	Group Authorizer		1	

Total: 1 Record
No. of Rows: 3

Request Reason: New Employee BlueNet Account Request

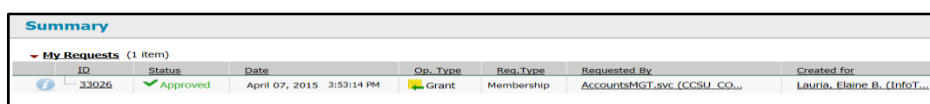
Authorization Explanation: Required to perform job.
Characters left: 976




Authorization: Approve Decline

OK Cancel

If you **declined** an Authorization in error, call the Help Desk at 21720

4. You will be returned to the **Summary** screen and your request will be "Executing". Refresh the page and the status of the employee will show as "Approved".



Summary							
▼ My Requests (1 item)							
ID	Status	Date	Op. Type	Req. Type	Requested By	Created for	
 33026	 Approved	April 07, 2015 3:53:14 PM	 Grant	Membership	AccountsMGT.svc (CCSU_CO...	Laura, Elaine B. (InfoT...	

5. To exit Data Privilege you must close the browser window. There is no logout option.