Access to Campus Solutions

The request for Campus Solutions security needs to come from your Campus Access Control Officer, preferably as a Help ticket. Typically, you'd complete the form NDUS-HECN-006, ConnectND Access Request for Student Administration Form to be attached to the ticket. You can find the form and instructions at http://sits.ndus.edu/sits-departments/connectnd/security/forms-security/

You’ll generally want to request security for both Production (NDCSPRD) and Stage (NDCSSTG).

The following permission lists are part of both FA Director with Setup and FA Director without Setup and don’t need to be requested separately:

- NDU CC Service Indicators
- NDU CC 3Cs
- SR Fin Aid Permission List

In the Primary Permission Lists Security section, indicate whether the new staff member needs to see whole SSANs and DOBs, or whether they should be masked.

When you set up the CS9 Security, we anticipate you’ll be requesting the following Roles (you can run query NDU_SEC_0043 to see all the navigations for each role):

- Either NDUS DIRECTOR WITH SETUP or NDUS DIRECTOR WITHOUT SETUP
- Either NDUS CC BIO DEMO (AU)(Add/Update – includes Search/Match) or NDUS CC BIO DEMO (DO)(Display only, no Search/Match))
- NDUS FA OVERRIDE (Limit to staff who need to do Professional Judgment)
- NDUS USER (for Process Monitor)
- NDUS QUERY VIEWER
- NDUS CC PROCESSES (for Run Control Delete)
- NDUS SF INQUIRY ONLY (for selected Student Financials inquiry screens, including Customer Account))
- NDUS AD ADMISSIONS INQUIRY (for selected Admissions inquiry screens)
- NDUS_CC_Collaborative_DO (for access to NDU Collaborative Report.)
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• NDUS CC STUDENT BIODEMO REPORT (for access to NDU Service Indicator Report).

Under **Financial Aid Security for Directors with or without setup only** on the form, you may want to:
  • Indicate the Admissions action (ALL)
  • Indicate the Program Action Security (ALL)
  • Indicate the Application Center(s) (UGRD, GRAD, MED, LAW, as appropriate.)
  • Indicate the 3C Group Institution (for example, BSC01, DSU01, LRSC1, as appropriate.)
  • Indicate the 3C Update/Inquiry Group(s) (AWDI, AWDU, FINI, FINU)
  • Indicate Population Update Security for STDNT_AID_ATRBT and STDNT_AWARDS

Under **FA Population Update**, enter the records that are appropriate. For a user who will be doing any processing, recommend:
  • STDNT_AID_ATRBT
  • STDNT_AWARDS
  • STDNT_PKG_VAR

Under **Service Indicator(s)**, on the form, indicate Student Groups used by your SFAO and indicate Service Indicators. To help you decide whether an employee should be able to apply a particular service indicator, the service impacts are listed in parenthesis after the Service Indicator description:
  • FAA (Reason FAA) - FA Athletics Participant (No Impact FANOP)
  • FAB (Reason FAB) – Ability to Benefit (No Impact FANON)
  • FAD (Reason FAD) – BA/BS Degree (No Impact FANON)
  • FAH (Reason TRAN) – FA Hold (Has negative impact FADIS – shared with Admissions.)
  • FAP (Reason FAP, NSW) – FA Packaging Hold (Has Negative Impact FADIS)
  • FAR (Reason FAR) – FA Registration Hold (Has Negative Impact CENR)
  • FCO (Reason FCO) – FA Grad Certificate Only (Has Negative Impact FADIS)
  • FDI (Reason STG1, STG2) – FA Documentation Incomplete (Has negative Impact CENR, FADIS)
  • FEF (Reason FEF) – Financial Aid Information – SAP (No Impact FANON)
  • FIF (Reason SATP) FA Information - SAP (No Impact FANON)
  • FLL (Reason FALMT) – Near Loan Limit (No Impact FANON)
  • FLP (Reason FALMT) – Near Pell Limit (No Impact FANON)
  • FPO (Reason NOREF) – FA Pell Over award (Has Negative Impact NOREF)
  • FSP (Reason SATP) – FA Probation (No Impact FANON)
  • FSS (Reason SATP) – FA Disqualification (No Impact FANON)
  • FSW (Reason SATP) – SAP Warning (No Impact FANON)
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- GFA (Reason BSCFA, DCBFA, DSUFA, LRSFA, MASFA, MISFA, NDSFA, SCSFA, UNDFA, VCSFA, WSCFA) – Global Documentation Incomplete ((Has negative Impact CENR, FADIS)
- POS (Reason SATP) – Plan of Study SAP (No Impact FANON)
- Most schools have a CSH (Collaborative Student Hold) that you may also want to request.

Under **Student Groups**, enter any student groups that the individual might need, as well as whether the access is Inquiry only or Update as well. Some schools use these groups:
- DOI1 – Days of Instruction 1
- DOI2 – Days of Instruction 2
- DOI3 – Days of Instruction 3
- DOI4 – Days of Instruction 4
- DOI5 – Days of Instruction 5

Indicate **Secure Student Financial Security** on the form,
- Business Unit (Your Institution, for example BSC01, LRSC1, NDSCS)
- SetID (Your Institution, for example BSC01, LRSC1, NDSCS)

**Access to FAA Access**

Security for FAA Access is handled by Campus Solutions; if the new employee needs FAA Access, warn the new employee that they will need to provide SSN and DOB to the caller, then provide Campus Solutions with the best time and number for contacting the new employee. In order to sign in to FAA Access, the new employee will need a user ID, which can be obtained from [https://fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun](https://fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun).

The school Primary Destination Point Administrator needs to sign up the employee, as necessary, for NSLDS, COD or the eCampus-Based system, which includes the FISAP Online. ([https://fsawebenroll.ed.gov/PMEnroll/index.jsp](https://fsawebenroll.ed.gov/PMEnroll/index.jsp))

**Token**

If the new employee is taking over a token from a departing employee, the token needs to be decommissioned/repurposed first. The PDPA who is responsible for the token needs to send an email to the TFA help desk [tfasupport@ed.gov or 1-800-330-5947] to do that:

Subject: Repurpose Token****

Body:****

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5/1/2019
Access to MOVEit

Many new employees will also need access to the secure file transfer service, MOVEit. To request MOVEit access complete the MOVEit Access Request form in Team Dynamix: https://ndus.teamdynamix.com/TDClient/Requests/ServiceDet?ID=22910

For Access to State Grant Folder: When completing the Access Request, the System you need access to is Campus Solutions; the directory is \CSData\FinancialAid\SBFA\PRD\(your school code, such as BSC01, LRSC1, NDSCS, etc); access needed is add/update/read.

For Access to Reports Folder: When completing the Access Request, the System you need access to is Campus Solutions; the directory is \CSData\FinancialAid\Reports\(your school code, such as BSC01, LRSC1, NDSCS, etc); access needed is add/update/read.

Access for Non-NDUS Employees: Since MOVEit is also used to support the State Grant Program, non-NDUS institutions require access to MOVEit. Non-NDUS employees should contact Crystal Tangsrud with NDUS-CTS: crystal.tangsrud@ndus.edu.
NDASFAA and NDUS Listservs
Provide the new employee’s Name, Title, e-mail address and phone number to Campus Solutions with a request that the individual be added to the NDASFAA directory, the NDASFAA listserv and to ERP-CAMPUSES-FINAID listserv. New directors also need to be added to the NDFAD listserv.

You may also want to add the new individual to your school’s RMASFAA and NASFAA membership.

Other Listservs of Interest
- FinAid-L: To subscribe to the list, send email to finaid-l-subscribe-request@lists.psu.edu (no Subject: line or message body is necessary).
- Common Data Set: http://www.commondataset.org/
- IFAP: www.ifap.ed.gov - Click on My IFAP link

Access to HEUG
- Get Access to Site:
  o Navigate to http://www.heug.org/
  o Click on “request Login” link on upper right corner of the page
  o Complete the Login form. Your Organization is North Dakota University System.
- Once you have a login (which may be several days), register for Listservs
  o Under the black bar, click on “Welcome, {Your Name}”
  o Under “Options” on the right, click on “My Subscriptions”
  o Click on the “+” to Add Subscription
  o Select “Campus Solutions” and “Financial Aid” in the drop downs
  o Select how you want to receive emails (probably “Summary Digest”)
  o Click “Add”