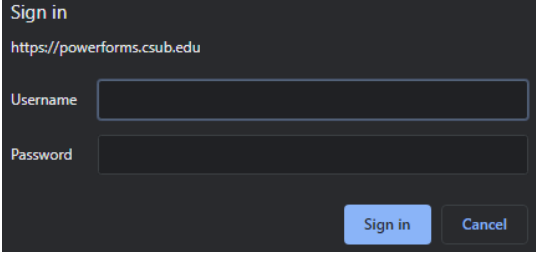
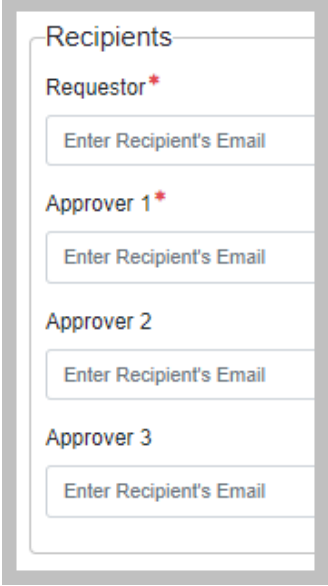
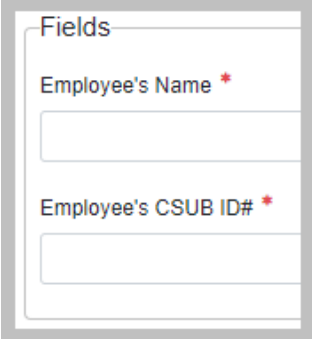

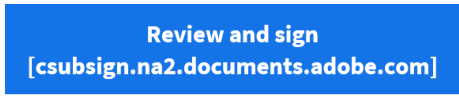
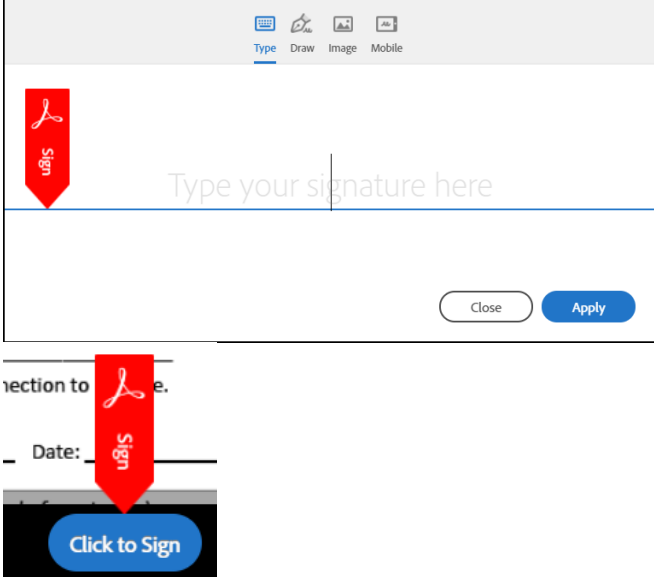


# Business and Administrative Services (BAS) Folder Access Request Form Instructions

Staff may use this form to request access to BAS folders. To complete this form, follow the steps below.

<p><b>1</b></p>	<p>Click the form link <b>Business and Administrative Service (BAS) Folder Access Form</b> available on the Campus Forms Gateway.</p>	<p><a href="#">Business and Administrative Services Folder Access Request</a></p> <p>Use this form to request access to the department share, folders, and documents owned by Business and Administrative Services.</p>
<p><b>2</b></p>	<p>At the Sign in prompt, enter your <b>CSUB NetID</b> for the username and your <b>password</b> to authenticate.</p>	
<p><b>3</b></p>	<p>In the Recipients section, enter the email addresses for the required <b>Recipients</b> (indicated by a red asterisk).</p> <ul style="list-style-type: none"> <li> <p><b>Requestor</b> Enter the email address of the person who will complete the form. This can be someone requesting access on behalf of an employee.</p> </li> <li> <p><b>Approver 1, Approver 2, &amp; Approver 3</b> Based on the folder(s) requested for access, enter the emails of the approver(s) listed in the instruction section.           <ul style="list-style-type: none"> <li>If requesting more than one folder approved by the same person, only enter their email once.</li> <li>If more than 3 approvers are needed, submit a second form.</li> </ul> </p></li> </ul>	

<p>4</p>	<p>In the Fields section,</p> <ul style="list-style-type: none"> <li>• <b>Employee Name</b> Enter the CSUB ID or Net ID of the person requesting access</li> <li>• <b>Employee's CSUB ID</b> Enter the first and last name of the person requesting access</li> </ul>	
<p>5</p>	<p>Click the <b>Submit</b> button and the following success message is displayed.</p> <p><i>The agreement has been submitted successfully. The first recipient should receive an email shortly with a link to the agreement.</i></p>	
<p>6</p>	<p>When the requestor receives the email, click the <b>Review and Sign</b> link to open the form and enter the required information.</p>	
<p>8</p>	<p>On the form, complete the <b>Employee Information</b> section with details of the person requesting access.</p>	
<p>9</p>	<p>For each folder the employee needs to access, select the <b>Access level</b></p> <ul style="list-style-type: none"> <li>• Read Only</li> <li>• Read/Write</li> </ul>	
<p>11</p>	<p>The requestor should apply their electronic signature, by clicking or tapping on the Signature of Requester field. A small box will appear with several options to capture a signature.</p> <p>Once the signature is applied, click the “Click to Sign” button at the bottom to complete the signing process.</p> <p>The form will be automatically routed to the next signer. The requestor will receive a notification once the ITS Business Office has accepted the form after all signatures are collected.</p>	
<p>12</p>	<p>The <b>Approver(s)</b> entered when initiating the form will receive an email notification to review and sign the form to approve the requested access. All approvers will sign at the bottom.</p>	

- 15** Once all the Approver's have signed the form, the **ITS Business Office** will accept the form.
- When the form is accepted, all signers will receive a notification and a completed copy of the form.