Access Request Form (ARF) Overview

This article provides an overview of the Access Request Form (ARF) process.

Why submit an ARF?

In order to access additional PeopleSoft functionality, campus users must complete an Access Request Form (ARF). These forms are available online through the campus portal in AEM Forms. A separate form is required for each of the following functional areas: Human Resources, Finance, and Campus Solutions (Student Administration).

Who completes the ARF?

An Access Request Form can be initiated by an employee on their own behalf or by another employee in the same division.

💡   Please use one of the supported browsers to access ARFs in AEM:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

ℹ️   For step-by-step guides on how to initiate an ARF, view the following:

[Completing a Campus Solutions ARF](#)

[Completing a Finance ARF](#)

[Completing a Finance Delegation of Authority ARF](#)

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[Completing a Human Resources ARF](#)

What happens after the ARF is initiated?

ℹ️ For more information on the ARF life cycle, view the [PeopleSoft Access Request Form Process](#) article.

Finance and HR ARFs

The supervisor reviews and electronically approves the ARF. Next, the employee reviews and electronically accepts the ARF. If certain roles are requested, then a business analyst or budget contacts need to review the ARF. Then, IT Training assigns the necessary training courses.

Campus Solutions ARFs

The supervisor reviews and electronically approves the ARF. Next, the employee reviews and electronically accepts the ARF. Then, the ARF is routed to business analysts in various functional areas for review. After the business analysts assess appropriate roles and determine training requirements, IT Training assigns the necessary courses.

When is the access granted?

When the employee completes all training requirements and provides proof of completion to IT Training, then IT Training marks the ARF as complete for training and sends the form to CMS Security to grant the requested access to the employee.

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Need More Help?

💡 Read more on [How to Troubleshoot Common Issues with Access Request Forms](#).

For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.

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