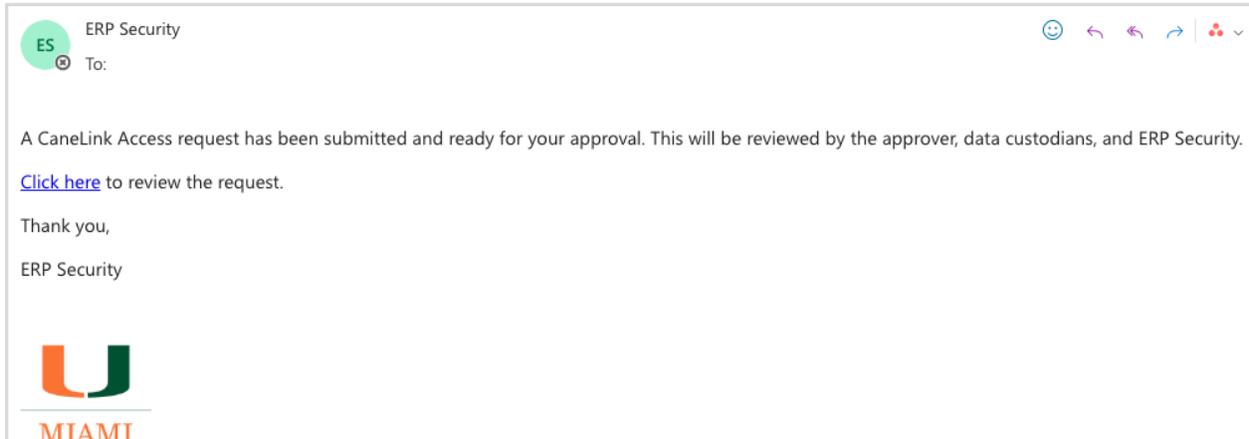


# CaneLink Security Role Access Request Form Approval Guide

Use this guide if you have been assigned as an approver for a CaneLink access request.

## STEP 1

- Look for an email notification indicating a **new CaneLink access request** that requires your approval.
  - Click the link in the email to be directed to your **Boomi dashboard**.



## STEP 2

- From the dashboard page, select **My Approvals**.



## STEP 3

- Within the **My Approvals** section, select the **CaneLink Access** item.

The screenshot shows the "My Approvals" dashboard. At the top right, the user's name "Edwin Flynn" is displayed. Below the title, there are navigation icons and a search bar. The main content is a table with the following data:

Form Name	Pending	Processing	Completed	Declined	Cancelled	Pending Other Department	Total Count	Past Due
CaneLink Access	1	0	18	19	0	7	45	1

At the bottom left of the dashboard, there is a "BACK" button.

- Select the specific request you are reviewing.
  - You may identify the request by Employee ID, Username, or the referenced module.

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## STEP 4

- A **PDF snapshot** of the request form will be presented for your review.
  - Carefully examine the user information, requested roles, and training verification.
  - Ensure all details are accurate and appropriate for the requestor's job responsibilities.

**My Approvals** kawan@psds.com

### CaneLink Access Request

Page 1 of 2

**Requester Information**

EMPLID:  
Case ID / UMID:  
Name:  
Email:  
Supervisor EMPLID:  
Supervisor Name:  
Supervisor Email:

**Requester (On Behalf of)**

EMPLID:  
Case ID / UMID:  
Name:  
Email:  
Supervisor EMPLID:  
Supervisor Name:  
Supervisor Email:

Which modules are you submitting for? **Student Records**

Request Type:  
Update

Current(s):  
 UGRAD  
 GRAD  
 MTD  
 LAW

System(s):  
 SOCR  
 UNKNOWN  
 NONE

System(s):  
 CaneLink  
 Data Warehouse  
 Navigare  
 PowerFacts

**Admissions Functional Access:**

Add Application  
 Transfer Credit(s)  
 Monitor Application  
 Applicant List  
 Test Score Information  
 Test Score List  
 Admission Information  
 Offer Letter to Incoming Student

**PA & PowerFacts Functional Access:**

Internal Office View  
 Student Development Theory (SWD/STP)  
 Student Services Center View  
 Student Services Center View  
 Document Review Agreement (RMS)  
 External Office View (SIS Only)  
 Other (enter in comments below)

Copy the rights from another user? **No** EMPLID:  
Is the copied user going to be replaced? Name:  
Will Copied user continue to keep/retain their access? Email:  
Do you need a alternative approval? **Yes** EMPLID:  
Name:  
Email:

## STEP 5

- Scroll to bottom of page and ensure you select the orange **Approve** button.
  - *This will initiate the next steps in the approval process.*

### Process History

Actions	Action	Name	Date	Comments
<a href="#">View</a>	Submitted		04/28/2025 07:04 AM	
<a href="#">View</a>	Email Sent		04/28/2025 07:04 AM	
<a href="#">View</a>	Email Sent		04/28/2025 07:04 AM	

**ADD COMMENT**

**MARK IN PROGRESS** **APPROVE** **CANCEL** **DECLINE** **BACK**