

# How Does an Initiator Resubmit an Access Request Form After It is Rejected?

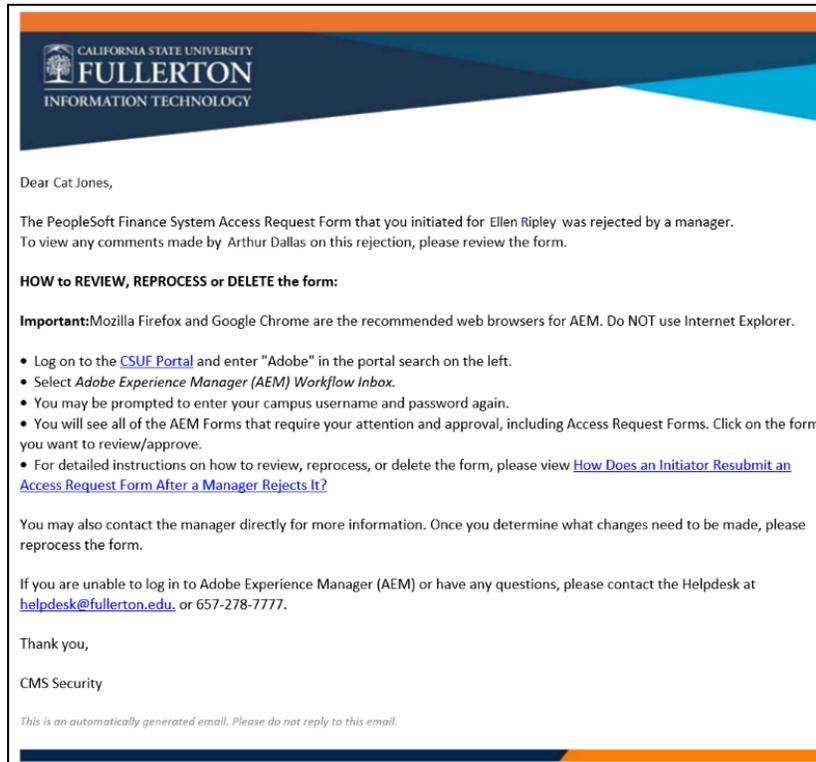
This article explains what to do when a CMS PeopleSoft Access Request Form is rejected by a manager, business analyst, trainer, or Information Security Office and needs to be resubmitted.

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

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

 There may be some ARFs that are still going through the old My Workplace workflow. If you get an email about an ARF and don't see it in AEM, try [following the instructions for My Workplace](#).

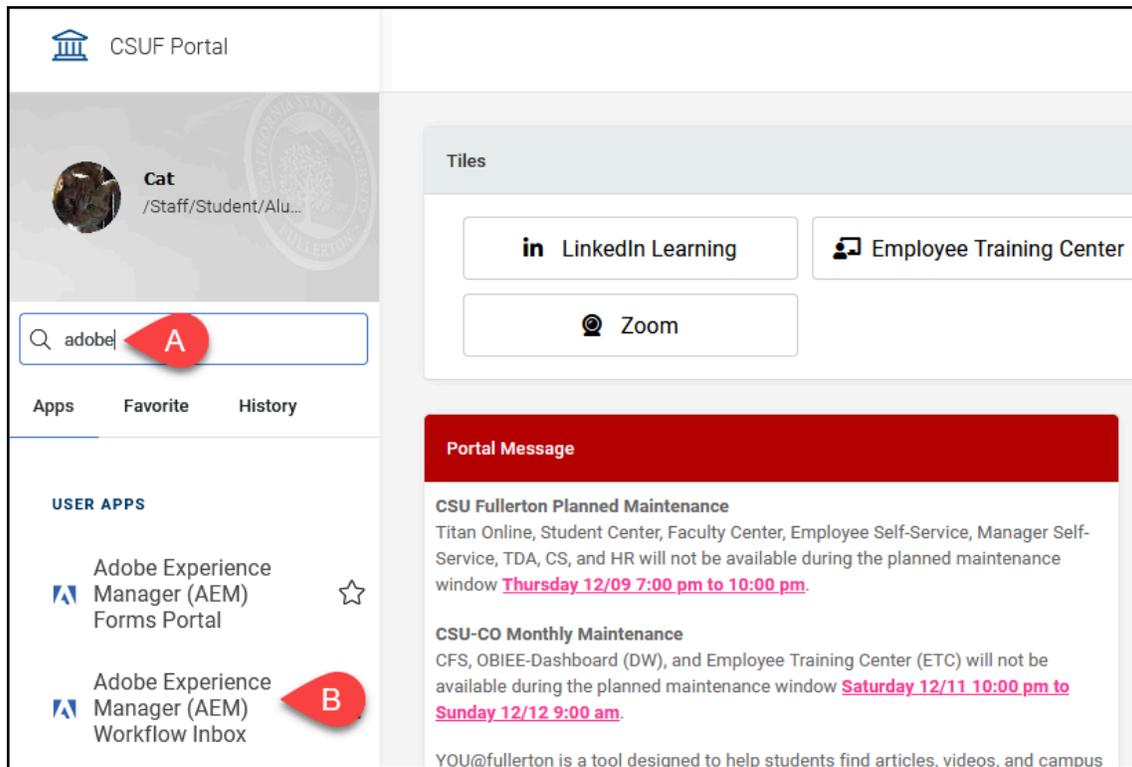
# 1. The initiator is notified via email when an Access Request Form has been rejected. Read the email for more details and instructions.



This email will specify which Access Request Form has been rejected and by whom. The email also contains instructions on how to open the form.

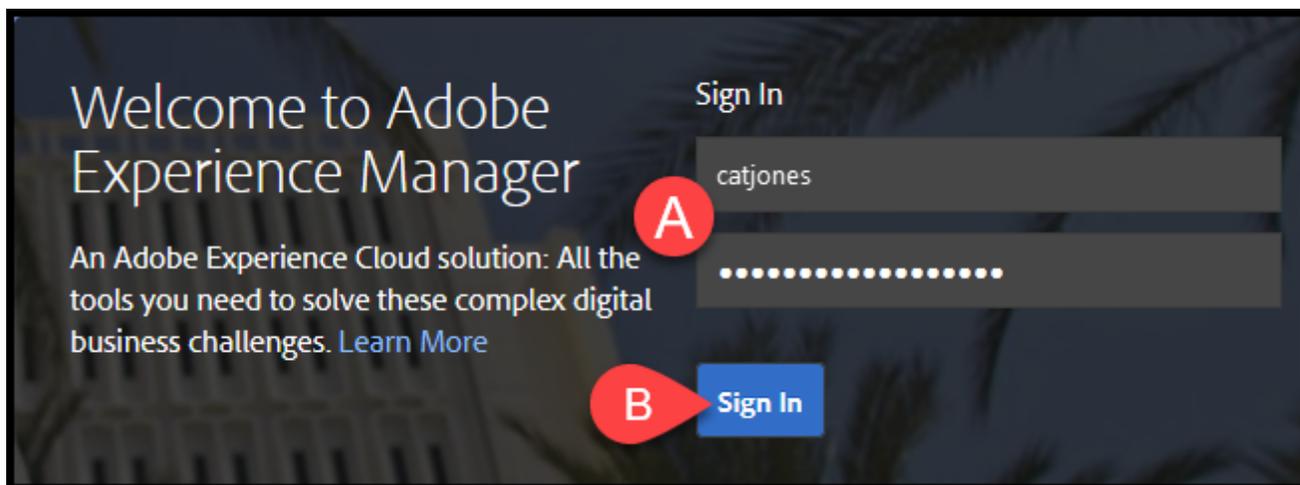
## 2. To review the request form, log in to the campus portal and access Adobe Experience Manager (AEM) Inbox.

 For more detailed instructions on accessing Adobe Experience Manager, [view Accessing Adobe Experience Manager \(AEM\)](#).



- A. Enter "adobe" in the portal search box.
- B. Select **Adobe Experience Manager (AEM) Workflow Inbox**.

### 3. Enter your campus username and password. Then click **Sign In**.

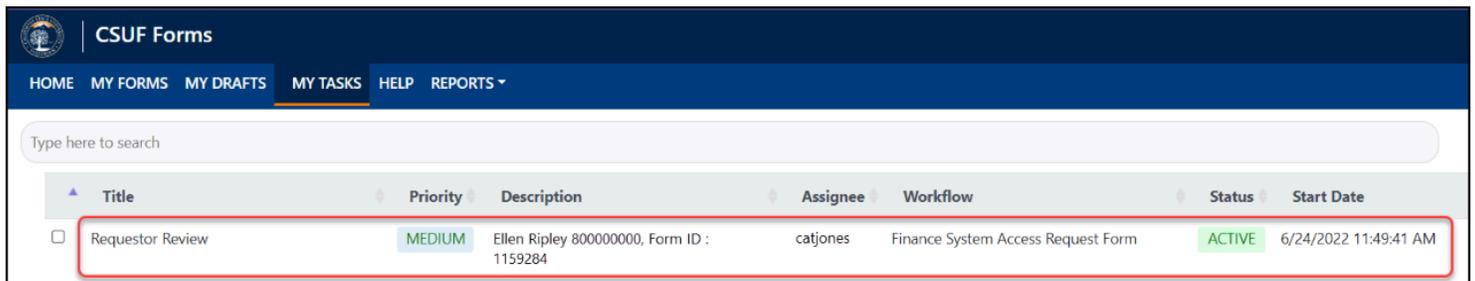


- A. Enter your campus username and password. This is the same information you use to log on to the campus portal.

B. Then click **Sign In**.

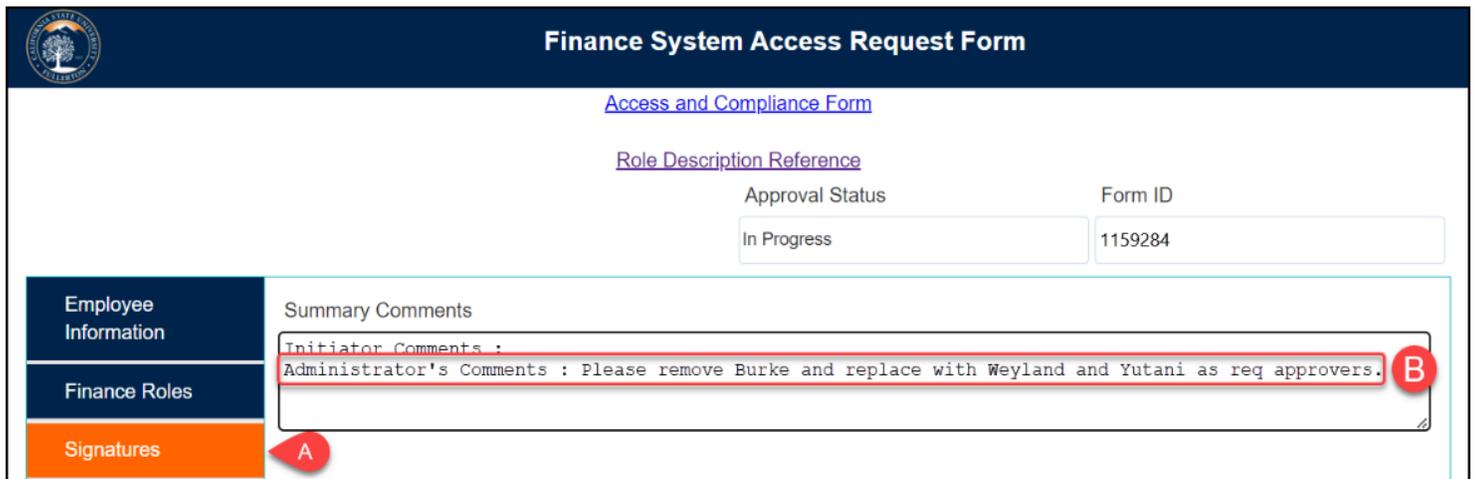
## 4. Click on the ARF that you want to review/resubmit.

 You should have been taken directly to the My Tasks tab, but if you are on another screen, just click **My Tasks** to view all of the forms that are pending your review.



The screenshot shows the 'CSUF Forms' application interface. The top navigation bar includes 'HOME', 'MY FORMS', 'MY DRAFTS', 'MY TASKS' (which is highlighted), 'HELP', and 'REPORTS'. Below the navigation is a search bar with the placeholder text 'Type here to search'. A table lists the tasks, with the following columns: Title, Priority, Description, Assignee, Workflow, Status, and Start Date. One task is listed: 'Requestor Review' with a 'MEDIUM' priority, description 'Ellen Ripley 800000000, Form ID : 1159284', assignee 'catjones', workflow 'Finance System Access Request Form', status 'ACTIVE', and start date '6/24/2022 11:49:41 AM'. A red box highlights the entire row of this task.

## 5. Click on Signatures. Review any comments to determine how to proceed.



The screenshot shows the 'Finance System Access Request Form' interface. At the top, there are links for 'Access and Compliance Form' and 'Role Description Reference'. Below these are two input fields: 'Approval Status' with the value 'In Progress' and 'Form ID' with the value '1159284'. On the left side, there is a sidebar with tabs for 'Employee Information', 'Finance Roles', and 'Signatures' (which is highlighted in orange). A red circle with the letter 'A' points to the 'Signatures' tab. The main content area shows a 'Summary Comments' section with a text box containing 'Initiator Comments : Administrator's Comments : Please remove Burke and replace with Weyland and Yutani as req approvers.' A red box highlights this text, and a red circle with the letter 'B' points to it.

A. Click **Signatures**.

B. Based on the comment/s, you can determine what needs to be changed and whether to resubmit the form or delete and start over.

## 6. Click on the Roles tab to edit the request or click Delete Request if you need to submit a separate ARF and delete the current one.

The screenshot displays the 'Requestor Review' interface for a 'Finance System Access Request Form'. At the top right, there are three buttons: 'Delete Request' (with a red arrow 'B' pointing to it), 'Submit', and 'Delegate'. Below the header, there are two tabs: 'Form' (selected) and 'Workflow Details'. The main content area includes a 'Summary Comments' section with a text area containing the text: 'Initiator Comments : Administrator's Comments : Please remove Burke and replace with Weyland and Yutani as req approvers.' A red arrow 'A' points to the 'Finance Roles' tab in the left sidebar. Above the text area, there are two input fields: 'Approval Status' (containing 'In Progress') and 'Form ID' (containing '1159284').

- A. Click on the **Roles** tab to make changes to the security request.  
OR
- B. Click **Delete Request** to delete the form. You will need to initiate a new ARF to request access for the employee.

## 7. If you choose to reprocess the form, you can make the requested changes to the form, then click Submit to resubmit.

The screenshot shows the 'Requestor Review' section of a web application. At the top right, there are two buttons: 'Delete Request' and 'Submit'. The 'Submit' button is highlighted with a red box, and a red arrow points from the bottom left towards it. Below the buttons, there are two tabs: 'Form' (selected) and 'Workflow Details'. Under the 'Form' tab, there are two main sections: 'Select Approvers (In Division)' and 'Select Approvers (Other Division)'. Each section has a sub-section for 'Approvers for Requisition Data Entry only'. The 'In Division' section lists 'Peter Weyland [800000001], Hideo Yutani [800000002]'. The 'Other Division' section is currently empty.

For instructions on filling out an ARF, review the following:

[Completing a Finance Access Request Form](#)

[Completing a Human Resources Access Request Form](#)

[Completing a Campus Solutions Access Request Form](#)

[Completing a Finance Delegation of Authority Access Request Form](#)

## 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](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).