CSUBUY P2P Access Request

A **manager** needs to submit this Request

These instructions are not for DOA role request, DOA role will be requested by Accounting

1) Log into **My Fresno State** portal and click on the **Security Request** tile

2) Click on **New Security Request**

3) Select **User Security Access** then click on the **Next Tab** button

4) Search for the employee you are submitting the request for and click **Search**

5) Select the correct employee record (click the box to the left) and click on the **Add** button

6) Verify that all of the listed information is correct, then click on the **Next Tab** button

7) On the next screen, you do not have to select any of the roles shown, just click on the **Next Tab** button.

8) Select the type of access (most probably **Permanent Access**), then click on the **Next Tab** button

9) The Explanation of Request, type the following information:
Need P2P access
CFS BU: FRXNO (if you work in Athletics, then change FRXNO to FRXTH)
P2P Role: put one of the 2 roles listed below

P2P role options are (select only one P2P role below to put into the above description):

Shopper – can shop and create orders, but must assign the order to a Requester
If wanting the Shopper role, then put the below role into the Explanation of Request box
P2P Role: CFSCSU_PO_JG_Shopper

Requester – can shop, create and submit orders.
If wanting the Requester role, then put the below role into the Explanation of Request box
P2P Role: CFSCSU_PO_JG_Requester

10) Last step is to click the **Save** button which will submit the request for you