PeopleSoft Security Requests

PeopleSoft is the enterprise software UofL uses to manage the University's student (CS), financials (FI), and human resources (HCM) data. Each system has its own process for requesting access/security. Please see notes below for instructions.

PEOPLESOF T CAMPUS SOLUTIONS

At UofL, PeopleSoft Campus Solutions (CS) is the system of record for most academic administrative functions. Students interact with this system via ULink to enroll in classes, update their personal information and manage important online tuition or financial aid accounts.

Requests for access to the PeopleSoft Campus Solutions (CS) systems are reviewed and approved by departmental security administrators. If you have questions about the approval process, please contact Will Adamchik in the Office of Enrollment Management, will.adamchik@louisville.edu, 502-852-7381.

Do not use this form to report a critical problem occurring in production; instead click here to create an Incident or call the IT HelpDesk at 502-852-7997.

PEOPLESOF T FINANCIALS

Administrative units, departments and offices utilize PeopleSoft Financials (FI) in the management of university business transactions such as purchasing, budgeting, billing and collections. Two-factor Duo log-in for essential business personnel will soon be added to Financials (for more information: UL2FCTR).

Requests for access to PeopleSoft Financials are submitted from University Reports.

In order to request this access, the requestor will need to have access to the Financials folder in University Reports. If you do not have access, please contact your UBM who can request the access for you.

To request access:
1. Log onto University Reports
2. Navigate to the Financials Listing/Human Resources Forms folder
3. Select Account Request_Fin_HR
4. Fill in the requested information
5. Click the link: Click here to send request
The request will be routed to the appropriate LFO for authorization.

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PEOPLESOF T HUMAN RESOURCES

For faculty and staff, PeopleSoft Human Capital Management (HCM) is the university's primary personnel administrative system. Managing your employee information, benefits and payroll is done securely with a two-factor Duo sign-in (UL2FCTR).

Requests for access to PeopleSoft - Human Resources are submitted from University Reports.

In order to request this access, the requestor will need to have access to the Human Resources folder in University Reports. If you do not have access, please contact your UBM who can request the access for you.

To request access:
1. Log onto University Reports
2. Navigate to the Financials Listing/Human Resources Forms folder
3. Select Account Request_Fin_HR
4. Fill in the requested information
5. Click the link: Click here to send request
The request will be routed to the appropriate LFO for authorization.

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