

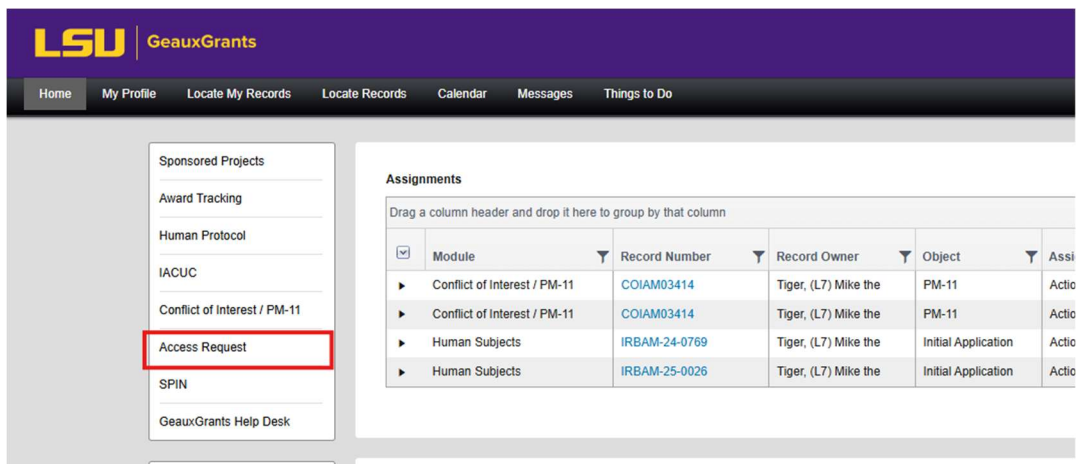
Initiating a Security Request

Overview

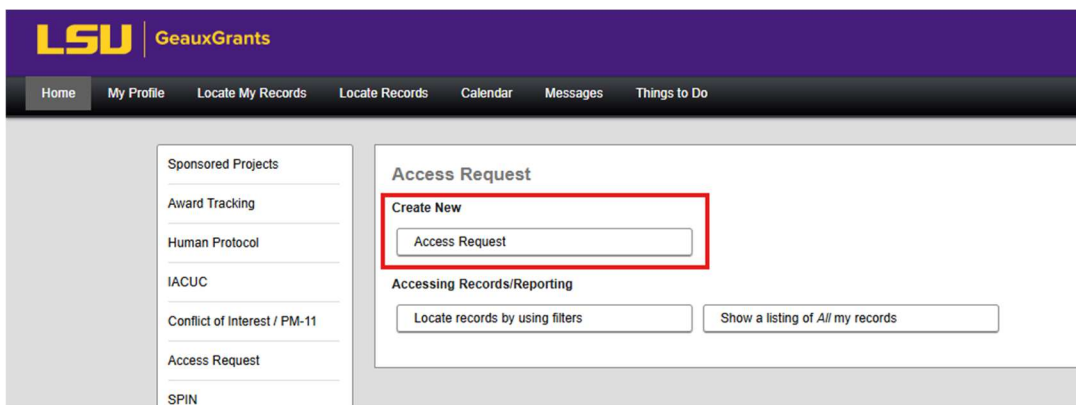
By default, LSU faculty and staff can access GeauxGrants. However, this access is limited to records for which a user is the principal investigator (PI). Users requiring expanded access/roles in GeauxGrants to complete their job duties can request this access via the Access Request module, available in GeauxGrants.

Creating and Submitting the Security Request Form

1. Select “Access Request” on the left sidebar of the GeauxGrants portal.



2. Select “Security Request” under Create New on the Access Request page.



3. To see the recipient's current security access, you may select the checkbox next to "Show Recipient's security?"

The screenshot shows the LSU Security Access Requests interface. On the left is a navigation menu with options: ROLES AND RESPONSIBILITIES (selected), SECURITY ACCESS REQUESTS, ALL PAGES, and MANAGEMENT RECORD. The main content area is titled 'ROLES AND RESPONSIBILITIES' and contains a checkbox labeled 'Show Recipient's security?' which is checked. Below this is a 'Security Information' section with a table:

Function	System	Scope
Access Module	Access Request	Louisiana State University
Investigator	Access Request	
Investigator	Access Request	Louisiana State University

Below the table is a 'Delegation Information' section with a 'Delegate' field.

4. Select the appropriate response if you are requesting access on behalf of another individual. If "yes," then select the appropriate recipient. If "no," then you should populate into the recipient field.

SECURITY ACCESS REQUESTS

RECIPIENT INFORMATION

Are you requesting access on the behalf of another individual? Yes No

Please select the appropriate person for whom you are requesting access for:


Recipient: Tiger, (L7) Mike the

Supervisor:

5. Select the module category.
- a. Sponsored Projects – This includes the proposal development, proposal tracking, and awards tracking modules.
 - b. Compliance – This includes the IRB, IACUC, and COI/PM-11 modules.
 - c. Enterprise (Admin Only) – These are administrative roles for ORED/ITS users.
6. Select the applicable module(s) for your request.
7. Select "Show (Module) Roles/Descriptions?" for a detailed description of each available function.

8. **Select the + symbol to add a new request into the form.** Multiple roles can be requested by clicking the + symbol. **Select the trash can symbol to remove a request from the form.**

Add/Remove	<input type="text" value="v"/>	
Function	<input type="text" value="v"/>	
Scope	<input type="text" value="✎ x"/>	
<i>Deny Request?</i>	<input type="checkbox"/>	
<i>Reviewer Comments:</i>	<input type="text"/>	

9. **Select the appropriate selection for “Add/Remove.”** By selecting “Remove All,” you are indicating that all access for this user should be removed for the selected module. No additional information is required if selecting “Remove All.”
10. **Select the appropriate “Function” for your request.** A detailed description of the functions is available in the “Show (Module) Roles/Descriptions?” selection on the request form.
11. **Select the appropriate “Scope” for your request by clicking the pencil icon.** This will open a new window with the departmental hierarchy. There is also a progressive text field to allow you to search for the appropriate scope by name.
12. **No action should be taken by the submitter on the review fields in italics.**
13. **If the request is submitted on behalf of an individual in another department, please select the correct department for the identified recipient at the bottom of this page.** Select the  icon, then use the hierarchy or progressive text field to identify the correct department for the recipient. Once the department is selected, mark the checkbox under “Primary” to designate the department for the submission.

DEPARTMENTS

▼ Departments 

[Delete Departments](#)

Primary

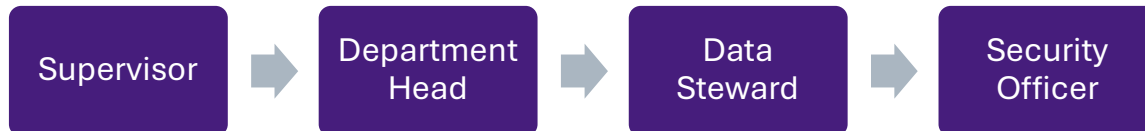
Department
LSUAM | Col of HSE | Education | CC00165

14. Once completed, click “Complete” then “Submit.” A window will appear with the approval route, select “Submit” on this page to complete the process.

Review Process Overview

Upon submission, the request will be sent to the first reviewer following the applicable process below. This notification is received 3 ways: an email to the individual's LSU inbox, an internal notification to their GeauxGrants Messages, and from their GeauxGrants Assignments list. All methods contain a link to the Review Dashboard. The review is linear, and subsequent steps will not send out notifications until the current step is completed.

Sponsored Projects Approval Process



Compliance Approval Process

