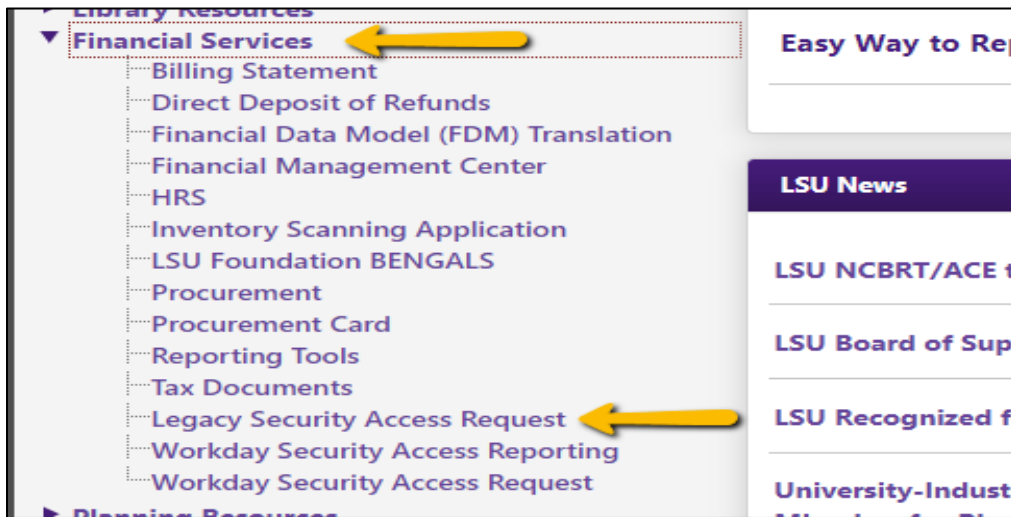# GeauxGrants Security Access Request – Quick Reference Guide

The purpose of this how-to-guide is to enable a user to quickly fill out or approve a Legacy Security Access Request for GeauxGrants access.

Initiating a Legacy Security Access Request

1. Log in to the myLSU Portal by clicking on "myLSU" in the top, left-hand corner of the lsu.edu website.
2. Click on "Legacy Security Access Request" under Financial Services in the myLSU portal.

3. Click "I Agree" (which is agreeing to the LSU Security Use Policy).

4. Fill in all the fields in the Recipient Information section of the Request tab.

5. Under Add Security Items, select GeauxGrants A&M under System dropdown box.

6. Under Module, select either Proposal or Award Tracking depending on the type of access you are requesting.

Add Security Items

Add Selected Access

System
GeauxGrants A&M

Module
Select an item

AWARD TRACKING
CONFLICT OF INTEREST
ENTERPRISE
GENIUS
PROPOSAL

Select an item

7. Under Function, click on the … to select the appropriate function/role.

Add Security Items

Add Selected Access

System
GeauxGrants A&M

Module
PROPOSAL

Function
Select an item

Double click on the Function Name to add. The most common Functions are:
- Department Administrator – provides user(s) edit access to records in the specific module. Recommended for unit grant coorindators and/or business managers.
- Department Administrator III – provides user(s) view access to records in the specific module.
- Department Head – provides users access to approve proposal submissions for assigned organization(s0 and view access to records in the specific module. A unit

can only have one individual with the department head role, but delegates can be set up to approve on his/her behalf.

Function Name	Description
Access Reports	Provides system administrator user(s) access to the simple reporting tool for the specified module.
Administrative/Business Official	User(s) within the Office of Sponsored Programs with this role will be listed as the "Person to contact regarding this application" for S2S proposal submissions. Does not provide access to records.
Advanced Reporting	Provides system administrator user(s) access to the advanced reporting tool for the specified module.
Department Administrator	Provides user(s) edit access to records in the specified module for assigned organization(s). Intended for departmental grant administrators.
Department Administrator II	Provides user(s) edit access to records in the specified module for assigned organization(s). Intended for compliance approvals and Sponsored Program Accounting.
Department Administrator III	Provides user(s) view only access to records in the specified module for assigned organization(s).
Department Head	Provides user(s) access to approve proposal submissions for assigned organization(s) as well as view access and limited edit access to records in the specified module for assigned organization(s).
Export Control Administrator	User(s) responsible for approving proposals for Export Controls.
IACUC Administrator	User(s) responsible for approving proposals for IACUC.
IBRDS Administrator	User(s) responsible for approving proposals for IBRDS.
IRB Administrator	User(s) responsible for approving proposals for IRB.
Module Administrator	Provides system administrator user(s) access to system configuration for the specified module.
OSP Operations	User(s) within Office of Sponsored Programs
OSP Team Lead	User(s) within Office of Sponsored Programs
Radiation Administrator	User(s) responsible for approving proposals for radiation and CAMD.
Research Administrator	Provides user(s) access to manage records for the specified module. Intended for Office of Sponsored Programs

8. Under Scope, click on ... to select the appropriate cost center.

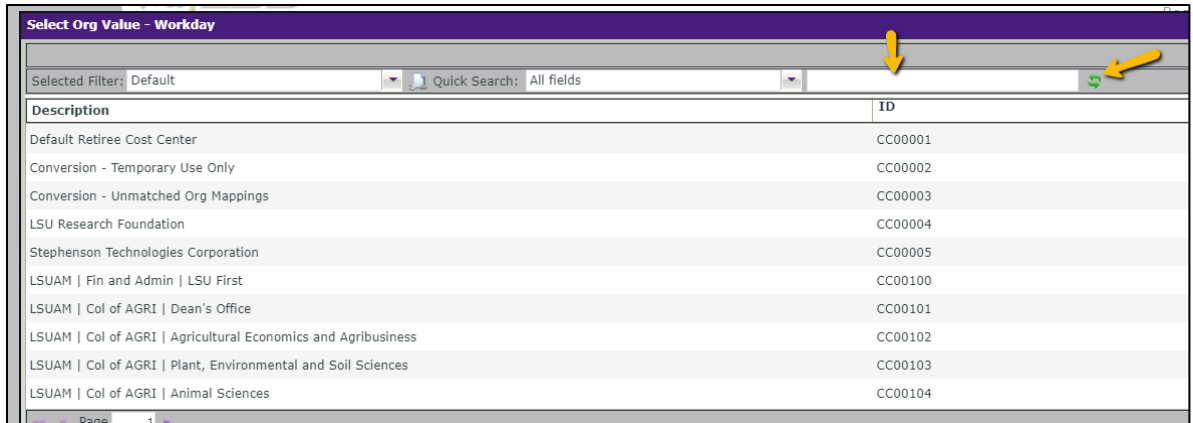**Add Security Items**

➕ Add Selected Access
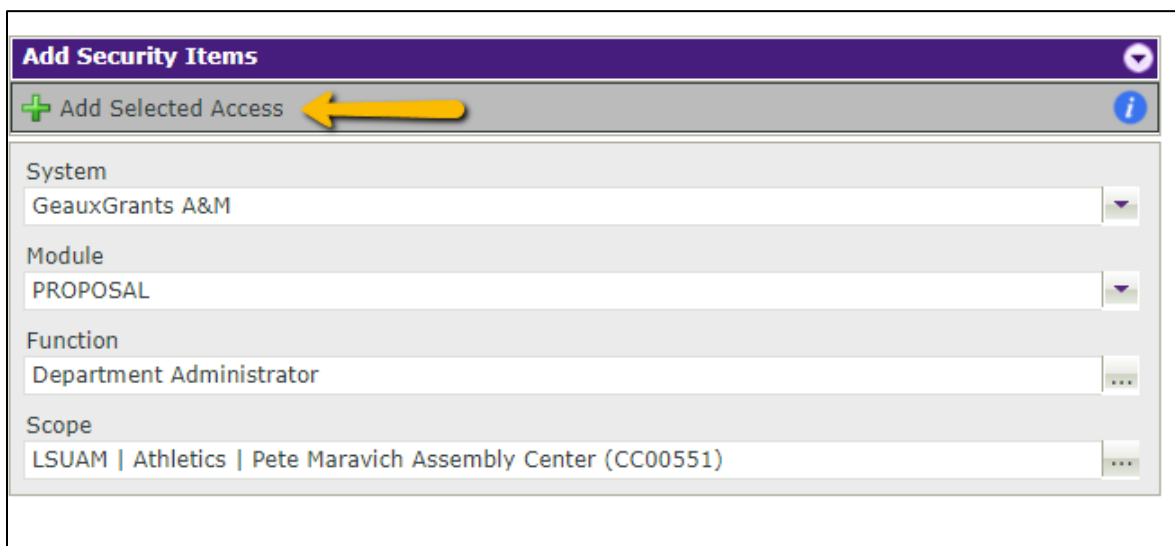
System
GeauxGrants A&M

Module
PROPOSAL

Function
Department Administrator

Scope ⬅
Select an item

Enter either name of unit or Cost Center number (CCXXXX) and click the green arrows. Once correct cost center appears, double click on name to select.

9. Click + Add Selected Access to add the Security Item.

10. Make sure information is added under Security Items to be Added/Removed. Click Add Comment to include a comment in email for security request or click Submit to submit the request.
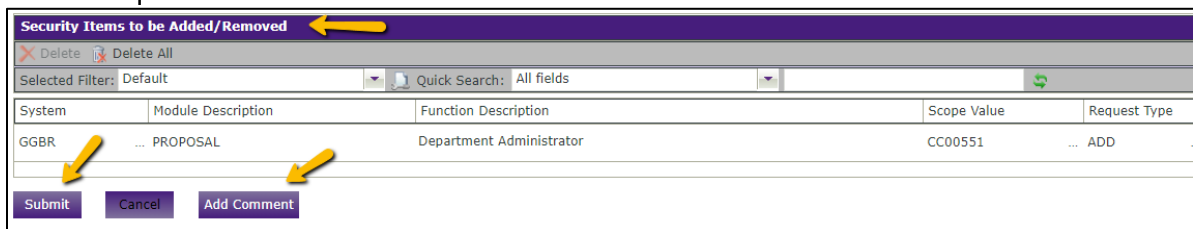
11. All Department Administrator and Department Head roles will need security access for both the Proposal module & Award Tracking module. You will need to complete Steps 5-9 if you need to add another security module.

12. The requestor will receive an initial email that the request was successfully submitted, and a final email when the request has completed the approval process.