

CSUBUY P2P Access Request

A **manager** needs to submit this Request

- 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